



Visy Industries - Build Run Repair

BRR Yatala Glass Project

Emergency Response and Evacuation Plan

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Build Run Repair™

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SYNOPSIS

This document presents the Emergency Response and Evacuation Plan for Build Run Repair – Yatala Glass Project. The Project Emergency Response and Evacuation Plan is used to document the processes for the systematic planning and implementation of all aspects of the project for Build Run Repair work scope.

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| BUILD RUN REPAIR - PROJECT – EMERGENCY RESPONSE AND EVACUATION PLAN | | | | | |
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1 Introduction

1.1 Purpose and Scope

The Qld Work Health Safety Regulations 2011, Chapter 3, Division 4, Section 43(1) states: A person conducting a business or undertaking at a workplace must ensure that an emergency plan is prepared for the workplace.' Build Run Repair Project (BRR Project) has developed and implemented the Emergency Response and Evacuation Plan (EREP) to fulfil this statutory obligation.

Whilst the EREP is primarily focussed on incidents and emergencies at the BRR Project, it may also be activated in response to other emergencies and to provide mutual support to Visy Assets.

The purpose of BRR Project EREP is to establish the actions all on-site personnel shall take in the event of an emergency situation and to provide direction on how to appropriately activate notifications and emergency procedures. This EREP, when activated, aims to minimise personnel exposure to potentially dangerous situations and minimise property and environmental damage that may result from an emergency. The provisions contained within this plan will be in effect whenever there is an emergency declared on-site during construction, commissioning, and demobilisation activities.

This EREP applies to all BRR Project personnel, site contractors, site lower tier contractors and all visitors to site. It should be read in conjunction with the Yatala Glass Project Health and Safety Management Plan. Details of this plan will be highlighted at the project's induction and will continually be reinforced at daily pre-start meetings. Whilst on site, all visitors shall be escorted by a fully inducted worker who will be responsible for that visitor if the EREP is activated. It applies to all emergency situations including but not limited to the following:

- Fire / Explosion
- Severe Weather— including Lightening Strike
- Height / Confined Space Rescue
- Toxic / Hazardous Substance Release or Spill
- Serious Personal Injury
- Structural Collapse
- Malicious Threat I Action
- Vehicle Collision
- Transporting Explosives
- Fires or Emergencies involving Radiation

2 Definitions and Abbreviations

| Acronym | Definition |
|-------------|---|
| BRR PROJECT | Green Energy Power Plant Project |
| CEC | Construction Environmental Coordinator |
| EEM | Electrical Engineering Manager |
| EPA | Environmental Protection Authority |
| EPC | Emergency Preparedness Coordinator |
| EREP | Emergency Response and Evacuation Plan |
| EMR | Emergency Management Room |
| EMT | Emergency Management Team |
| ERT | Emergency Response Team |
| HSEM | Project Health, Safety and Environment Manager |
| HSER | Project Health, Safety and Environment Representative |
| FRT | First Response Team |
| FRTL | Field Response Team Leader |

| | |
|------------|--|
| HAZMAT | Hazardous Materials |
| IC | Incident Commander |
| IMT | Incident Management Team |
| IMTC | Incident Management Team Coordinator |
| ISHR | Industry Safety & Health Representative |
| MPC | Muster Point Coordinator |
| SDS | Safety Data Sheet |
| PPE | Personal Protective Equipment |
| QAS | Queensland Ambulance Service |
| QFRS | Queensland Fire and Rescue Service |
| QPS | Queensland Police Service |
| SCBA | Self-Contained Breathing Apparatus |
| SSHR | Site Safety & Health Representative |
| STARRT | Safety Task Analysis and Risk Reduction Talks |
| UHF Radio | Ultra-High Frequency — Channel XX |
| VHF Radio | Very High Frequency — Channel XX |
| Duty Cards | Duty cards detail key activities that should be undertaken by key personnel upon activation, and during and after an incident. |

3 Emergency Response Structure

BRR Project EREP is a three-tiered structure consisting of the Emergency Response Team (ERT) and Incident Management Team (IMT) both located on the project site and Emergency Management Team (EMT) located at 298 Stapylton Jacobs Well Road, Stapylton QLD 4207.

3.1 Incident Management Team

The IMT will consist of a selection of BRR PROJECT Senior Management Team and others as delegated and is formed by declaration of an emergency. Its primary responsibility is the overall management of the emergency situation at the project site. The IMT will also consult with stake holders including EMT, Emergency Services, Government Authority, and relevant offsite Contractor management if resources and notifications are required. The IMT will consist of the following positions:

3.1.1 Incident Commander

- The Incident Commander (IC) shall be the Project Manager or Delegate and will have overall operational control of the emergency.
- After consultation with the other IMT and ERT personnel, the IC shall evaluate the situation and determine whether the level using the Risk Rating Matrix.
- If required the IC shall contact external Emergency Services (QAS, QFRS, QPS) and request assistance if required by the Field Response Team Leader (FRTL).
- The role of the IC is to oversee the emergency response and using the Risk Rating Matrix communicates with external stakeholders as required and provides all reasonable resources necessary to manage the emergency.
- The IC shall liaise with the Incident Management Coordinator (IMTC) to ensure he/she is kept up to date with the on-going incident response.



3.1.2 Incident Management Team Co-ordinator

- The Incident Management Team Coordinator (IMTC) position shall be held by a senior member of the BRR Project Management Team or delegate.
- The IMTC will receive notification of a project emergency from the site security contractor and will instruct the IMT to meet in the Emergency Management Room.
- The primary role of the IMTC is to coordinate the activities of the IMT and provide situation reports to the IC.
- The IMTC shall carry a VHF radio (???) and monitor BRR PROJECT Ch (XX) for the period of time the person is rostered on duty.
- The IMTC shall liaise with the FRTL to ensure the IC is kept up to date with the ongoing incident response.

3.1.3 Project Health, Safety and Environment Manager

- The Project Health, Safety and Environment Manager (HSEM) shall immediately report to the EMR as directed in the event of an emergency and provide specialist advice to the IMT.
- The HSEM shall ensure any response to the emergency follows the processes set out in the EREP and the Health, Safety and Environment Management Plans and other relevant site plans.
- The HSEM shall maintain regular contact with the IMTC to ensure he is aware of the latest information from the incident scene.

3.1.4 Scribe / Administrator

- The position of Scribe / Administrator shall be delegated by the IC in the event of an emergency notification and would usually be held by a member of the administrative support team.
- The Scribe shall monitor and document all decisions, activities, and events as they occur in the Emergency Management Room Log Sheet (refer Appendix 2).
- The Scribe shall have immediate access to an emergency radio, telephone and an Activation Pack providing Duty Cards and a copy of the BRR Project Emergency Contacts List (refer appendix 6).

3.1.5 Construction Environmental Co-ordinator

- In the event of an emergency spill or release, and when directed by the IMTC the Construction Environmental Coordinator (CEC) shall report to the ERR.
- The CEC shall provide guidance and support to the IMT where required.
- The CEC may be required to attend the emergency scene and report to the FRTL to assist with the coordination of the environmental response to the incident.

3.1.6 Emergency Preparedness Co-ordinator

The Emergency Preparedness Coordinator (EPC)'s position shall be filled by the BRR PROJECT Safety Advisor. The role of the EPC is to maintain the EREP and ensure it meets the requirements of the Work Health and Safety Act 2011 and Work Health and Safety Regulations 2011 and the project HSE Management Plans. The EPC is responsible for the following actions:

- Draft and maintain the BRR Project EREP, Emergency Contacts Lists and all other documents required for emergency response management.
- Liaise with local emergency response coordinators and stakeholders to exchange information regarding emergency response management and the emergency response availability.
- Shall carry at all times a VHF radio for the period of time the person is rostered on IMT duty and monitor BRR Project ChXX.
- Provide local emergency response services (QFRS, QAS etc) with all relevant information and documentation that may be required in responding to an emergency situation on the Project Site.

- Plan and coordinate with the assistance of the on / off site emergency services contractor, all emergency response drills and table-top exercises at the direction of the Project Manager to assess the BRR PROJECT site emergency response systems.
- Coordinate training sessions for all site personnel in the requirements of the EREP including the emergency notification process and the evacuation process.
- Ensure the EMR is prepared with the required documents, equipment and stationery as set out in section 3.4.1.

3.1.7 Other Delegated Positions

If the IMT require additional resources such as subject matter experts, the IC or IMT member shall delegate responsibility, as necessary. Additional resources may include a Workforce Service Representative or Electrical Engineering Manager.

3.1.8 Field Response Team

The primary role of the FRT is to immediately respond to the site of the emergency, assess the scene for hazards and implement control measures to contain and control the situation if safe to do so, and provide emergency first aid to any casualties.

The FRTL shall also provide the IMTC with regular situation reports to ensure decisions are made using the most up to date information from the scene.

When responding to the emergency situation, FRT members shall at all times ensure their own safety and that of the casualties at the incident scene. The FRT will consist of the following positions:

3.1.9 Field Response Team Leader

- The FRTL shall be a Senior BRR Project employee or delegate with an appropriate level of training and experience.
- The FRTL shall carry a VHF Radio and monitor BRR Project Ch (XX) for the period of time the person is rostered on duty.
- The FRTL is responsible for coordinating the on-scene emergency resources and providing an initial situation report and regular updates to the IMTC.
- The FRTL shall liaise with the Emergency Response Team on all emergency, first aid, fire, and rescue matters.

3.1.10 Emergency Response Team

- The on-site Emergency Response Team (ERT) is made up of on-site First Aiders and Emergency Rescue Technician and performs emergency first aid, initial firefighting, and rescue and salvage duties when required.
- The primary role of the ERT is to ensure the safety of all FRT members and that of the injured at all times.
- Appropriate ERT members shall immediately deploy to the incident scene once notified by the IC.

3.1.11 Site Security Personnel

Will receive all Emergency notifications and call for radio silence and then respond the Emergency Services Officer (ESO), Paramedic and the IMTC as required. Upon declaration of a site emergency situation, site security personnel monitor all access and egress from the Project Site, including vehicles, equipment and personnel directly involved with the emergency response and persons instructed to evacuate the project site. If external Emergency Services have been requested, site security shall make contact with them on arrival and provide them with an escort, instructions from the IC and the location of the incident.



3.1.12 Area Fire Warden

Area Fire Wardens will notify the site security personnel of an Emergency using the Emergency Procedures protocols (8.1.4) (check reference once the document is complete) if the emergency is located in the Area Fire Wardens Zone. If the emergency is located in another area of the MSF Sugar lease, the Area Fire Warden will be notified by the IMT to evacuate their responsible zone if required. Area Fire Wardens will monitor the VHF BRR Project Ch (XX) for information regarding zone and site evacuations.

The nominated Area Fire Wardens will be provided with the relevant training to fulfil their roles and responsibilities within the designated zone. Duty Card 8 — Area Fire Wardens; attached to this document is designed to prompt the individual of their responsibilities in the event of an incident and should be displayed in clear view for quick referral.

In addition, the Area Fire Warden's Photo Identification will be displayed throughout the warden's zone for ease of recognition by building occupants.

4 Mutual Assistance Program

4.1 Intend

The intent of the BRR PROJECT Mutual Assistance Program or is to ensure timely additional support for the site in the event of an emergency. The program incorporates actions to be initiated during the response and salvage phases of an emergency.

4.1.1 Initial Response Phase

During the initial response phase, the IMT can coordinate with the Client through the IC for immediate assistance in an emergency. Assistance requested may include but not limited to:

Additional personnel or equipment to assist in the initial response.

Additional ambulance, rescue, or specialist support (i.e., engineering, and electrical support).

Facilities for alternate EMR locations.

Additional personnel to act as backup IMT / FRT members.

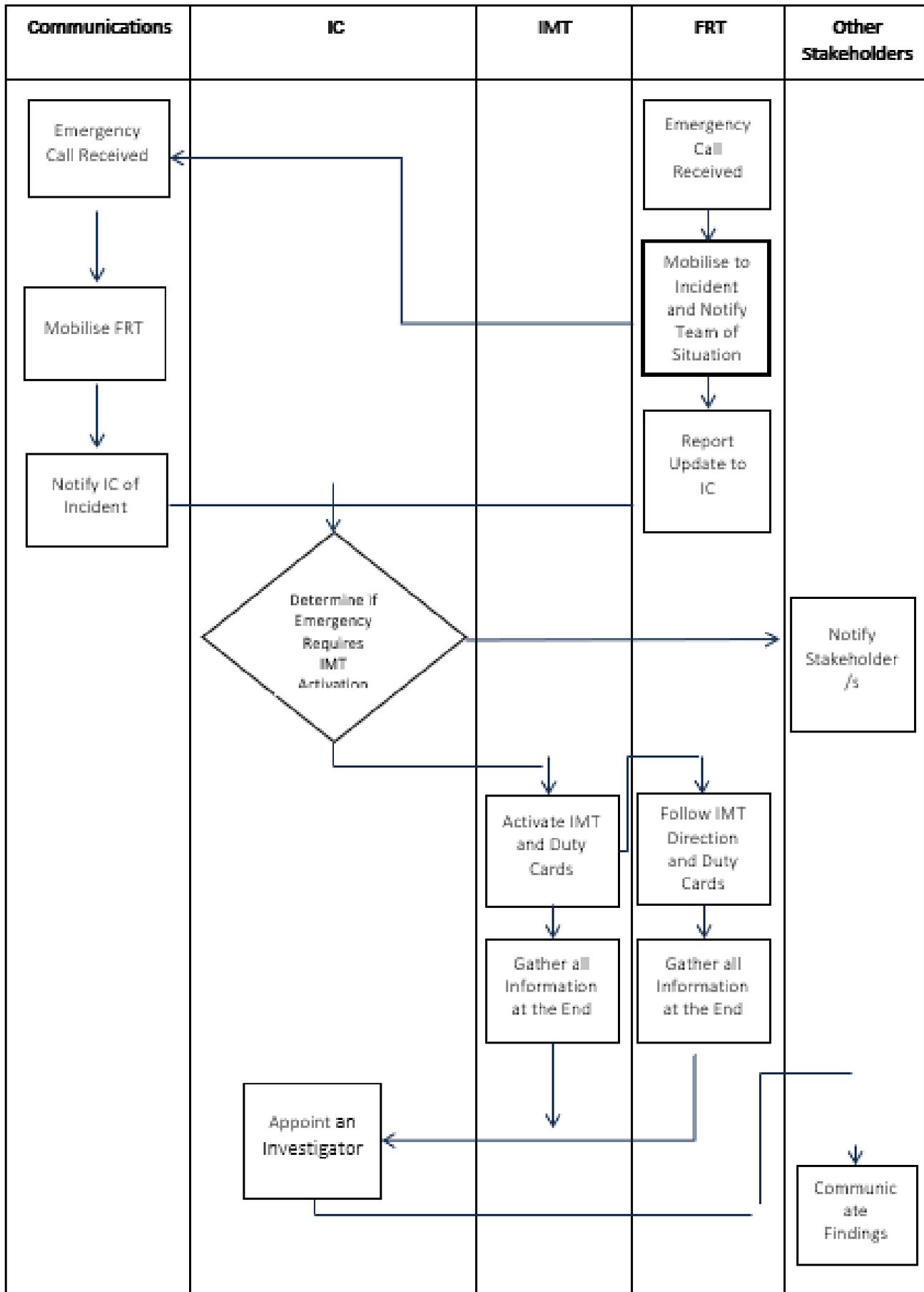
4.1.2 Salvage Phase

During the salvage phase, the IMT may coordinate mutual assistance with the Client to ensure continuity of salvage and facilitate a speedy recovery. The assistance required may include but not limited to:

Additional personnel or equipment to assist in the recovery.

Re-allocation of strategic resources and personnel to ensure work can proceed on the site.

5 Emergency Response Flowchart



5.1 Emergency Management Room

5.1.1 Initiation of Emergency Management Room

Upon declaration of an emergency situation, the IMTC shall activate the Emergency Response Room (EMR) and all IMT designated personnel shall immediately report to the EMR when notified. The EMR is located in the BRR Project Office. The EMR is a central location for the gathering of information, strategic decision making, and development of incident action plans and the overall on-site command and control for the emergency incident. The EMR shall be equipped with all necessary resources to facilitate an emergency response.

The EMR shall be maintained by the emergency services contractor and be equipped with the following:

- BRR Project Site Plans outlining the site zoning, roads, EMR and Muster Points locations.
- The BRR Project Emergency Contact List appendix 6.
- Activation Packs for each IMT member and Spares.
- A list of all Project personnel on site. (provided by Project Management Team).
- Standard telephone and radio communications devices.
- BRR Project UHF / VHF Radio.
- Stationary.
- Digital Clock.

5.1.2 Activation Packs

An Activation Pack is a prepared case that contains a copy of all duty cards, copies of all log sheets, checklists and other items required immediately upon emergency activation. They are designed to assist IMT members in fulfilling their roles and responsibilities. The scribe / administrator shall be responsible for ensuring all documents within the packs are inspected daily and all communication devices are tested and operational.

In the event the EMR is unable to be utilised, (damaged in emergency, area evacuated) the IMTC shall nominate a suitable alternative location.

6 Site Emergency Preparedness

6.1 Worker Training

All workers shall be trained and assessed on the BRR Project emergency notification and evacuation system and procedures. This training and assessment shall take place at the initial Site Induction process, scheduled emergency exercises and drills. Updated information will also be communicated through the toolbox meetings, bulletins and safety alerts posted on site noticeboards.

6.2 Emergency Response Exercises

The EPC shall coordinate a program of emergency response exercises to test the emergency response capability of BRR Project. Internal site exercises and training shall be conducted and tabletop exercises involving external agencies shall be conducted annually. After each exercise, a full debrief shall be convened by the EPC and documented for review by the Site HSEM.

7 Emergency Exercise / Drill Matrix

Table Top training exercises for the incident management teams will be conducted as per table (1) of this section.

Table (1) Skills Maintenance Matrix

| TEAM | Induction (Role Specific) | Notification Call out list | Table Top Exercise | Exercise (Frequency / Participants) |
|------|---------------------------|----------------------------|--------------------|-------------------------------------|
| EMT | On joining | Quarterly | Yearly | Every 3 Years |
| IMT | On joining | Quarterly | Yearly | Every 2 Years |
| FRT | On joining | Set by IMT | Yearly | Yearly |

8 Site Emergency Communications

8.1 Emergency Communications

There are three methods for notification of an emergency situation on the project site:

- VHF Radio - Channel XX
- Mobile Telephone – 0499 555 159
- UHF Radio - Channel XX

The appropriate emergency radio channels, phone number and emergency notification procedure for the BRR Project shall be displayed in multiple locations throughout the project site.

8.1.1 Site Radio Communications

BRR Project has established a dedicated emergency radio frequency for all site emergency radio traffic. When using a site radio to notify of an emergency situation, all personnel shall turn to VHF Channel "XX" and follow the emergency notification procedure as set out in Section 5.1.4.

All site emergency radio communications will be transmitted on VHF Ch (XX). All verbal communication will be repeated by the receiver using positive communications to ensure the message has been received accurately.

A current site communications plan for VHF and UHF radio frequencies will be kept in the EMR and in the activation pack of the IC, FRTL, and IMTC.

8.1.2 Emergency Siren

The emergency siren is located centrally on the site and is activated by the Site HSEM or delegate and will activate the siren when instructed by the IMT Incident Commander or Delegate.

The siren will be discontinued after a period of 2 minutes or as directed by the BRR Project Construction IC.

Upon activation of the siren all site workers stop work safely and wait further instructions from a fire warden or supervisor.

An emergency siren activation test will be conducted on a weekly basis each Wednesday at 1200 hours. The test will be conducted for a period of 10 seconds.



8.1.3 Emergency Contact List

The BRR PROJECT Emergency Contact List is displayed at the following locations:

- On the main office notice board.
- On each project, Information Board located throughout the site.
- At the Access / Exit gates of the Site.
- A copy shall be included in every Activation Pack.

8.1.4 Emergency Notification Procedure

Any person who becomes aware of an emergency situation is responsible for initiating the emergency call. Using either VHF Radio (Channel XX), Mobile Telephone 0499 555 159 or UHF Radio (Channel XX) and state the following:

- **EMERGENCY, EMERGENCY, EMERGENCY.**
- Your name.
- Location of emergency.
- Nature of emergency.
- What assistance is required.
- Confirm the message is understood and remain in contact with the Site Security Officer until further notice.

If an individual does not have access to a radio or phone, they shall immediately notify a Supervisor of the situation. The Emergency Notification Procedure shall be provided to all site personnel.

8.2 External Emergency Services

After consultation with the other IMT and FRT personnel, the IC shall:

- Evaluate the situation and determine whether an emergency shall be declared.
- If required phone 000 and request assistance from external Emergency Services.
- Provide all relevant details of the incident and as situation reports to the external emergency service agencies as the information is gathered.
- When external emergency services arrive at the DCM, the IC will ensure site security contractor provides the relevant instructions and location of the incident.

8.3 Internal Communication Protocols

The BRR Project IMT Incident Commander will notify the Clients Representative within one hour of the IMT activation. The IMT will manage the incident from a site perspective and liaise with the EMT personnel if the severity level requires.

The BRR Project IMT Incident Commander will use the site Severity Rating Activation Matrix, section 8.9 to identify the level of the incident and communicate with the EMT as required.

8.4 Off Site Emergency Communication

In the event of an emergency incident off-site the following communications protocols will be used:

- Call Qld Emergency Services by dialling Zero Zero Zero (000) from any telephone landline or if not available
- Call Zero Zero Zero (000) or One One Two (112) from any mobile phone and
- Call the Site HSEM on 0499 555 159

The BRR Project Duty Officer (Site HSEM or delegate) will be a member of the BRR Project IMT. The position of duty officer will be on a rotating roster and the officer identified on the daily IMT Daily / Weekly Roster.



9 Response Vehicles

9.1 Response Vehicle Communication Protocols

All emergency response vehicles will communicate with the HSEM or delegate to:

- Confirm the vehicle is responding to the incident.
- Confirm the vehicle has arrived at the incident scene.
- Notify the vehicle is leaving the incident scene.
- Notify the vehicle has returned to the Medical Centre.
- Nominate the incident control point (vehicle) upon arrival.
- Any other communications as deemed necessary.

9.2 Response Vehicle Driving

All Ambulance, Fire Appliance, FRTL and other ERT vehicles shall respond to an incident by driving to the prevailing conditions and observe the following:

- Display a Red flashing beacon / strobe light when responding to the incident.
- Sound a siren / horn or other warning device as necessary to warn others.
- Comply with the BRR Project Traffic Rules.
- Comply with all signage.

9.3 Emergency Escort Vehicle

Where mutual aid is supplied by the Client or an external agency the FRTL vehicle will be used to escort the aid vehicle to the incident scene. If the FRTL vehicle is unavailable to perform this duty another compliant vehicle may be used as directed by the FRTL or IMT.

When emergency vehicles are escorted onto the site and to the emergency scene the details shall be communicated to the ERT on BRR Project VHF Ch XX.

The Client shall meet the escort at the emergency muster point located behind the Site Office. In the event an escort is not available or delayed arrival at the emergency muster point is expected, other landmarks may be used as a meeting point and communicated over the VHF BRR Project Ch XX. All other external agencies or groups offering mutual aid will be met at the security gate for escort.

10 Site Evacuation

10.1 Evacuation Notification

All non-essential personnel shall clear the immediate area around any incident, move to a muster point and wait further instruction. The only person who can initiate a full site evacuation is the IC. Depending on the severity and type of emergency incident, the IMT may initiate a zone only or full site evacuation. The evacuation process can be initiated by the following means.

10.1.1 Verbal Direction

If an individual is instructed by a supervisor to evacuate an area, they shall do so immediately and make their way to a Muster Point as directed.



10.1.2 Siren Activation

On hearing the emergency siren all personnel shall cease working activities safely and wait for further instruction from a Fire Warden or Supervisor.

10.1.3 Unsafe Situation / Environment

If an individual believes they are at risk of injury due to a hazardous situation they cannot safely manage, they shall move to a safe location and immediately notify a Supervisor.

10.2 Evacuation Procedure

In the event of an emergency situation, all personnel not directly involved in the response shall:

- Secure any tools, gas bottles or generators etc.
- Ensure the immediate work area is made safe and access ways are free of debris.
- If driving a vehicle, immediately pull over in a safe place and turn engine off and monitor radio (if fitted) for further instructions.
- If operating powered mobile plant or equipment, immediately isolate the machine at a safe location, lowering any platforms and / or personnel to the ground and monitor the radio for further instructions.

10.2.1 Worker

When given a direction to evacuate by a Fire Warden or Supervisor, all workers shall:

- Secure their immediate work area if safe to do so.
- Report to their immediate supervisor.
- Proceed to the closest designated Muster Point when instructed and await further instructions.

10.2.2 Supervisors

In an emergency situation, all supervisors not directly involved in the emergency response shall:

- Instruct all workers under their supervision to secure the work area if safe to do so.
- Proceed to closest muster point and conduct a head count of all workers.
- Advise the IMT of any workers unaccounted for.

10.2.3 Muster Point Locations

The locations of Muster Points and the EMR are displayed for site (refer appendix 4). Muster Points shall be identified on-site by a sign stating, 'Muster Point'.

10.2.4 Alternate Muster Point Locations

In the event of a Muster Point being unavailable (unsafe or no access), all personnel shall make their way to the "Alternate Muster Point."

10.2.5 Stopping Work

Some working activities may require prolonged shutdown periods due to the nature of the work being conducted, and in this circumstance the area supervisor will maintain communications with the IMT to ensure the safety of workers and visitors.



10.2.6 All Clear Signal

When the IC determines the emergency has been concluded and the evacuated area is safe, the IC will declare that it is safe to return to the job site. Prior to resuming work operations, all site personnel shall complete a Re-STOP and THINK to ensure the working conditions have not changed or been altered.

The BRR Project IC is the only person able to issue the "All Clear" signal and in consultation with the Project Manager.

10.2.7 Post Incident Scene Management

Following an incident, a person must not move or otherwise interfere with any plant or other thing connected with the incident except to preserve life, reduce suffering or prevent further injury to a person or property damage until such time as the scene can be examined and all the evidence collected for a formal investigation. The scene shall be cordoned off and secured.

10.2.8 Post Incident Debrief

The IMTC shall convene an emergency incident de-brief session, involving key personnel after any emergency or emergency exercise. Any recommendations arising from the debrief session along with the minutes of the meeting shall be documented.

10.3 Work Permits

All work permits covering the immediate area around an incident are automatically suspended in the event of an emergency incident. All personnel who have been working under a Hazardous Work, Confined Space or Excavation Permit shall not resume work under those permits until they have been revalidated by a supervisor.

11 Emergency Event Guidelines

11.1 Serious Personal Injury / Fatality

11.1.1 First Person on Scene

- Raise the Emergency alarm and provide all information as stated in section 5.1.4 'Emergency Notification Procedure'.
- Ensure safety of yourself and those around you by assessing scene for hazards and implementing controls if safe to do so.
- Provide first aid or assistance if safe to do so.
- Stay at the incident scene with the injured person until help arrives if safe to do so.
- In the event of a fatality do not interfere with the deceased.
- Secure scene and cordon off the area if required.
- Work under the instructions of the FRTL.
- Evacuate to safe area if instructed to by supervisor or situation is deemed unsafe.

11.1.2 Incident Commander

- Assess the incident and declare the situation an emergency and sound emergency evacuation siren if required.
- Coordinate IMT.
- If required, phone 000 and request external Emergency Services (QAS, QFRS, QPS).
- As required, provide Emergency Services with situation updates via the 000 phone line.
- Notify the Governmental Authority and other stakeholders of the incident as required (refer appendix 6).



- For a health pandemic, follow quarantine guidelines and infection control strategy as instructed by external services and the Queensland Department of Health.
- Arrange for Next of Kin to be contacted in consultation with QPS.
- Accompany WHS Inspectors to incident scene.
- Ensure signed statements are obtained from all relevant personnel involved, including yourself if required.
- Arrange for counselling and the EAP for personnel.
- Fill out the Emergency Response Individual Log Sheet (refer appendix 3) as the emergency develops.

11.1.3 Incident Management Team Co-ordinator

- Liaise with FRTL and provide information and situation report to the IC.
- Verify that Emergency Services have been notified.
- Ensure FRT has appropriate resources to manage emergency.
- Notify the Site Safety & Health Representative (SSHR).
- Ensure an incident notification is completed and forwarded to the WHS Inspector within 24 hours if required.
- Inform the IC if emergency involves possible environmental issues
- Fill out the Emergency Response Individual Log Sheet (refer appendix 3) as the emergency develops.

11.1.4 Environmental Co-ordinator

- Receive briefing from IC.
- Provide IMT with advice on strategy and initial response procedures for environmental issues.
- Attend the incident scene and coordinate under the direction of the FRTL, the response to environmental issues as needed.
- Fill out the Emergency Response Individual Log Sheet (refer appendix 3) as the emergency develops.

11.1.5 Field Response Team Leader

- Immediately make your way to the incident scene.
- Assess the scene for hazards and implement controls to make the area safe.
- Coordinate the on-scene emergency response with the on-site MRT.
- Provide first aid to casualties if required.
- Provide IMTC with initial situation report and regular updates including any external Emergency Services required and status of the emergency response.
- Delegate duties to personnel as required.
- Ensure the scene is secured and not altered except to make the area safe and treat the injured.
- After the scene has been released ensure any personal effects that belong to the casualties are secured.
- Fill out the Emergency Response Individual Log Sheet (refer appendix 3) as the emergency develops.

11.1.6 Emergency Response Team

- When notified, assemble the most appropriate members of the MRT and equipment to respond to the type of emergency situation.
- Immediately make your way to the incident scene.
- Assess the scene for hazards and implement controls to make the area safe.
- Coordinate the on-scene emergency response with the FRTL.
- Request external Emergency Services if required (QAS, QFRS, QPS).
- Treat the injured and administer medical aid (refer to SDS if required).
- Coordinate the transfer of injured personnel to hospital by external Emergency Services (QAS).

11.2 HAZMAT Spill / Toxic Gas Release

11.2.1 First Person on Scene

- Raise the Emergency alarm and provide all information as stated in section 5.1.4 'Emergency Notification Procedure'.
- Ensure safety of yourself and those around you by assessing scene for hazards and implementing controls if safe to do so.
- If the situation involves a chemical spill, advise the IMT if volume is greater than twenty litres.
- If volume is greater than twenty litres, evacuate the area and proceed to a safe location.
- Warn others in the area and extinguish all naked flames in area if safe to do so.
- Turn off and make safe all vehicles and machinery in the immediate area if safe to do so.
- Provide first aid to the injured if qualified and if safe to do so.
- Use emergency showers and eye washes to rinse contaminated personnel as required.
- Secure the scene and cordon off the area if required and safe to do so.
- Evacuate to safe area if instructed to by, supervisor or situation deemed unsafe.
- Work under the instructions of the FRTL and ERTL.

11.2.2 Incident Commander

- Assess incident and declare situation an emergency and sound emergency evacuation siren if required (major hazardous substances spill, uncontrolled release of toxic gas).
- Coordinate IMT.
- If required notify external Emergency Services (QAS, QFRS).
- Notify the CEC of the situation.
- Notify Governmental Authority, Environmental Protection Authority (EPA) and other stakeholders of the incident as required (see BRR PROJECT Emergency Contact Directory).
- Accompany Authorities / Inspectors to incident scene.
- Ensure signed statements are obtained from all relevant personnel involved including yourself if required.
- Fill out the Emergency Response Individual Log Sheet (refer appendix 3) as the emergency develops.

11.2.3 Incident Management Team Co-ordinator

- Liaise with FRTL (if on-scene) and provide information and situation report to the IC.
- Verify external Emergency Services have been notified if required.
- Ensure FRT has appropriate resources to manage emergency.
- Notify the SSHR if required.
- Ensure an incident notification is completed and forwarded to the EPA Inspector within 24 hours if required.
- Fill out the Emergency Response Individual Log Sheet (refer appendix 3) as the emergency develops.

11.2.4 Field Response Team Leader

- Render the scene safe by identifying the hazards and assessing the risks (consult relevant Safety Data Sheet (SDS) and ERT) and determine if area is safe and invoke appropriate course of action (e.g., foam coverage).
- Establish exclusion zones and consider evacuation of zone / site.
- Monitor the wind direction to ensure other areas of the site are not affected by gas / toxic fumes, if required evacuate additional areas.
- Provide IMTC with initial situation report including any external Emergency Services required and regular updates.
- Liaise with Environmental Coordinator on appropriate course of action for the control, containment, and clean-up of the spill/release.
- Fill out the Emergency Response Individual Log Sheet (refer appendix 3) as the emergency develops.
- Assist in the investigation of the incident.

11.2.5 Emergency Response Team Leader

- When notified, assemble the most appropriate members of the MRT and equipment to respond to the type of emergency situation.
- Immediately make your way to the incident scene.
- Assess the scene for hazards and implement controls to make the area safe.
- Coordinate the on-scene emergency response with the FRTL.
- Request external Emergency Services if required (QAS, QFRS).
- Fill out the Emergency Response Individual Log Sheet (refer appendix 3) as the emergency develops.

11.2.6 Emergency Response

- Render the scene safe for FRT Members by identifying the hazards and assessing the risks.
- Treat any injured and administer medical aid. (refer to SDS if required)
- MRTL shall liaise with FRTL and provide specialist advice on management of spill / release including Personal Protective Equipment (PPE) required and appropriate containment methods.
- Coordinate the transfer of injured personnel to hospital by external Emergency Services (QAS).
- Fill out the Emergency Response Individual Log Sheet (refer appendix 3) as the emergency develops.

11.2.7 Environmental Co-ordinator

- Liaise with IC / IMTC and the FRTL and appropriate authorities with regard to emergency response actions to mitigate environmental impacts.
- Ensure the client representative has been notified.
- Record all possible contamination details, including time, location, and the extent of contamination, the actions taken and the names of any exposed personnel.
- Provide specialist advice to the IMT and FRT with regards to control, containment, and disposal activities.
- Fill out the Emergency Response Individual Log Sheet (refer appendix 3) as the emergency develops.

11.3 Fire / Explosion

In the event of a fire breaking out on site, all site personnel shall follow the instructions of the Fire Warden / Supervisor and proceed to the nearest Muster Point.

11.3.1 First Person on Scene

- Raise the Emergency alarm and provide all information as stated in section 5.1.4 'Emergency Notification Procedure'.
- Ensure safety of yourself and those around you by assessing scene for hazards and implementing controls if safe to do so.
- Assess the scene for hazards (electrical cables, Hazardous Substances) implement controls if safe to do so.
- Shut down and eliminate all sources of ignition if safe to do so.
- NEVER approach an explosives fire.
- If applicable and trained, isolate power supplies if safe to do so.
- Attempt to contain the fire with correct firefighting equipment if trained and safe to do so, await back-up.
- If the fire is not able to be contained with one extinguisher, evacuate the area, and advise a supervisor or member of the FRT.
- Provide first aid to any injured persons if qualified and if safe to do so.
- If the fire is in a vehicle fitted with a fire suppression system, activate the system, and exit the vehicle.
- If the fire involves electrical equipment or cables, ensure power is isolated by competent person before attempting to extinguish fire.
- Evacuate to safe area if instructed by supervisor or situation is deemed unsafe.



11.3.2 Incident Commander

- Assess the incident and declare the situation an emergency and sound emergency evacuation siren if required.
- Coordinate IMT.
- If required, phone Emergency 000 and request external Emergency Services (QAS, QFRS).
- As required, provide Emergency Services with situation updates via the 000 phone line.
- Notify the DME and other stakeholders of the incident as required (refer appendix 6).
- Ensure FRT has appropriate on-site resources to manage emergency.

11.3.3 Incident Management Team Co-ordinator

- Liaise with FRTL (if on-scene) and provide information and guidance to IC.
- Verify external Emergency Services have been notified if required.
- Ensure FRT has appropriate resources to manage emergency.
- Notify the Site Safety & Health Rep (SSHR) if required.
- Ensure an incident notification is completed and forwarded to the WHS Inspector within 24 hours if required.

11.3.4 Field Response Team Leader

- Render the scene safe for FRT Members by identifying the hazards and assessing the risks and implement controls as needed.
- Provide IMT with initial situation report and provide regular updates.
- Liaise with MRTL to establish resources required to effectively manage the emergency.
- Consider external Emergency Services (QFRS QAS or QPS).
- Where applicable request a water truck for additional fire control.
- in case of an explosives fire, do not try to fight the fire, initiate a total evacuation of the area.
- In the case of a bush fire, consider the proximity of site facilities to the fire path and the effect of smoke on the project. (Visibility and Inhalation).

11.3.5 Emergency Response Team

- MRT shall deploy the BRR PROJECT firefighting team members trained in firefighting techniques and make their way to the incident scene if safe to do so.
- Assess the scene for hazards and implement controls to make safe.
- Coordinate the on-scene emergency response with the FRTL.
- Request external Emergency Services if required (QAS, QFRS).
- Attempt to extinguish the fire if safe to do so.
- If vehicle tire, ensure all occupants have exited and attempt to extinguish fire.
- Treat any injured and administer medical aid (refer to SDS if required).

11.4 Confined Space / Heights Rescue

An emergency involving a rescue from a height or from a confined space requires rescue teams with specific expertise in vertical rescue and firefighting services with Self Contained Breathing Apparatus (SCBA) for entry into confined spaces. An emergency rescue in either situation should not be attempted without trained emergency response personnel.



11.4.1 First Person on Scene

- Raise the Emergency alarm and provide all information as stated in section 5.1.4 'Emergency Notification Procedure'.
- Ensure safety of yourself and those around you by assessing scene for hazards and implementing controls if safe to do so.
- Prevent all entry into confined space.
- Assist in the rescue efforts under the direction of the FRTL and ERTL.
- Evacuate to safe area if instructed to by evacuation siren, Supervisor or situation deemed unsafe.

11.4.2 Incident Commander

- Assess the scene and declare the situation an emergency and sound emergency evacuation siren if required.
- Initiate EMR.
- If required, phone Emergency 000 and request external Emergency Services (QAS, QFRS).
- As required, provide Emergency Services with situation updates via the 000 phone line.
- Notify the DME and other stakeholders of the incident as required. (see BRR PROJECT Emergency Contact Directory).
- Ensure FRT has appropriate on-site resources to manage emergency.
- Fill out the Emergency Response Individual Log Sheet (refer Appendix 3) as the emergency develops.

11.4.3 Incident Management Team Co-ordinator

- Liaise with FRTL (if on-scene) and provide information and guidance to IC.
- Verify that Emergency Services have been notified if required.
- Ensure FRT has appropriate resources to manage emergency.
- Notify the SSHR if required.
- Ensure an incident notification is completed and forwarded to the DME Inspector within 24 hours if required.
- Fill out the Emergency Response Individual Log Sheet (refer appendix 3) as the emergency develops.

11.4.4 Field Response Team Leader

- Render the scene safe for FRT members by identifying the hazards and assessing the risks and implement controls as required.
- Prevent all personnel from entry into the confined space until the MRT arrives.
- Ensure a gas detector is available for the response.
- Provide IMTC with initial situation report and provide regular updates
- In a height rescue situation, determine the appropriate site resources are available. (JLG equipment, man basket, etc.).
- Liaise with the ERT to establish resources required to effectively manage the emergency.
- Fill out the Emergency Response Individual Log Sheet (refer appendix 3) as the emergency develops.
- Assist in the investigation and review of the incident.

11.4.5 Emergency Response Team

- MRTL deploys the most appropriately trained team members for the situation.
- Liaise with FRTL and provide advice on management of the situation.
- Provide external Emergency Services with any assistance available.

11.5 Malicious Threat

The Queensland Police Service are responsible for making an assessment and taking appropriate actions for any bomb, terrorist, kidnap, ransom, extortion, or other serious threat. The use of mobile phones and two-way radios should be minimised until the Police have declared the incident concluded or the project site safe.

11.5.1 Person Receiving Threat

- Notify your supervisor or manager immediately you receive a serious threat or suspect object / package is located.
- For a written threat, keep all written communications, envelopes, and any other evidence.
- For a telephone threat, remain calm and document as much of the caller's statement as you can.
- When the caller hangs up, do not hang up your phone as it may be possible to trace the call.
- Call your supervisor for assistance as soon as possible using another phone or method.

11.5.2 Incident Commander

- Assess the incident and declare the situation an emergency and initiate an emergency evacuation if required.
- Activate the project EMT.
- If required, call Emergency 000 and request additional external Emergency Services. (QPS, QAS, QFRS, SES).
- As required, provide external Emergency Services with situation updates via the 000 phone line.
- Notify the Government Authority and other stakeholders of the incident as required (see BRR PROJECT Emergency Contact Directory).
- Terminate the emergency under instructions from the QPS only.
- Ensure counselling or EAP is available to all affected personnel as required.

11.5.3 Incident Management Team Co-ordinator

- Liaise with FRTL (if on-scene) and provide information and guidance to IC.
- Verify that Emergency Services have been notified if required.
- Ensure FRT has appropriate resources to manage emergency.
- Notify the SSHR if required.
- Report any kidnap and extortion threats immediately to the QPS.
- Ensure an incident notification is completed and forwarded to the WHS Inspector within 24 hours if required.

11.5.4 Field Response Team Leader and Emergency Response Team

Both teams shall stand-by and await further instructions from the IMTC.

11.6 Vehicle Collision

11.6.1 First Person on Scene

If the collision is of a minor nature resulting in minimal damage and no injuries, the first person on the scene shall notify the ESHR of that area. If the collision results in major damage or injuries, then the first person on site shall take the following actions:

- Raise the Emergency alarm and provide all information as stated in section 5.1.4 'Emergency Notification Procedure'.
- Ensure safety of yourself and those around you by assessing the scene for hazards and implement controls if safe to do so.



- Check for dangers, (fire, oncoming vehicles, leaking fuel, fallen power lines HAZMAT etc).
- Activate vehicle fire suppression if fitted to vehicle and safe to do so.
- If vehicle is in contact with electrical power lines, stay well clear and instruct any occupants to remain in the vehicle until help arrives.
- Provide first aid to casualties if trained and safe to do so.
- Do not try to remove casualties from a vehicle unless other hazards present may endanger life.
- Evacuate to safe area if instructed to by evacuation siren, supervisor or if the situation becomes unsafe.

11.6.2 Incident Commander

- Assess the incident and declare the situation an emergency and sound emergency evacuation siren if required.
- Coordinate IMT.
- If required, call Emergency 000 and request external Emergency Services (QAS, QFRS).
- As required, provide Emergency Services with situation updates via the 000 phone line.
- Notify the Government Authority and other stakeholders of the incident as required (see BRR PROJECT Emergency Contact Directory).
- Ensure FRT has appropriate on-site resources to manage emergency.

11.6.3 Incident Management Team Co-ordinator

- Liaise with FRTL (if on-scene) and provide information and guidance to IC.
- Verify that Emergency Services have been notified if required.
- Ensure FRT has appropriate resources to manage emergency.
- Notify the SSHR if required.
- Ensure an incident notification is completed and forwarded to the WHS Inspector within 24 hours if required.

11.6.4 Field Response Team Leader

- Render the scene safe for FRT members by identifying the hazards and assessing the risks and implement controls as required.
- Provide IMTC with initial situation report and provide regular updates.
- Liaise with MRTL to establish resources required to effectively manage the emergency.
- Consider request external Emergency Services (QFRS or QAS).
- Where applicable request the fire fighting vehicle attend for fire control.
- If vehicle is in contact with power lines, ensure power is isolated prior to attempting a rescue.
- Assist in the investigation and review of the incident

11.6.5 Emergency Response Team

- ERTL shall deploy the most appropriately trained team members for the situation.
- Render the scene safe for FRT members by identifying the hazards and assessing the risks.
- Stabilise all vehicles involved in the emergency.
- Control and contain any chemical spills.
- Liaise with FRTL and provide advice on management of the situation.
- Treat the injured and administer medical aid.
- MRTL shall liaise with FRTL.
- Coordinate the transfer of injured personnel to hospital by external Emergency Services (QAS).
- Provide External Emergency Services with assistance as required.

11.7 Adverse Weather / Flood / Storm / Lightning Strike

The Adverse Weather Guidelines cover responses to the approach of a severe storms or cyclones which could result in environmental conditions that may place the site or personnel at the site in an unsafe situation. In the event of an adverse weather warning being issued for the site, the Cyclone Alert Activity Checklist shall be utilised. The IMTC will initiate the following actions. All Managers and Supervisors are responsible for ensuring these actions are performed within their relevant work areas.

Storm activity shall be monitored using the Bureau of Meteorology Web Site and Site Management. Severe Weather Procedure will be utilised, and site personnel updated in relation to approaching severe weather conditions. The severity matrix will be used, and the level will be transmitted to site personnel on the VHF BRR PROJECT Ch XX at the direction of the Project Manager or Delegate. In the event a site evacuation is required due to severe weather; section 7 Site Evacuation shall be followed.

Severe Weather including Storm / Lightning / Flood / Cyclone, may affect the area within 48 hours:

- Allocate personnel to clear work areas of all loose material and rubbish.
- Check buildings and sheds for loose panels, roofing, and windows.
- Ensure food and water supplies are adequate.
- Ensure the site fuel supply is adequate.
- Call any remote workers back to site (exploration crews etc).

Severe Weather including Storm / Lightning / Flood / Cyclone is moving toward the area and appears inevitable, the IMT shall be mobilised:

- Ensure all loose and lightweight material and equipment is stored away or fastened down.
- Close and secure all buildings not being used.
- Shut down any surface operations.
- Prepare to stand down employees if weather conditions deteriorate.
- Carry out sealing / water proofing of areas where leakage is possible on all essential buildings.
- If applicable ensure mobile and satellite phone battery are charged.
- All personnel are to report to their respective administration areas.
- Shutdown and stabilise all equipment.
- Shutdown and tie down all overhead cranes.
- Maintain contact with external services by radio / mobile telephone.
- Test and check back-up generator capacity.

Severe Weather including Storm / Lightning / Flood / Cyclone all personnel to cease work and return to their respective accommodation to seek shelter. Contractors who have personnel accommodated in camp accommodation; the following shall occur:

- A full head count to be carried out.
- Test the satellite phone (if applicable).
- Park all light vehicles together in a sheltered area (use trucks as shelter if necessary).
- All personnel to remain inside buildings until the all clear is given.
- Form inspection teams to ascertain the extent of damage to work areas or flooding before allowing normal access to site personnel.
- Arrange for hazardous areas to be barricaded to prevent access.
- Notify personnel of hazardous areas.

11.8 Fire or Emergency Involving Radiation

In the event of a fire or other emergency involving radiation the Radiation Safety Officer (RSO) shall determine, as soon as possible after the fire has been brought under control or extinguished, whether or not the source capsule has ruptured. Advice must be sought from Queensland Health as soon as possible.



Evacuate the area and cordon off to a distance of fifty metres minimum immediately Allow the ERT to control and extinguish the fire. Those personnel involved in the incident and fighting the fire will be monitored for exposure.

The possibility of radioactive particles being inhaled or ingested must be avoided. People attending the emergency must wear a positive pressure breathing apparatus. If the source container is ruptured all clothing and other contaminated items must be removed and stored in labelled containers for subsequent inspection and decontamination.

The RSO should monitor radiation levels throughout the incident operations and determine safe distances for personnel, taking into account the degree of attention necessary to control the fire and contain the incident.

Once the ERT has declared the area safe, the RSO shall carry out a survey. If he/she determines radiations levels are in the unsafe range an incident action plan will be introduced to reduce the risk of exposure to a satisfactory level.

Advice may also be sought through the Queensland Fire and Rescue, Scientific Branch.

11.9 Severity Rating Requiring Activation

The Severity Rating Matrix provides guidance and is used to determine the level of activation required for the incident. As the severity of the emergency incident increases notification requirements also increase. Using Safety, Health, Environmental and Property Damage criteria the following generally applies;

- Severity Levels 1 and 2 (Medical Treatment and above) - FRT respond.
- Severity Level 3 (days lost due to injury and above) - IMT meet in EMR.
- Severity Levels 4 and 5 (single fatality, 2-20 Fatalities) - EMT activation.
- Severity Levels 6 and 7 (>20 fatalities - GMC activation.

12 Appendices

12.1 Appendix 1 – Emergency Notification Log Sheet

12.2 Appendix 2 – Emergency Response Room Activity Log

12.3 Appendix 3 – Individual Emergency Log Sheet

12.4 Appendix 4 – BRR Project Site Diagram / Muster Point

12.5 Appendix 5 – Duty Cards

12.6 Appendix 6 – BRR Project Emergency Contact List



Appendix 1 – Emergency Notification Log Sheet

| EMERGENCY NOTIFICATION LOG SHEET | |
|---|---|
| 1. Date: | Time: |
| 2. REQUEST THE FOLLOWING: | |
| a) Full name of person who is calling: | |
| b) Location of the emergency: | |
| c) Nature of emergency: | |
| d) No. of person/s involved: | |
| e) Assistance required: | |
| f) Directions to emergency: | |
| 3. Confirm details and direct caller to stand-by — tick box to confirm <input style="float: right; margin-left: 20px;" type="checkbox"/> | |
| 4. Time Contacted | |
| IC (Project Manager / Delegate): | If applicable, detail directions given: |
| IMTC (Construction Manager): AM / PM | If applicable, detail directions given: |
| Project HSE Manager: AM / PM | If applicable, detail directions given: |
| 5. Activate other immediate assistance as requested: | |
| <i>Water truck</i> | |
| <i>Electricians</i> | |
| <i>Other:</i> | |
| <i>Other:</i> | |

Appendix 4 – BRR Project Site Diagram / Muster Point



DISTANCES

- 1) Temp Site Office to Site Office/Warehouse 2 = **800m**
- 2) Site Office/Warehouse 2 to Emergency Gate 1 (Stapylton Jacobs Well Rd) = **665m**
- 3) Emergency Gate 1 to Emergency Gate 2 (Stapylton Jacobs Well Rd) = **320m**
- 4) Emergency Gate 2 (Stapylton Jacobs Well Rd) to Emergency Gate 3 (Quinns Hill Rd E) = **480m**
- 5) Emergency Gate 3 (Quinns Rd) to Temp Site Office via Woolshed Rd = **2,400m**
- 6) Site Office/Warehouse 2 to Future Site Access Point = **400m**

NOTE:
 Designates Future Access Point to work area.
 Site Office (Temp).
 Reverse Parking in All Areas.



Appendix 5 – Duty Cards

Duty Card 1 - Incident Commander (Senior Site Management or Delegate)

| Initial Actions | X |
|---|---|
| <ul style="list-style-type: none"> • Record as much of the incident as possible on the Emergency Log Sheet. | |
| <ul style="list-style-type: none"> • Delegate the position of Scribe / Administration. (member of the administration support team) | |
| <ul style="list-style-type: none"> • Ensure all site work activity has stopped and Site Security has initiated radio silence. (Does Security have sufficient manpower) | |
| <ul style="list-style-type: none"> • Confirm the facts surrounding the incident from on-scene personnel and ensure scene is made safe and secured if safe to do so. | |
| <ul style="list-style-type: none"> • If necessary, after evaluation of the situation and using all the information, and resources available, initiate an action plan in accordance with the EREP and Bechtel procedures. | |
| <ul style="list-style-type: none"> • On IMT activation, ensure Emergency Response Room is operational, brief IMT personnel on situation, allocate roles and assign duty cards. | |
| <ul style="list-style-type: none"> • If required, contact Poitrel Coal Mine and request assistance under the Memorandum of Understanding. Outline the status of the response and what assistance is required. (This may have been activated by site security contractor) | |
| <ul style="list-style-type: none"> • If required order project site evacuation and/or instruct FRTL to evacuate appropriate area around incident scene if full evacuation not required. | |
| <ul style="list-style-type: none"> • Ensure external Emergency Services are contacted (Dial 000) if required and provided details of the emergency to the agency. | |
| <ul style="list-style-type: none"> • If required ensure the BRR PROJECT Project Manager, tkIS-AU Project Director, Client representative, regulatory/government contacts are notified as required e.g., Department of WHS and Environmental Protection Agency. (BRR PROJECT Emergency Contact List). | |

| General Actions | X |
|--|---|
| <ul style="list-style-type: none"> • Refer to the Emergency Event Guidelines in BRR PROJECT EPRP where applicable. Refer to the Risk Rating Matrix and determine the severity level. | |
| <ul style="list-style-type: none"> • Initiate the call-out of any additional support personnel. | |
| <ul style="list-style-type: none"> • Keep the tkIS-AU Management, Client representative and Emergency Services briefed of the state of the emergency - approve and issue updates. | |
| <ul style="list-style-type: none"> • Ensure the Initial Notification Form is completed and submitted by Project HSE Manager as appropriate. (when time permits). | |
| <ul style="list-style-type: none"> • In consultation with the IMT Coordinator and other relevant emergency respondents, determine the emergency / incident reporting requirements have been completed. | |

| General Actions (Continued) | X |
|---|---|
| <ul style="list-style-type: none"> • Consider visiting the incident scene to gain first-hand facts. | |
| <ul style="list-style-type: none"> • Consider the safety status of off-site buildings / areas / neighbouring property etc. | |
| <ul style="list-style-type: none"> • Consider the need to notify tkIS-AU Public Relations. | |
| <ul style="list-style-type: none"> • Continually monitor the situation and adapt the response to suit any escalation or reduction of incident needs. | |



BRR Emergency Response and Evacuation Plan

| | |
|--|--|
| <ul style="list-style-type: none"> Consider relief I support for your role; prepare handover reports and plans. | |
| <ul style="list-style-type: none"> Review the Incident Log regularly. | |
| <ul style="list-style-type: none"> Consider relief arrangements for other response personnel. | |
| <ul style="list-style-type: none"> Ensure rescue operations have been established. (Sitrep) | |
| <ul style="list-style-type: none"> Review the Risk Rating matrix to determine the severity of the incident and report to the tkIS-AU Senior Management if required. | |
| <ul style="list-style-type: none"> Ensure all media contact is forwarded to the appropriate liaison as per the communication protocols. | |

Concluding Actions

X

| | |
|--|--|
| <ul style="list-style-type: none"> Maintain responsibility for authorising the "All Clear" to re-enter an affected area unless this is passed over to the FRT or an External Emergency Services. | |
| <ul style="list-style-type: none"> Ensure the incident scene is kept secure until the investigation has been conducted. | |
| <ul style="list-style-type: none"> When the situation has stabilised, check with the IRT Coordinator to ensure an investigation into the incident causation has begun. | |
| <ul style="list-style-type: none"> Hold an incident debrief, to be attended by all participants. | |
| <ul style="list-style-type: none"> Provide your Emergency Log Sheet detailing events, actions, messages, and decisions to the Scribe. | |



Duty Card 2 - IMT Coordinator (Member of BRR Project Management Team)

Your primary role is to respond to the EMR when notified of incident, receive, and assess information from FRTL and provide the IC with an initial assessment. You will provide input and guidance to the emergency response strategy and maintain regular contact with the FRTL. The safety of all involved in the response is your primary responsibility.

Initial Actions

X

| | |
|--|--|
| <ul style="list-style-type: none"> Record as much of the incident as possible on your Emergency Log Sheet. | |
| <ul style="list-style-type: none"> When notified, receive incident briefing, and give initial advice as required and ensure the scene is secured and made safe. | |
| <ul style="list-style-type: none"> Liaise the FRTL and evaluate the on-scene situation. Ensure the scene has been secured and made safe. Direct evacuation of the affected areas if required. | |
| <ul style="list-style-type: none"> Provide the IC with a detailed brief of the incident. In consultation with the IC and other members of the IMT, formulate an action plan to control and contain the emergency situation. | |
| <ul style="list-style-type: none"> Ensure security is notified and is restricting access and egress on site to vehicles and personnel directly involved with the response effort. | |
| <ul style="list-style-type: none"> Brief IMT personnel and constantly monitor the on-scene safety. | |
| <ul style="list-style-type: none"> Report possible environmental issues to the CEC and implement controls as per their recommendations. | |

General Actions

X

| | |
|---|--|
| <ul style="list-style-type: none"> Collect a list of all known casualty(s), equipment damage and incident status of the ongoing response, and pass this onto the IC. | |
| <ul style="list-style-type: none"> Coordinate the collection of technical information as required. | |
| <ul style="list-style-type: none"> Ensure FRTL has established control of all personnel at the incident scene. | |
| <ul style="list-style-type: none"> Ensure all necessary resources are available to the FRT. | |
| <ul style="list-style-type: none"> Ensure Emergency Services are continually updated of any relevant escalation or change in circumstances of the emergency situation. | |
| <ul style="list-style-type: none"> Continually monitor the situation and adapt the response plans to suit any escalation or reduction of incident needs. | |
| <ul style="list-style-type: none"> Keep the IC informed as to the status of the incident. | |
| <ul style="list-style-type: none"> Ensure any casualties are transported to a safe location. | |
| <ul style="list-style-type: none"> Restrict access of unauthorised persons to the affected area until the "All Clear" is given by the IMT Leader or external Emergency Services. | |
| <ul style="list-style-type: none"> Provide hygiene monitoring devices to response personnel if required. | |

General Actions (Continued)

X

| | |
|--|--|
| <ul style="list-style-type: none"> Monitor exposure of response personnel and ensure a risk assessment has been completed if required. | |
| <ul style="list-style-type: none"> Arrange for and oversee decontamination facilities if required. | |
| <ul style="list-style-type: none"> In consultation with the IMT Leader and other relevant emergency respondents, determine the emergency / incident reporting requirements. | |
| <ul style="list-style-type: none"> Consider a relief / support for your role; prepare hand-over reports and plans if required. | |



BRR Emergency Response and Evacuation Plan

| | |
|--|--|
| <ul style="list-style-type: none">• If an extended incident, ensure the effective handover to a suitable replacement / alternate and that shifts are organised for your staff. | |
| <ul style="list-style-type: none">• Advise and carry out instructions as issued from the IC. | |

Concluding Actions

X

| | |
|--|--|
| <ul style="list-style-type: none">• Ensure the incident scene has been secured and incident investigation process implemented. | |
| <ul style="list-style-type: none">• Co-ordinate incident debrief at the completion of the emergency and ensure all participants attend. | |
| <ul style="list-style-type: none">• Ensure the affected area is safe before permitting personnel to resume work activity. | |
| <ul style="list-style-type: none">• Make arrangements for the return and checking of materials / equipment used in the emergency response. | |
| <ul style="list-style-type: none">• Provide your completed Emergency Log Sheet documenting events, actions, messages, and decisions made to the IMT. | |



Duty Card 3 – Scribe / Administrator

Your primary role is to document and advise the IMT of the Emergency Notification, administer off-site communication and provide administration support as required.

Initial Actions X

| | |
|--|--|
| • Receive emergency notification and complete the Emergency Notification Log Sheet. | |
| • Liaise with the IC, EMTL and the HSEM and record details of the incident. | |
| • Carry out initial directions assigned by IC/IMTC and document all events, conversations, assigned tasks or instructions given on the Emergency Notification Log Sheet. | |
| • If an emergency is declared by the IC, notify the Client Representative, and advise them of the situation and to prepare for a possible request for Mutual Assistance. | |
| • Ensure the EMR is set up and operational, including all necessary resources e.g., fax, phones, computer(s), whiteboard | |
| • Provide blank copies of the Emergency Log Sheet to all response personnel as required. | |
| • Establish administration requirements and phone personnel support roles if necessary. | |
| • Ensure all incoming and outgoing phone calls are filtered and monitored at reception. | |
| • Call-out additional off-site personnel as instructed by the IMT (BRR PROJECT Emergency Contact List). | |

General Actions X

| | |
|---|--|
| • Assist the IC in the Emergency Management Room (EMR). | |
| • Filter the flow of information and keep the IC informed of the situation. | |
| • Refer any incoming media enquiries to the Project Manager, IC, or delegate. | |
| • If the incident progresses over an extended period, ensure an effective hand-over process to a suitable replacement / alternate and that shifts are organised for your support staff if required. | |
| • Cancel site daily visitor bookings and where possible inform the visitors of the cancellation. | |
| • Ensure a vehicle is available at all times to collect / deliver information. | |

Recording Actions X

| | |
|---|--|
| • Log phone and two-way radio communications in different coloured pens for quick reference (Emergency Notification Log Sheet). | |
| • Coordinate a display of up-to-date incident information on EMR whiteboard. | |
| • Maintain a record of all information received in an incident filing system. | |

Concluding Actions X

| | |
|---|--|
| • Attend incident debrief and completed record of events and any relevant paperwork to the IMT. | |
| • Act as the recording secretary at the IMT debriefing session, provide input as appropriate. | |



Duty Card 4 – Field Response Team Leader

On arrival at the scene the **FRT** Leader shall liaise with the first person at the scene make an initial situation assessment. Your primary role is to coordinate the FRT activities during the emergency.

The safety of the FRT Members and others at the incident scene is your first priority.

Initial Actions

X

| | |
|--|--|
| <ul style="list-style-type: none"> Record as much of the incident as possible on your Emergency Log Sheet and ensure PPE is used by all response personnel to minimise the risk of injury. | |
| <ul style="list-style-type: none"> Travel to the incident and liaise with the first person at the scene. | |
| <ul style="list-style-type: none"> Assess the immediate area for any possible risks to the safety of yourself and the FRT. (Hazard identification and risk assessment). Implement control measures as required including making safe and isolating any potential energy sources in the immediate area. | |
| <ul style="list-style-type: none"> Contact the IC and provide an initial assessment of the incident. (type of emergency, number and severity of injured personnel, external Emergency Services required and full / partial evacuation recommended). | |
| <ul style="list-style-type: none"> Liaise with FRT Members including on site ERT and decide on a rescue / response strategy. Notify the IMTC of strategy. | |
| <ul style="list-style-type: none"> Assign additional responsibilities and duties as required. | |

General Actions

X

| | |
|--|--|
| <ul style="list-style-type: none"> Manage all emergency response activities at the emergency scene with guidance from the onsite ERT. | |
| <ul style="list-style-type: none"> Maintain regular liaison with the IMT Coordinator and up-date incident status, as necessary. | |
| <ul style="list-style-type: none"> Brief the external Emergency Services personnel upon their arrival on the type, scope, and status of emergency response and thereafter, act on the senior officer's instruction. | |
| <ul style="list-style-type: none"> Ensure a register of personnel attending the emergency is maintained. | |
| <ul style="list-style-type: none"> Give concise instruction on any vehicle routes (account for wind direction, gas / smoke plumes or contaminated atmospheres). | |
| <ul style="list-style-type: none"> Consider relief / support for your role; prepare handover reports and plans. | |
| <ul style="list-style-type: none"> Coordinate the removal of injured personnel to a triage point if required. | |
| <ul style="list-style-type: none"> Consider the environmental impact and associated issues. If necessary, contact / liaise with the Environmental Adviser. | |

Concluding Actions

X

| | |
|--|--|
| <ul style="list-style-type: none"> Ensure all areas are safe for re-entry before allowing personnel to have access. | |
| <ul style="list-style-type: none"> Ensure all members of the FRT attend the incident debrief in the EMR. | |



Duty Card 5 – Emergency Response Team

Your primary role is to immediately travel to the incident scene, report directly to the FRTL. Your responsibility is the welfare of the injured at all times until the appropriate medical hand-over.

Initial Actions X

| | |
|--|--|
| <ul style="list-style-type: none"> Proceed to the scene of the incident. Consider the safety of yourself and others. | |
| <ul style="list-style-type: none"> Assess the emergency situation in consultation with the FRTL and determine appropriate actions. | |
| <ul style="list-style-type: none"> Administer first aid and evacuate casualty(s) from the incident scene. | |
| <ul style="list-style-type: none"> Arrange for additional medical assistance if required including external Emergency Services. | |
| <ul style="list-style-type: none"> If the incident is of a major proportion and presents an ongoing hazardous situation, consider an evacuation strategy in consultation with the FRTL | |
| <ul style="list-style-type: none"> In the case of fire, quickly determine the severity and possibility of extinguishing it without exposing FRT members to unacceptable level of risk. Immediately advise the FRTL if the situation escalates or is unable to be safely controlled using on site resources. | |

General Actions X

| | |
|---|--|
| <ul style="list-style-type: none"> Brief the external Emergency Services personnel upon their arrival on the number and condition of casualties, medications administered and act on the senior officer's instruction. | |
| <ul style="list-style-type: none"> If required consult with the FRTL and QAS to organise for a Rescue Helicopter (if required). | |
| <ul style="list-style-type: none"> Continually liaise with the FRTL on condition of casualty(s) and incident hazards. | |
| <ul style="list-style-type: none"> Keep an accurate log of the casualty's condition and treatment administered. | |

Concluding Actions X

| | |
|--|--|
| <ul style="list-style-type: none"> Clean and replenish the Ambulance and medical supplies. | |
| <ul style="list-style-type: none"> Record a log of incident events / activities (where time permits). | |
| <ul style="list-style-type: none"> Collect Incident Log information and attend the incident debrief. | |



Duty Card 6 – Supervisor

Your primary role once aware of the emergency is to notify the HSEM and if required, secure and make the immediate area safe.

Initial Actions **X**

| | |
|---|--|
| <ul style="list-style-type: none"> Record as much of the incident as possible on your Emergency Log Sheet. | |
| <ul style="list-style-type: none"> Immediately travel to the emergency scene and assess the situation. Ensure the scene is made safe and the area is secured. | |
| <ul style="list-style-type: none"> If required notify the HSEM / IC using the Emergency Notification Procedure (Emergency, Emergency, Emergency on BRR PROJECT Channel XX) and manage the emergency until arrival of the FRT. | |
| <ul style="list-style-type: none"> Provide first aid to casualties if qualified and safe to do so. Do not move casualties unless preventing any further injury. | |
| <ul style="list-style-type: none"> In the case of fire, quickly determine its severity and possibility of it spreading to other areas. For small, isolated fires, use an appropriate fire extinguisher to fight the fire if competent and safe to do so. If unable to extinguish the fire on the first attempt immediately notify the HSEM / IC using the Emergency Notification Procedure. (Emergency, Emergency, Emergency on Channel XX). | |

General Actions **X**

| | |
|--|--|
| <ul style="list-style-type: none"> Evacuate bystanders from the incident area. In the case of fire, monitor the direction of smoke and fumes and direct personnel away from areas downwind of the fire. | |
| <ul style="list-style-type: none"> Debrief the FRT on arrival relaying all available information. | |
| <ul style="list-style-type: none"> Assist in the planning and coordination of rescue operations. | |

Concluding Actions **X**

| | |
|---|--|
| <ul style="list-style-type: none"> Collect your completed emergency response log sheets and any other relevant information and attend the incident debrief. | |
| <ul style="list-style-type: none"> Write a full detailed report on the incident, including the incident time, type of incident, actions taken at the scene; know casualty(s) and contributing incident factors if known. | |



Duty Card 7 – Environmental Co-ordinator

Your primary role is to assist and advise the FRT Leader and IMT on emergency operations that have the potential to cause environmental impact. Your primary concern is to ensure that environmental impact during emergency operations is eliminated **or** minimised and that the appropriate external parties are notified.

| Initial Actions | X |
|---|---|
| <ul style="list-style-type: none"> Record as much of the incident as possible on your Emergency Log Sheet. | |
| <ul style="list-style-type: none"> Upon notification liaise with the IC and travel to the EMR or the incident scene as directed. | |
| <ul style="list-style-type: none"> In consultation with the IMT and FRT establish an action plan consistent with the incident to contain and control any environmental damage. | |
| <ul style="list-style-type: none"> Determine a "Safe Zone" around the incident scene, consider scene security | |

| General Actions | X |
|---|---|
| <ul style="list-style-type: none"> Record all details regarding the emergency situation (e.g., Type and size of incident / spill, location, current environmental impact, possible further impact) on the Emergency Log Sheet. | |
| <ul style="list-style-type: none"> Ensure that the appropriate emergency / incident reporting (EPA, QLD Health) is undertaken and record this on the Emergency Log Sheet. | |
| <ul style="list-style-type: none"> Collect or supervise collection of samples and other data relating to the incident, which may be required for environmental management and reporting purposes. | |
| <ul style="list-style-type: none"> Supervise any work within the contaminated / emergency area. | |
| <ul style="list-style-type: none"> Ensure the incident area is preserved for an incident investigation. | |

| Concluding Actions | X |
|--|---|
| <ul style="list-style-type: none"> Ensure the appropriate disposal of all contaminated material including spilt material, damaged equipment, etc. | |
| <ul style="list-style-type: none"> Collect relevant information and attend the incident debrief, providing input, as necessary. | |



Duty Card 8 – Fire Wardens

Your primary role is to ensure the safe evacuation of work areas and accountability of site employees.

Initial Actions

X

| | |
|---|--|
| <ul style="list-style-type: none">• Ascertain the extent of the emergency. | |
| <ul style="list-style-type: none">• Assist people in immediate danger. | |
| <ul style="list-style-type: none">• Raise alarm (break glass alarm, use the VHF Radio BRR PROJECT Ch XX or Telephone 0408 004 330, and follow the Emergency Response procedure. | |
| <ul style="list-style-type: none">• Attempt to extinguish fire, administer first aid, or render assistance where possible only if safe to do so. | |
| <ul style="list-style-type: none">• Perform methodical search of their area to ensure that all persons have been notified of emergency, have stopped work safely and awaiting further instructions. | |
| <ul style="list-style-type: none">• Implement an evacuation of your responsible zones upon receiving instructions from the Incident Commander. | |
| <ul style="list-style-type: none">• Ensure that nobody re-enters the building. | |
| <ul style="list-style-type: none">• Communicate with Incident Commander / Incident Management Coordinator. | |

Required Equipment

X

| | |
|---|--|
| <ul style="list-style-type: none">• Identifying Wardens Helmet | |
| <ul style="list-style-type: none">• Clipboard | |
| <ul style="list-style-type: none">• Pen / Pencil | |
| <ul style="list-style-type: none">• VHF radio — BRR PROJECT Ch XX and if available a mobile phone (0408 004 334). | |



Appendix 6 – BRR Project Emergency Contact List

BRR Project Team

| Name | Project Role | Email | Ph (mob) |
|------------------|--------------------|--|-----------------|
| Matt Christopher | Incident Commander | matthew.christopher@visy.com | +61 499 901 293 |
| Chris Hampson | ERT Team Lead | christopher.hampson@visy.com | +61 488 111 597 |

C.59150-PLN-Y01_0 - EMERGENCY RESPONSE & EVACUATION PLAN (Unsigned Gary Wellen)

Final Audit Report

2023-05-30

| | |
|-----------------|---|
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