

Emergency Response Plan

Emergency Preparedness & Response

General

- Potential emergency situations are identified prior to works commencing on site as part of the development of a project plan, environmental plan and/or safety plan.
- Site specific emergency procedures/plans are documented by the Supervisor. It is the Supervisors responsibility to ensure the relevant document is updated.
- Emergency response arrangements are communicated to all personnel via pre-start meetings and toolbox talks.
- Emergency drills are planned to be carried out twice per year as a minimum.
- Emergency personnel (Site Supervisors etc) receive training in emergency procedures appropriate to their allocated emergency response responsibilities and the degree of risk.

Refer Job Safety Analysis

Emergency Equipment

A formal assessment of the suitability, location and accessibility of emergency equipment on site is made by the Supervisor during the development of the relevant project plan, environmental plan and or safety plan.

Emergency equipment, spill kits, fire extinguishers, exit signs, paths of travel, etc are reviewed at regular intervals by the supervisor and normally recorded in conjunction with any planned emergency or evacuation drills.

Fire extinguisher inspections are carried out by an engaged service provider.

Emergency Response Arrangements

The current emergency response plans for the organisation's activities are as follows:

Office & Storage Facility - Tuggerah

Site Evacuation Plan

Site Operations

All traffic control vehicles have fire extinguishers and first aid kits.

Selected staff are trained in first aid

Site specific emergency arrangements are determined as part of the pre-start process. Site specific arrangements are communicated through Toolbox Meetings

Hazardous Substances

Hazardous substances are controlled on site through the use of a Substances Register. This register is to be maintained by the supervisor and is to list all substances expected to be used on site as well as record any unexpected substances brought onto site during the works.

The register is to identify the status of the substance as being hazardous/dangerous, expected quantity, trade(s) expected to use the substance and to reference current valid SDS for the substance.

Opensore maintains an online register for Safety Data Sheets

Response

Environmental Incident

In the case of any environmental incident, the intent is to prevent pollution, prevent further pollution and to minimise the impact on the environment. The following steps are undertaken as appropriate:

- Evacuate all non-essential personnel.

- Call emergency services when required.
- Deploy spill kits to stop liquids migrating to waterways and drains.
- Extinguish fires with the correct equipment and only when it is safe to do so.
- All such incidents are to be reported immediately to the supervisor and either of directors.
- Upon report, a Corrective Action will be started and managed until a successful resolution of the incident.

WHS Incident

Roles & Responsibilities

The Directors have overall responsibility for ensuring that environmental impact assessments and environmental management planning are carried out by suitably qualified/experienced staff and/or environmental specialists.

The Directors of Opensore Pty Ltd are responsible for:

- Implementing the Environmental Management Plan.
- Arranging periodic inspections/environmental audits.
- Instructing project personnel on how to comply with the Company's environmental policy and procedures.

The Project Manager is responsible for ensuring that all erosion and sediment control procedures are carried out and that all necessary control structures are installed and maintained.

The Site Supervisor is responsible for implementing routine environmental control measures including regular inspections and maintenance as required, in accordance with the Environmental Management Plan.

Evacuation

Evacuation Plans for permanent Opensore sites are available:

- 27 Gavenlock Rd Tuggerah