



**EMERGENCY RESPONSE PLAN &
POLLUTION INCIDENT RESPONSE MANAGEMENT PLAN (PIRMP)**

FOR

SUGAR AUSTRALIA – GLEBE ISLAND TERMINAL

Site:

This plan covers the Glebe Island Terminal site.

Address:

Lot 1 Sommerville Road, Rozelle NSW 2036

Hours of Operation:

Business Hours: 6:00 AM to 6:00 PM Monday to Friday
Working Hours: 10:00 PM Sunday to 10:00 PM Friday
Out of Hours: 10:00 PM Friday to 10:00 PM Sunday

Contacts – Occupier:

-Depot Manager – Scott Donelly Ph. 02 8572 7628 sdonelly@sugaraustralia.com.au

-Shift Team Leader (manned 24/5): 02 8572 7622 or Mobile 0439 467 428

-Emergency Services (0) 000

(Indemnity: Both the Emergency Planning Committee (EPC) and Emergency Control Organisation (ECO) shall be indemnified by their employer against civil liability resulting from workplace emergency response assessment, education, training sessions, periodic exercises or emergency evacuation of the building where the personnel act in good faith and in the course of their emergency duties, as per AS3745 – 2010.)

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1.0 Purpose

The purpose of the Emergency Plan & PIRMP is to operate a quick and effective response to an emergency/incident/event so that injury to personnel, material or environmental damage and disruption to business continuity is minimised at the Glebe Island Terminal and neighbouring businesses.

This document also covers the requirements of the "Protection of the Environment Legislation Amendment Act 2011 (POELA Act)".

2.0 Scope

This Emergency Plan & PIRMP is applicable to employees, contractors and visitors at the Glebe Island Terminal and neighbouring businesses.

Potential Emergency/Incidents/Events identified that may threaten life, property or the environment, have been risk assessed and include:

- Medical emergency
- Dust Explosion (including system activation/malfunction)
- Fire
- Confined Space incident
- Work at Heights incident
- Environmental incident or loss of containment (Including: Chemical / Fuel Spill)
- Natural Gas Leak
- Neighbouring Site Fire/Explosion
- Neighbouring Site Chemical Spill
- Traffic incident
- Terrorist Threat/Bomb Threat
- Intrusion/trespass or personal threat
- Storm event
- Maritime security incident (See Maritime Security Plan-Depot Manager's Office)

3.0 Definitions

Assembly Areas	Convenient, safe locations where personnel gather and are accounted for in the event that an evacuation is required.
ECO	Emergency Control Organisation.
EWIS	Emergency Warning and Intercommunication System.
EPC	Emergency Planning Committee.
MCP	Manual Call Point – Break Glass.
PIRMP	Pollution Incident Response Management Plan

4.0 Emergency Response Procedure

4.1 Discovery of an Emergency

When an emergency situation is identified, the following steps shall be taken:

- Warn anyone in immediate danger.
- Make the area safe and shutdown plant / equipment, if safe to do so (e.g. isolate the source of any harmful energy).
- Immediately report the emergency, by at least one of the following methods:
 - 2 way radio using the standard “Emergency, Emergency, Emergency” repeated over the two-way radio, as per the Emergency Radio Call Protocol – Appendix A.
 - Phone the Shift Team Leader 0439 467 428.
 - Ask others in the area to raise the alarm.
 - Activate a Manual Call Point – Break Glass (MCP).
 - Contact Emergency Services (0) 000.

The Chief Warden shall:

- Ascertain the nature of the emergency and determine the appropriate action.
- Ensure emergency services have been notified – (0) 000.
- Ensure the Comms Officer and Area Warden has been advised of the situation (i.e. by face to face, 2-way radio, mobile phone).
- If necessary, proceed to Main Fire Panel or other MCP to activate the fire alarm and call the brigade.
- If necessary, proceed to the Control Room and the Citect Scada Emergency Evacuation page (F12) to activate the site Evacuation alarms or use the Emergency Warning Intercommunication System (EWIS) – intercom/microphone system. This will control stop the plant and initiate a site evacuation without calling the fire brigade.

Should the Chief Warden and / or deputies not be available the most senior member of site operations shall assume the role of Chief Warden.

4.1.1 Contacting Emergency Services

Dial (0) 000 (or 112 as secondary, if unable to reach 000) for emergency services assistance, if required. The operator will ask what service you require **Fire – Ambulance – Police**. Remember preservation of life is first priority.

On being connected to the emergency service state:

- The exact location and address;
- The nature of the emergency;
- The number of casualties and extent of injuries, if known; and
- If a fire is a likely result.

Follow any directions as indicated by the emergency services communications officer and remain on the phone until told otherwise.

4.2 Lifts

Lifts should not be relied upon as a means of evacuation from fires.

Lifts may be appropriate for use in other types of emergencies. The Chief Warden shall determine lift use in other types of emergencies.

4.3 Occupants and visitors with a disability

Occupants with a disability shall have a personal emergency evacuation plan (PEEP) developed by the Depot Manager. See **Appendix C**

Information (list of names and workplace location) should be provided to Chief Warden and placed with the Emergency Plan in the Red Emergency Information Box.

5.0 Communication

5.1 Emergency Activation

When an emergency situation is identified, the Chief Warden shall activate the alarm by at least one of the following methods:

a) Face to Face

- The Chief Warden will verbally instruct person(s) on site to evacuate.

b) Two-way radio or Mobile Phone

- The Chief Warden will use a two-way radio or mobile phone to contact person(s) on site to evacuate.

c) Activation of Manual Call Points - Break Glass

- These are red boxes containing a button that is covered by a clear Perspex sheet.
- To activate, Break the Perspex/glass and press the button underneath. This will automatically contact the Emergency Services, start the site fire alarms and initiate a site evacuation.
- After ascertaining the emergency, the Chief Warden can utilise the Emergency Warning and Intercommunications System (EWIS) to communicate the extent and urgency of the evacuation.
- If possible, call (0) 000 to inform the Emergency Services of the type and severity of the fire (or other emergency), to allow the additional resources to be dispatched if required.

d) Emergency Warning and Intercommunication System (EWIS) Speakers throughout the site on multiple levels

- If necessary to evacuate, the Chief Warden will proceed to the Fire Panel or Control Room and activate the evacuation alarm.
- The Evacuation Alarm siren will be audible.
- All persons to immediately proceed to the Assembly Area by the nearest, safe exit.

e) Stuvex, Fire Fly and Grecon, Fast Shutting Gate Valves (FSGV)

Activation of any equipment associated with sugar dust explosion or control will activate the site evacuation alarms but will not make a direct call to the fire brigade. Call to the Fire Brigade is to occur manually if required.

f) Sprinklers and Smoke/IR detectors

Activation of sprinklers and smoke/IR detectors will automatically activate the site evacuation alarms and will make a direct call to the fire brigade with no delay.

Note: The activation of the Fire/Evacuation Alarm will automatically release any swipe/security doors.

5.2 Contacting Neighbouring Facilities

When an emergency situation arises that may pose a Risk to Health, Safety or the Environment to a neighbouring site, and has the potential to affect neighbouring facilities and / or public safety, there is an obligation for key person(s) to be informed at neighbouring facilities to ensure duty of care obligations are met.

The contact details are located on the Incident Flipchart (see **Appendix D**). This will include Cement Australia; Gypsum Resources Australia; Port Authority of NSW (who can notify the Cruise Ship Terminal, Offices etc)

During business hours the Comms Officer is responsible to contact each key person at neighbouring facilities in the order they appear in the Incident Flipchart. After hours the Shift Team Leader will be responsible.

5.3 Communications Equipment

Two-way radios, preferable over mobile phones, shall be utilised during an emergency. It is vital that all non-essential communication is minimized.

Emergency Contacts are located in the Glebe Incident Flipchart (see **Appendix D**).

Refer to **Appendix A**: Emergency Radio Protocol for radio communications

The Emergency Warning and Intercommunication System (EWIS) – intercom/microphone can be used from the fire panel or the Control Room to communicate the extent and urgency of the evacuation if required.

6.0 Emergency Planning Committee (EPC)

Members:

Depot Manager; Site Electrician; Team Leader-Planning & Logistics; Support Systems Manager – Northern Loop

Committee Partners:

Operations Manager – Northern Loop, Engineering Manager – Northern Loop, SHE Co-ordinator.

Authority:

During emergencies, instructions given by the Emergency Control Organisation (ECO) members shall take precedence over the normal management structure.

Role:

- Appoint all ECO positions
- Review Emergency Plans at least annually
- Conduct evacuation exercises
- Review the effectiveness of the evacuation exercises and other emergency procedures
- Ensure emergency equipment is compliant & maintained to Australian Standards
- Provides sufficient resources (i.e. personnel, training, equipment) to support the emergency plan
- Review the Emergency Risk Assessment

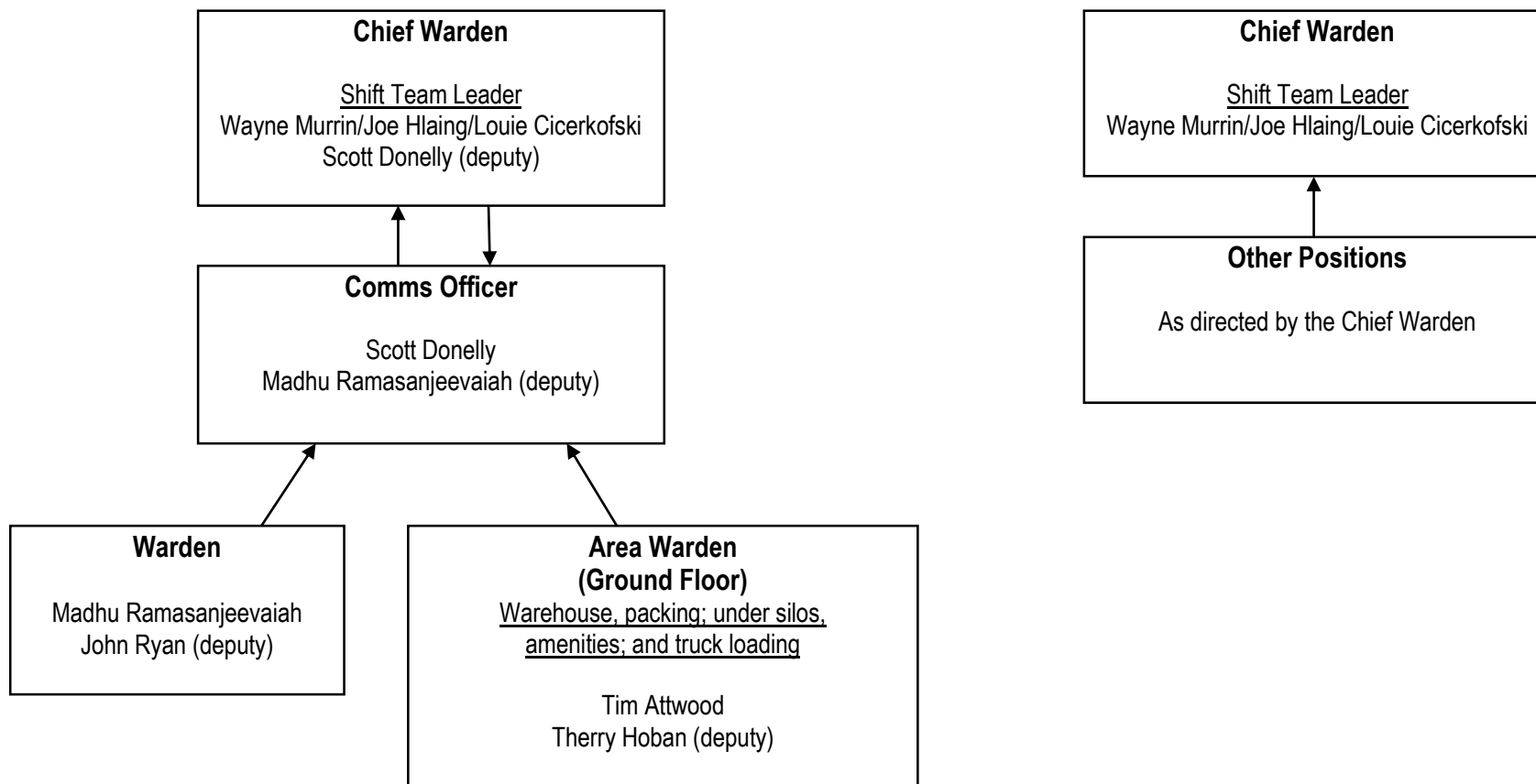
Meetings:

- Annual review of emergency procedures
- Post evacuation drill
- Post emergency incident

Responsibility for Plan:

Support Systems Manager – Northern Loop

7.0 Emergency Control Organisation (ECO)



The Deputy is to assume the role if the designated person is unavailable.

7.1 Chief Warden

Name	Phone	Email	Commencement Date
Wayne Murrin	0439 467 428	wmurrin@sugaraustralia.com.au	April 2017
Kyaw (Joe) Hlaing		jhlaing@sugaraustralia.com.au	April 2017
Louie Cicerkowski		lcicerkowski@sugaraustralia.com.au	April 2017
Scott Donelly	0400 433 136	sdonelly@sugaraustralia.com.au	April 2017

Method of Identification:	Chief Warden hat (colour – white)
Role:	<ul style="list-style-type: none"> <input type="checkbox"/> Ascertain the nature of the emergency and determine the appropriate action. <input type="checkbox"/> Ensure emergency services have been notified – (0) 000. <input type="checkbox"/> Ensure the Comms Officer and Area Warden has been advised of the situation. <input type="checkbox"/> If necessary, proceed to Fire Panel/Control Room to activate evacuation alarm (page F12) <p>If Evacuation has been initiated:</p> <ul style="list-style-type: none"> <input type="checkbox"/> Collect white hard hat (Chief Warden) from Fire Panel. <input type="checkbox"/> Communicate by radio/EWIS: evacuation requirements, assembly area (alternate may be required), if the lift is ok to use; urgency of the emergency & hazards <input type="checkbox"/> Proceed to Assembly Area <input type="checkbox"/> Ensure the Area Warden has been activated <input type="checkbox"/> Delegate isolation (where appropriate) of services (if safe to do so) - Natural Gas (by the main front door); Electrical (in caged compound at rear of the site near the pump house) <input type="checkbox"/> If required, delegate a person to go to the pump house to ensure that the pumps are running once the fire system has been triggered (<u>only</u> if hydrant has not been used – i.e. by use of hose or sprinkler) <input type="checkbox"/> Ensure progress of the evacuation; obtain status reports from Comms Officer <ul style="list-style-type: none"> o all areas are evacuated o all persons are accounted for o Neighbouring sites have been notified (if required) o SA Management has been notified as per Incident Mgmt. & Reporting process <input type="checkbox"/> Co-ordinate site personnel to render assistance such as: <ul style="list-style-type: none"> o First aid or evacuation of injured or disabled persons o Search for missing persons, if safe to do so o Locate emergency equipment such as fire hydrants or spill kits o Respond to emergency situation, if safe to do so, such as extinguishing a fire, containing a spill o Stop all traffic entering the site o Establish a clear area for Emergency Services o Direct Emergency Services through the site to the designated location of the incident <input type="checkbox"/> Brief Emergency Services upon arrival – type, scope, location of emergency, status of evacuation, special hazards (e.g. gas mains, electricity, hazardous substances) and act on Emergency services instructions. <input type="checkbox"/> If appropriate, ensure the scene of the emergency is secured. <input type="checkbox"/> Document any decisions, notifications, actions and consequences of actions. <input type="checkbox"/> Await instructions from Emergency Services that the building is safe to be re-occupied. <input type="checkbox"/> When the building is cleared for re-occupation, inform the staff of the all clear situation. <input type="checkbox"/> Offer counselling if required. <input type="checkbox"/> Ensure a debrief of the emergency occurs to identify any issues that may affect future emergencies

7.2 Chief Warden (additional role – After Hours)

Name	Phone	Email	Commencement Date
Wayne Murrin	0439 467 428	wmurrin@sugaraustralia.com.au	April 2017
Kyaw (Joe) Hlaing		jhlaing@sugaraustralia.com.au	April 2017
Louie Cicerkofski		lcicerkofski@sugaraustralia.com.au	April 2017

Method of Identification:	Chief Warden Hard Hat (colour – white)
Role:	<input type="checkbox"/> As per Chief Warden As required, additional after hours role includes: <ul style="list-style-type: none"> <input type="checkbox"/> Collect the Emergency Plan (from the Emergency Information/HAZMAT box) and Two-way Radio (if don't have on person already) <input type="checkbox"/> Print the Rapid Global Evacuation List (ideally from the Access PC) <input type="checkbox"/> Collect the Staff Sign-in book <input type="checkbox"/> Collect First Aid Kit and Defib from Control Room and take to Assembly Area. <input type="checkbox"/> Collect the Cement Australia Sign-in register from near the lift. <input type="checkbox"/> Account for all persons (i.e. employee, visitors, contractors) on Rapid Global List; Staff Sign-in book and Cement Australia Sign-in Register. <input type="checkbox"/> Contact Neighbouring sites as per Incident Flipchart (if required) <input type="checkbox"/> Inform SA Management as per Incident Mgmt. & Reporting process <input type="checkbox"/> Direct truck drivers: If not loading/unloading – leave the site immediately and contact other drivers by radio and inform them of emergency situation and to stay offsite for the duration of the emergency. If loading/unloading – make safe and go immediately to Assembly Area. <input type="checkbox"/> Notify Cement Australia if there are personnel who have signed into the Cement Australia Sign-in Register near the lift and are unaccounted for. <input type="checkbox"/> Maintain a log of events.

7.3 Comms Officer

Name	Phone	Email	Commencement Date
Scott Donelly	0400 433 136	sdonelly@sugaraustralia.com.au	April 2017
Madhu Ramasanjeevaiah	0406 019 957	mramasanjeev@sugaraustralia.com.au	April 2017

Method of Identification:	Nil
Role:	<input type="checkbox"/> Assist the Chief Warden by communicating between internal and external parties If Evacuation has been initiated: <input type="checkbox"/> Collect the Emergency Plan (from the Emergency Information/HAZMAT box) and Two-way Radio (<i>if don't have on person already</i>) <input type="checkbox"/> Confirm the Area warden has been activated. <input type="checkbox"/> Ensure Emergency Services have been notified. <input type="checkbox"/> Contact Neighbouring sites as per Incident Flipchart (if required) <input type="checkbox"/> Inform SA Management as per Incident Mgmt. & Reporting process <input type="checkbox"/> Obtain status report from the Warden <input type="checkbox"/> Use any logged phone numbers to contact any unaccounted for personnel. <input type="checkbox"/> If any person remains unaccounted for/missing, notify the Chief Warden immediately. <input type="checkbox"/> Notify Chief Warden when all areas are cleared. <input type="checkbox"/> Transmit and record instructions and information between the Chief Warden, Area Warden and others. <input type="checkbox"/> Notify Cement Australia if there are personnel who have signed into the Cement Australia Sign-in Register near the lift and are unaccounted for. <input type="checkbox"/> Act as directed by Chief Warden. <input type="checkbox"/> Maintain a log of events. <input type="checkbox"/> Document any decisions, notifications, actions and consequences of actions. <input type="checkbox"/> Conduct debrief on completion of evacuation with ECO.

7.4 Area Warden – Ground Floor

Name	Phone	Email	Commencement Date
Tim Attwood	0416 056 661	tattwood@sugaraustralia.com.au	April 2017
Therry Hoban	-	thoban@sugaraustralia.com.au	April 2017

Method of Identification:	Nil
Area of Responsibility:	<input type="checkbox"/> Pack room; ground floor workhouse; under silos; amenities; warehouse; truck loading
Role:	<input type="checkbox"/> Check area for abnormal situations <input type="checkbox"/> On hearing the alarm, alert persons in area of responsibility to evacuate to the Assembly Area. If Evacuation has been initiated: <input type="checkbox"/> On hearing the evacuation alarm, instruct persons in area of responsibility to evacuate through nearest safe exit point to the assembly area. <input type="checkbox"/> If safe to do so, search area of responsibility and direct all persons to the assembly area. <input type="checkbox"/> Direct truck drivers: If not loading/unloading – leave the site immediately and contact other drivers by radio and inform them of emergency situation and to stay offsite for the duration of the emergency. If loading/unloading – make safe and go immediately to Assembly Area. <input type="checkbox"/> Collect the Cement Australia Sign-in register from near the lift. When area search is complete, give the register to the Warden at the Assembly Area <input type="checkbox"/> If safe to do so, ensure that all rooms, offices and toilets have been evacuated. <input type="checkbox"/> <u>Except</u> for Bomb Threats, ensure doors are properly closed. <input type="checkbox"/> If assembly area is unsafe, move the evacuated persons to alternative assembly area. <input type="checkbox"/> If there are persons with disabilities or special needs, appoint another person to assist them to the Assembly Area or follow the requirements of the PEEP. <input type="checkbox"/> Upon completion of above duties, proceed immediately to the Assembly Area <input type="checkbox"/> Report status to Comms Officer. <input type="checkbox"/> Act as directed by Chief Warden or Comms Officer. <input type="checkbox"/> Document any decisions, notifications, actions and consequences of actions.

7.5 Warden

Name	Phone	Email	Commencement Date
Madhu Ramasanjeevaiah	0406 019 957	mramasanjeev@sugaraustralia.com.au	April 2017
John Ryan	-	jryan@sugaraustralia.com.au	April 2017

Method of Identification:	Hard Hat (colour – red)
Role:	<input type="checkbox"/> Account for all personnel on site If Evacuation has been initiated: <input type="checkbox"/> Print the Rapid Global Evacuation List (ideally from the Access PC) <input type="checkbox"/> Collect the Staff Sign-in book <input type="checkbox"/> Collect First Aid Kit and Defib from Control Room and take to Assembly Area and give to a First Aider. <input type="checkbox"/> Collect red hard hat (Warden) from Fire Panel. <input type="checkbox"/> Proceed to the Assembly Area <input type="checkbox"/> Receive “Cement Australia Visitor Register” from Area Warden (Ground Floor) <input type="checkbox"/> Account for all persons (i.e. employee, visitors, contractors) on Rapid Global List; Staff Sign-in book and Cement Australia Sign-in Register. <input type="checkbox"/> If any person is not accounted for/missing, notify the Comms Officer immediately <input type="checkbox"/> Ensure all persons remain at the evacuation point until informed it is safe to leave <input type="checkbox"/> Act as directed by Chief Warden or Comms Officer. <input type="checkbox"/> Document any decisions, notifications, actions and consequences of actions.
	<p>Note: On loss of power or Network access, the Rapid Global Evacuation List can be accessed via mobile phones per Appendix E</p> <p><i>Accounting for Personnel</i> As persons enter the Assembly Area tick the relevant listing to indicate that they have evacuated. Mark those personnel who can be confirmed, as not on site, at the time of the evacuation</p>

7.6 First Aiders

Refer First Aiders Listing (beside First Aid kits)

Method of Identification:	Hardhat with Green Sticker – First Aider
Role:	<input type="checkbox"/> Go to the Warden to be accounted for. <input type="checkbox"/> Report to the Comms Officer or Chief Warden. <input type="checkbox"/> Utilise First Aid facilities. <input type="checkbox"/> Monitor and provide first aid to injured persons until medical help arrives. <input type="checkbox"/> Provide information concerning the health status of any injured persons to the emergency services. <input type="checkbox"/> Document any decisions, notifications, actions and consequences of actions.

8.0 Emergency Contact List

See Glebe Incident Flipcharts located:

- Depot Manager's Office
- Control Room
- Maintenance Office (upstairs)
- Workshop
- Rear Emergency Exit (near lift)

See **Appendix D** for Copy

9.0 Potential Emergency Scenarios / Incidents / Events

9.1 Medical

- Heart Attack/Stroke/Loss of consciousness
- Fractures/Serious Lacerations
- Serious Head Injuries
- Serious Burns



For all of the above medical emergencies the Chief Warden shall be immediately notified and Emergency Services called on (0) 000.

For minor injuries requiring medical treatment or review, see the Glebe Incident Flipchart **Appendix D** for the Medical Centre details.

A First Aider shall be assigned to provide First Aid and manage the patient until the Emergency Services arrive. First Aid Kits are located in the Control Room and Entry to the Pack Room.

A defibrillator is located in the Control Room. The defibrillator provides pre-recorded instructions on use when opened.

9.2 Dust Explosion

Dust explosions by their nature are likely to be catastrophic, potentially causing loss of life/serious injury and significant property damage. An explosion or malfunction will generally result in the activation of the STUVEX Explosion Suppression System; Fire Fly; Grecon or Fast Shutting Gate Valve (FSGV). This will: activate an audible alarm; and activate a repeated message of the suppression activation; and crash stop the grading and liquid plants and CVC (Vacuum system). This will not automatically stop the packing plant nor will it call the fire brigade.



**“Attention! Attention!
extinguishing system
has discharged.
Do not enter...”**

In the event of a dust explosion (real event):

- The Chief Warden shall immediately call Emergency Services on (0) 000 and provide details of the emergency.
- Employees shall evacuate to the evacuation assembly area and await the Chief Warden.
- Where it is safe to do so every attempt should be made to rescue/assist injured employees.
- Standard Evacuation procedures as detailed in this plan then apply. The Fire Brigade will need to be contacted if required.
- The Chief Warden shall review the mimic board located at the front of the building. This will indicate what zone (control device) has gone into alarm/activated. The next action will be determined by the Chief Warden and stakeholders.

To confirm if a STUVEX malfunction (or activation) has occurred, the Chief Warden will delegate to an employee to check the CITECT alarm page in the Control Room before investigating the area of activation (without putting themselves at risk). Radio contact shall be maintained with personnel at the evacuation point.

9.3 Fire

Persons in immediate area of a fire:

Raise the alarm and evacuate the immediate area

If safe to do so, attempt to put out the fire as per 9.3.1

Chief Warden shall:

- Confirm the nature and extent of the fire.
- Call the Emergency Services on (0) 000 to confirm the system has automatically called.
- Determine if full or part evacuation is required and initiate the evacuation alarm if deemed necessary to do so.
- Ensure areas have been electrically isolated before using hoses
- Locate the nearest hydrant for arrival of the fire brigade
- Establish a clear area for the fire brigade to position their equipment
- Hand over control to and assist the Fire Brigade
- Block or bund accessible drainage pathways to prevent firefighting water from entering the stormwater drains/harbour.

Activation of the Alarm:

The site Fire Alarms can be activated by a MCP; smoke/IR detector; fire pump running/sprinkler activation or manually.

The external audible alarm site evacuation (installed outside the Old Dispatch Office) will only sound during an emergency if the site evacuation alarm has also been activated via Citect in the Control Room – see section 4.1.



"In the interests of safety, please evacuate the building..."



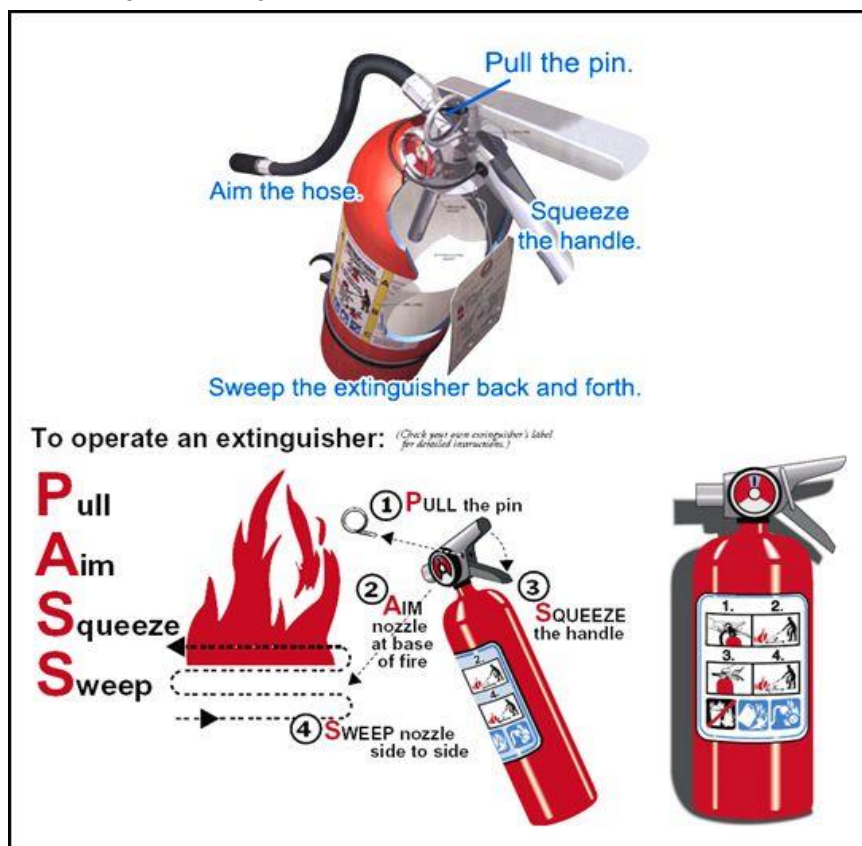
Determine the location of the fire (or false alarm) via the Fire Panel

9.3.1 First Attack Fire Fighting

It may be possible to prevent danger to building occupants and damage to property during the early stages of a minor fire by suppression with a fire extinguisher or hose reels, however, these appliances shall only be operated by trained personnel, when it is safe to do so and when their use is likely to be effective.

If the fire is too large or too dangerous to attack with this equipment, site evacuation is the only safe option. Doors to the fire area shall be closed to contain the spread of the fire until the arrival of the Fire Brigade.

The "PASS" system for operating a fire extinguisher is as follows:



9.4 Confined Space (persons injured and unable to evacuate the confined space)

- Observer to remain at the entry point to the confined space at all times. No attempt can be made by the observer to enter the confined space.
- Prior to a confined space entry a JSEA is required along with a documented Rescue Plan. The rescue plan shall be reviewed, taking into account atmospheric conditions within the confined space.
- On becoming aware of a confined space emergency the observer shall immediately notify the Chief Warden and the persons documented on the Rescue Plan of the incident. The Chief Warden shall call Emergency Services on receiving a call with regards to a confined space emergency.
- Prior to entry for the purpose of rescue a further gas test shall be conducted. If the gas test alarm sounds, entry shall not be allowed to occur until Emergency Services arrive.
- Should the injured person be attached to a lanyard attempts to lift the person out of the confined space should be attempted using lifting gear.
- The Chief Warden shall assign a person with a two way radio to wait on Sommerville Road for Emergency Services to arrive and then direct them to the scene of the emergency.

9.4.1 Confined Space Rescue

9.4.1.1 Rescue Equipment

Provision of –

- The following types of rescue equipment will be made available for Confined Space Entries / Rescue:
 - Harnesses, lanyards, ropes & slings
 - Tripods
 - Inertia reels
 - Gotcha kits / Rope Rescue kit (or equivalent)
 - Anchor points
- All Confined Space Rescue equipment will be uniquely labelled / identified and these details documented on SAP if owned by Sugar Australia

Inspection & Maintenance of Rescue equipment –

- All Confined Space Rescue equipment as described above will be inspected / maintained consistent with the site process for:
 - Fall arrest / prevention equipment – 6 monthly inspection
 - Rigging type equipment – 12 monthly inspection
- Inspection / maintenance reports shall be stored in SAP. If the equipment is owned by a Contractor, this information will be made available to Sugar Australia.

9.4.1.2 Rescue Plan

A rescue plan appropriate to the Confined Space to be entered / tasks being conducted will be documented and communicated to the work party before each Confined Space Entry commences.

9.4.1.3 Rescue Rehearsal

Rescue rehearsals and discussion with all designated rescue personnel shall occur prior to each entry.

9.5 Work At Heights

Prior to Working at Heights, a Working at Heights Permit including a rescue plan is to be developed, authorised and implemented.

All work at heights requires a spotter who shall be in possession of a communication device (phone or radio) and be rehearsed in the rescue plan.

In a situation where an emergency occurs during work at heights (scenarios could include: Suspension, fall from height, EWP breakdown, injury to persons operating EWP and collapse or overturning of EWP):

- The spotter shall immediately notify the Chief Warden of the emergency and follow the requirements of the rescue plan if relevant.
- The Chief Warden shall decide whether Emergency Services are required to attend after considering the information provided by the spotter.
- In the event of trauma the Chief Warden shall determine the best method of rescue available on site. Rescue methods available include: EWP, Fork lift, Inertia reel and winch. In cases of suspension, it is important to act promptly as after 15 minutes a person may begin to suffer suspension trauma.
- In the event of Emergency Services being called the Chief Warden shall ensure that a person is assigned to meet emergency vehicles at Sommerville Road and direct them to the emergency.

9.5.1 Suspension Trauma

What is Suspension Trauma or Orthostatic Intolerance?

When the leg straps tighten, gravity pulls the blood down into the legs reducing the amount of blood flowing in the body and so the heart compensates and breathing increases to maintain the flow of oxygenated blood to the brain and organs.

When this fails, the heart rate slows and the casualty faints.

No person should remain suspended in a harness for longer than 5 minutes.

What to do if you become suspended?

The work at height rescue plan must be put into immediate effect and emergency services contacted.

Fall victims can slow the onset of suspension trauma if they are able to do so by use of the following techniques: -

- Pushing down vigorously with their legs and mobilising all the limbs will help to maintain the circulation. Frequent 'pumping' of the legs against a firm surface will also activate the muscles and improve blood circulation.
- Positioning their body in a horizontal or slight leg-high position
- Rest feet against something and try to stand up.
- If possible activate trauma leg straps, and place feet into them.

The harness design and fall injuries may prevent the casualty from being able to do any of the above.

What are the signs & symptoms of Suspension Trauma

Seen in two to three minutes, can include:

- Faintness - Nausea - Breathlessness - Dizziness - Sweating
- Unusually low heart rate - Unusually low blood pressure - Paleness - Hot flushes - Loss of vision - Increased heart rate

What to do after a casualty has been rescued?

Following the rescue of a casualty suspended at height, normal first aid rules do not apply. The blood that has pooled in the legs that has been prevented from collecting oxygen from the lungs and is now stale, loaded with carbon dioxide and toxins from the bodies metabolising processes.

If the casualty were to be laid down after rescue, the stale blood would rush back to the heart and other vital organs. This rush of deoxygenated blood can cause death by heart attack or a few days later from organ failure.

Following a rescue, keep the casualty in a knees bent 'W' sitting position for at least 30-40 minutes. This partially closes the femoral artery, allowing any pooled blood to be slowly released back towards the heart, allowing the body to reprocess and remove the toxins etc.

A belt or strap could be placed under the casualties raised legs and behind their back to restrict their movements.

9.6 Environmental Incident (or loss in containment)

An 'environmental incident' refers to any activity performed on site, whose consequences may adversely affect the surrounds in which the site operates (e.g. air quality, water, land, natural resources, flora, fauna, humans and their interrelation). Environmental incidents may include (but not limited to);

- sugar spillages and leaks into waterways
- chemical and fuel spills into waterways
- particulate emissions (sugar dust)
- loss in containment (on site)

An environmental incident with a potential to impact on local environment (i.e. waterways) may require a response on behalf of the Port Authority of NSW.

The Sydney Ports Incident Controller is the person appointed by Port Authority of NSW to direct the overall response operation and to co-ordinate the activities involved in the incident response or clean up. The Incident Controller has overall operational decision making responsibility and is supported by other operational and advisory personnel.

Unless delegated otherwise by the Chief Executive Officer of Port Authority of NSW this role is filled by the Senior Manager, Marine Operations or Manager, Marine Services.

9.6.1 Sugar spillages to harbour

Sugar (or sugar residues) spilled into the harbour in significant quantities may adversely impact on marine life as well as aquatic flora and fauna.

1. If sugar (or sugar residues) have spilled into the harbour during ship unloading operations, notify the ship's Master to stop the ship discharge and then contact the Chief Warden and Depot Manager.
2. The Chief Warden is to notify Harbour Control (Port Authority of NSW) and await further instructions.
3. The Depot Manager (following discussion with the Operations Manager-Northern Loop) is to notify the Environment Protection Authority (EPA). Depending on the severity of the event, other agencies (not limited to) NSW Roads and Maritime, NSW Fire and Rescue and Leichardt Council may also need to be contacted.
4. If sugar (or sugar residues) have spilled onto the wharf, the spillages shall be promptly contained to minimise its spread. Residues shall be disposed of in accordance with local government legislation.

9.6.2 Chemical spills to harbour

Chemical spills (e.g. diesel and other oil residues) into the harbour during shipping activity may adversely impact marine life, aquatic flora and fauna as well as impact on the quality of local waterways.

1. If chemicals (e.g. oil residues, diesel fuel) have leaked or spilled into the harbour during shipping operations, advise the ship's Master. The ship has spill response equipment such as dri-sorb, mats and pumps on board, which may be deployed during a spillage.

The ship also has a Shipboard Oil Pollution Emergency Plan (SOPEP) Manual to assist personnel in dealing with unexpected discharge of oil or noxious liquid.

Notify the Chief Warden and Depot Manager.

2. The Chief Warden shall notify Harbour Control (Port Authority of NSW) and await further instructions.
3. The Depot Manager (following discussion with the Operations Manager-Northern Loop) shall notify the Environment Protection Authority (EPA). Agencies (not limited to) NSW Roads and Maritime, NSW Fire and Rescue and Leichardt Council may also need to be advised depending on the severity of the event.

9.6.3 Particulate emissions

Particulate sugar dust emissions into the atmosphere from a dust collector (or related plant failure) may have short term impacts on the air quality in the immediate area. Dust collectors and filters shall be maintained regularly (as part of a preventative maintenance and inspection program) to minimise the risk of a failure and potential discharge into the atmosphere. (obscuration meters monitor the dust levels emissions whenever the dust collectors are in operation)

1. If sugar dust is emitted into the atmosphere, minimise the spread of the emission.
2. Shut down the plant and notify the Chief Warden and Depot Manager.
3. The Chief Warden is to notify Harbour Control (Port Authority of NSW) and await further instructions. The Depot Manager (following discussion with the Operations Manager-Northern Loop) may contact the Environment Protection Authority (EPA).
4. Clean up residual dust spilled in the area. Arrange for the repair of the damaged dust collection equipment.

9.6.4 Loss in containment

All internal Terminal ground floor drains are directed to the Trade Waste Tanks and contained. External drains are stormwater drains and flow to the harbour.

Resources on site include:

Spills Kits – Bulk Liquid Loading; Entry to the Pack Room; Level 8; Boilers

SDS (Safety Data Sheets) – Copies of all SDS are located in the Lab and on ChemAlert; other copies at point of use for some chemicals

SPILLS may be **minor** (usually **less than 1000 Litres** and is localised within an area of the site) or **major** (greater than 1000 Litres, extending beyond larger areas on the site or beyond the boundaries of the premises, with a potential to affect the local environment)

A loss in containment on site (from liquid sugar waste, chemicals, fuel or other residues) may have adverse effects on the local environment and/or may cause injury to persons (eg burns, fumes).

In the event of major spill, contact the Chief Warden and Depot Manager.

Evacuate the immediate area

Post sentries or barricade to prevent anyone entering the area

The Chief Warden is to:

1. Ensure the immediate area has been evacuated
2. Identify chemicals that are involved (see SDS for more information: consider risks to the environment; risks to people burns/fumes/vapours/reaction with other substances; spill response)
3. Shutdown plant/isolate supply if safe to do so. This may include shutting down air conditioning units to avoid drawing fumes into buildings.
4. Estimate quantity of chemical released
5. Determine whether the spill can be managed by the site or whether assistance is required from Emergency Services. Contact emergency services if required, Dial 000 and ask for Fire Brigade.
6. Determine whether a full or partial site evacuation is required
7. Utilise all appropriate slip/leak response equipment as per SDS and/or directing the source of the spillage into a bunded area (i.e. bulk weighbridges or pallet bunds).
8. Block or bund drainage pathways to prevent spill from entering any nearby waterways.
9. Establish a clear area for the Emergency Services to position their equipment.
10. Hand over control to and assist Emergency Services (provide them copy of the SDS).
11. Depot Manager to prepare a recovery program to deal with all released material.
12. Contact the Wilmar Manager Environment and Sustainability to assist with advice.
13. The Depot Manager (following discussion with the Operations Manager-Northern Loop) is inform the EPA and Sydney Water is the spillage is suspected to have impacted on the local environment (eg spill has directly / indirectly entered surrounding waterways
14. Where required, arrange for the removal of waste material, using a licensed Trade Waste Contractor only.

9.7 Natural Gas Leak

The site is supplied with Natural Gas. The Gas Main enters the site from the rear of the site via a meter and runs to the boilers.

Natural Gas can be isolated at the gas cage behind the silos, and outside the main entrance to the warehouse/building.

In the event of a natural gas leak all ignition sources such as hot work, smoking and use of mobile phones in the area shall be immediately controlled.

The Chief Warden shall immediately evacuate the site, arrange appropriate isolation and contact Emergency Services for assistance.

9.8 Personal Threat/Intrusion/Trespass

Threat may include:

- Heated argument
- Threats of specific action
- Unlawful detainment
- Person influenced by drugs or alcohol
- Threatening injury
- Any other volatile situation

Remain calm, do not panic.

DO NOT inflame the situation by being:

- argumentative
- sarcastic
- aggressive
- non committal

DO try to defuse the situation:

- talk to the person quietly and slowly.
- listen. Try to calm and offer assistance
- maintain appropriate distance
- avoid unnecessary movements, gestures
- be a problem solver without making definitive promises

Employees directly involved:

1. Take any immediate action reasonably necessary to protect yourself or any other person.
2. Remain calm and cooperate with the person making threats at all times.

Employees NOT directly involved:

1. Move away from the immediate risk area.
2. Remain calm and contact a Warden as soon as possible, avoid using the site radio network if it could be heard by the person making threats.

Chief Warden/Shift Team Leader:

1. Confirm the nature and extent of the threat from a safe distance.
2. Remain calm and Dial 000, ask for Police, tell operator
 - The nature of the threat;
 - If a weapon is involved;
 - The location;
 - Your identity;
 - Any other details requested.
3. Supervise evacuation of personnel from immediate risk area.
4. Advise the Chief Warden of the details of the situation.

Chief Warden:

1. Confirm the nature and extent of the threat from a safe distance.
2. Ensure all personnel have been evacuated from the immediate area.
3. Ensure Police have been contacted
4. Determine whether full site evacuation is required
5. Notify family in person and maintain contact and security presence. No comment to media, situation managed by Senior Management.
6. Hand over control to Police on their arrival.
7. Arrange for people involved to complete Personal Threat Form.

8. Do not discuss the incident with the media

Intrusion/Trespass

1. Assess the situation. Call the Police on (0) 000 (only if safe to do so).
2. Determine the location (and the nature of the intruder). **DO NOT APPROACH OR ENGAGE THE INTRUDER**
3. If the intruder is outside, remain inside the building and lock the doors.
4. If the intruder is inside the building, move promptly away from the area (to a muster point) and await for assistance.

9.9 Neighbouring Site Fire/Explosion

Neighbouring sites that could present fire and / or explosion hazards to Sugar Australia include: Cement Australia (Powdered Cement); CSR Gyprock (Powdered Gyprock); passing traffic (Cigarette butts).

An assessment shall be made of the prevailing winds, prior to ordering an evacuation of the site.

In the event of smoke or fumes being carried over the Sugar Australia site the Chief Warden shall consider options for alternative emergency assembly areas and engage the Area Warden to move evacuated employees as is considered appropriate.

Any decision to return to the workplace shall be undertaken by the Chief Warden in consultation with Emergency Services and neighbouring business representatives.

9.10 Neighbouring Site Chemical Spill

Neighbouring sites that could present chemical spill hazards to Sugar Australia include: Cement Australia (Powdered Cement); CSR Gyprock (Powdered Gyprock); Vehicle (rollover, spills of contents, fuel leak).

On receiving information of a chemical spill at any of these locations the Chief Warden shall make an assessment of the prevailing winds, prior to ordering an evacuation of the site.

In the event of fumes being carried over the Sugar Australia site the Chief Warden shall consider options for alternative emergency assembly areas and engage the Area Warden to move evacuated employees as is considered appropriate.

Any decision to return to the workplace shall be undertaken by the Chief Warden in consultation with Emergency Services and neighbouring business representatives.

9.11 Traffic

1. In the case of traffic incident where persons have been injured, dial (0) 000 and request an Ambulance.
2. If there is a risk of a fire or possibility of a spillage (e.g. fuel), dial (0) 000 and request the Fire Brigade. Notify Harbour Control (Port Authority of NSW).
3. Where property has been damaged (and only if safe to do so), ensure the threat to personal safety or the potential for further plant or infrastructure damage is minimised.
4. If required, prepare to evacuate personnel from the area.
5. If the incident is likely to result in media coverage, notify the Operations Manager – Northern Loop who will notify relevant personnel in Sugar Australia.

9.12 Terrorist Threat/Bomb Threat

In the event of a bomb threat being made the person receiving the bomb threat message shall immediately inform the Depot Manager/ Chief Warden of the threat as soon as possible (eg SMS; hand written message etc).

Person receiving the Bomb Threat:

1. Stay calm and try to talk normally and obtain as much information as possible from the caller.
2. Ask question as outlined in check list and try and take notes with exact words as far as possible, why, where and when will the Bomb go off.
3. Try to keep the caller on the line.
4. Use terms like, bad line, please speak up, could you repeat that again.
5. At the conclusion of the conversation **DO NOT** hang up as the call may be traced via the open line..
6. Complete the Bomb Threat checklist per Appendix B

Chief Warden:

1. Notify the Police Dial (0) 000.
2. Carry out a full site evacuation and head count to ensure all employees have left the site.
3. Consider the risk to neighbours and contact them as required
4. Hand over control of the incident when the Police arrive on site.

Chief Warden & Police:

1. Organise to conduct search for any unusual items.
2. Do not attempt to move any strange items, advise Police
3. If unable to locate any unusual items and knowing the time of expected detonations, evacuate entire site at least one hour before and allow one hour after expected detonation time.
4. This activity will be coordinated and controlled by the Police.

9.13 Maritime Security Incident

Under the Commonwealth *Maritime Transport and Offshore Facilities Security Act*, a **‘maritime security incident’** refers to any unlawful interference to maritime transport. ‘Unlawful interference’ can imply any act/s which causes interference, damage to, or compromises the safe operation of maritime personnel, facilities or property.

There are currently three (3) maritime security levels in place:

Maritime Security (MARSEC) Level	Description
1	Default level – no specific threat, but heightened level of awareness required.
2	Non specific threat against critical infrastructure.
3	Specific threat. A terrorist incident is imminent or has occurred.

All Port Security related incidents (e.g. trespass) should be referred to Harbour Control (Sydney Ports) in the first instance. Harbour Control (Port Authority of NSW) shall contact the Water Police (in the case of a “waterside” incident).

In the case of a major maritime security incident (e.g. a known terrorist threat)

1. Await instructions from Port Authority of NSW, (either via the Security Manager (SPC) or Port Facilities Security Officer (PFSO)).
2. Prepare to evacuate all personnel on the site by activating the alarm in the fire alarm panel.
3. Chief Warden shall ensure that all persons are accounted for.
4. In the case of unauthorised or unlawful access into a “secure port area”, notify the White Bay/Glebe Island Security patrol.

Further detail can be found in the Maritime Security Plan located in the Depot Manager’s Office

9.14 Storm Events

Each storm event (including strong winds) is to be evaluated based on information provided by the Bureau of Meteorology (BOM)

If a cyclone is likely – contact the Support Systems Manager for further information

The Chief Warden and Depot Manager are to consider the following when dealing with/preparing for a storm events:

- Remove or secure any items that are likely to become airborne missiles
- Store all product, pallets and mobile plant inside
- Close all roller doors
- Shutdown electrical equipment
- Power off the servers (notify IT)
- Stop and disconnect ship unloading
- Cover sensitive internal equipment
- Strap down the gas bottle cage
- Shutdown the boilers and isolate the Natural gas supply
- Check the operation of the fire system and sprinklers
- Place pallets against the inside of the roller doors
- Evacuate the site

9.15 Other Incidents

Other incidents whereby a manually activated part or full site evacuation may include:

- Loss of Power to the Site – this will stop fire detection
- Security Incident
- Major silo leak or structural collapse

10.0 Emergency Assembly Area

There is 1 primary emergency assembly areas on the site in the area between Cement Australia and Sugar Australia as per Appendix F-1.

The use of an alternative assembly area is at the discretion of the Chief Warden. The decision to utilise the alternative emergency assembly area shall be communicated by the Chief Warden by means of EWIS, two-way radio, mobile phone or verbally.

There is a secondary assembly area for all Port occupants that is located near the Wharf 8 Amenities Building (see Appendix F-4) This assembly area can be used in the event of the other assembly areas being unsafe to use or at the direction of Port Authority of NSW.

The Warden shall account for evacuated persons in their area of responsibility and report status immediately to the Comms Officer.

Note: All employees regardless of seniority within the business come under the direction of the Chief Warden on the sounding of the evacuation alarm.

Persons supervising contractors shall direct them to the Warden to be accounted for.

Employees & Contractor are not to leave the Assembly Area

It is the responsibility of the Warden, to ensure that all employees / contractors / visitors remain in the Assembly Area until advised otherwise.

In the confusion of a major incident, doubts may arise as to the whereabouts of a particular employee. For this reason, it is essential that all employees remain at the designated assembly area.

11.0 Site Security

Only site management, emergency personnel and public emergency services are to be permitted onto the site.

Personnel may be appointed to Sommerville Road to stop entry and exit to / from site during an incident and to direct Emergency Services onto site.

Variations to this rule should be referred to the Chief Warden and/or Comms Officer.

Note: The Company assumes responsibility for the safety of any persons allowed to enter the site.

12.0 Liaison with Emergency Services

On arrival at a fire, the Chief Fire Officer of the Fire Brigade has total authority to deal with the building and the fire in any way required. Such authority has been given to the Chief Fire Officer under law in each State.

However, assistance may be required in dealing with the particular hazards relevant to any location. In this regard, assistance may be required in the following area:

1. Brief run-down of situation.
2. Location and nature of all flammable liquids and dangerous goods, bulk hazardous substances, LPG cylinders, sugar storage and other significant combustibles. See **Appendix H**.
3. Layout of building/s and hydrant system.
4. Advise on any life / safety consideration e.g. any persons not accounted for.
5. The primary responsibility for liaising with the Emergency Services rests with the Chief Warden.
6. The Chief Warden and/or Comms Officer should be fully prepared to be able to assist the Emergency Services.

13.0 Dealing with the Media

False or misleading stories can cause considerable concern to employees' families in the event of even a minor fire or other emergency. News coverage of an emergency can have serious implications for the company's relationships with its suppliers, customers, the general public and even the company's own employees.

Under no circumstance is any employee or contractor to make comment to the media in relation to any emergency situation related to Sugar Australia. This includes disclosing any non-public or confidential information of Sugar Australia or its Brands in the online environment (i.e. social media platforms).

Members of the media, like members of the general public, should not be allowed to enter the site in an emergency.

Only the Sugar Australia CEO or their nominated delegate has the authority to talk to the media during an emergency. Any media enquiries are to be referred to the CEO or their nominated delegate.

14.0 Containment of Fire Water and Debris

- The Sugar Australia site is located on land that is environmentally sensitive given its close proximity to the Sydney Harbour. The site operates under an EPA licence.
 - In the event of an emergency where Emergency Services are activated, every reasonably practicable attempt to prevent fire water run off reaching the harbour must be taken.
- Following stand down from an emergency situation involving the use of fire water, the Depot Manager shall assess potential environmental impacts and report any off site discharges to the EPA.

15.0 Salvage

The Depot Manager is to be available to advise Emergency Services on any matters effecting salvage of company property and assets. This may include clean-up, recovery and restoration.

16.0 Training Requirements

All site employees shall receive training in emergency evacuation on commencement of employment with Sugar Australia, and by participating in evacuation drills annually. Personnel will be trained as follows:

Training	Type	Who	Refresher
Glebe Induction - Employees	PowerPoint Presentation	Sugar Aust employees	Annual
Glebe Induction – Tpt Providers	PowerPoint Presentation	Truck drivers	Every 2 years
Contractor Induction – Rapid Global	Online Rapid Global	All Contractors	Every 2 years
Emergency Planning Committee responsibilities	EPC 1 st Meeting	Members of EPC	Upon appointment
Emergency Control Organisation responsibilities/Emergency Responses Plan	PowerPoint Presentation	Members of ECO	Every 2 years
Provide First Aid	External Provider	First Aiders	Every 3 years
CPR & use of AED	External Provider	First Aiders	12 monthly
Incident Management	PowerPoint Presentation	Sugar Aust employees	Every 2 years
Confined Space Entry	External Provider	Specified employees	Every 3 years
Fire Extinguisher	External Provider	Sugar Aust employees	Every 2 years

17.0 Debrief and Drills

17.1 Debrief

All incidents must be investigated, reported and corrective and preventative action taken as required. Debriefing will occur as part of the **CO-SHE-E07-001 Incident Reporting and Investigation procedure** and is recorded on GL-EHS-FO-005 Emergency Evacuation Debrief.

This will be included with the completion of **SA-EHS-FO-016 Incident Event Notification and Investigation Form** or direct entry into **Enablon**.

Other aids to the investigation may include: the notes made by ECO personnel during the emergency, procedures, photos, statements etc.

All notes, log of events etc., made by ECO personnel during an incident are to be handed over to the Chief Warden or Comms Officer on conclusion of the incident and uploaded into Enablon.

False alarms must be recorded as a hazard report in Enablon.

17.2 Drills

An evacuation drill is required at least annually. This may occur as a result of a real incident, false alarm or evacuation test. A Debrief must occur as above and any issues that may have affected the success of the evacuation be investigated and corrected.

Drills shall be scheduled by Glebe Leadership Team/EPC.

Drills shall include all work locations on the Glebe Site.

Observer shall be appointed to monitor the drill and provide feedback on the execution of the drill. **GL-EHS-FO-005 Emergency Evacuation Debrief** shall be completed and used to document findings.

The Depot Manager (or delegate) shall capture reported improvement opportunities using **Enablon** or the **SA-EHS-FO-016 Incident Event Notification and Investigation Form**

18.0 Records

18.1 Copies of Site Emergency Plan

Copy No.	Location	Format
1	Outside Red Emergency Information Box	Hard Copy
2	SugarNet-SAMS	Soft Copy
3	http://sugaraustralia.com.au	Link for external parties to PIRMP

18.2 ECO Equipment Location

Title/Role	Equipment	Location
Chief Warden	White Hard Hat	Hook near main fire panel
Comms Officer	Emergency Plan Radio	Outside Red Emergency Information Box Control Room or Depot Mgr Office
Area Warden	Cement Australia Sign-in Register	Ground floor near lift
Warden	Staff Sign-in Register Rapid Global Evacuation List First Aid Kit AED Red Hard Hat	Control Room Printed from Control Room Control Room Control Room Hook near main fire panel

18.3 Maintenance Records Locations

Installations	Inspections	Type & Location of record	Responsibility
EWIS System / Fire Indicator Panel	Monthly	Test alarms PM-Work order Service Report in log book Logbook at fire panel	Site Electrician Wormald
EWIS System / Fire Indicator Panel	Annual	Test all call points and alarms PM-Work order Service Report in logbook Logbook at fire panel	Site Electrician Wormald
Exit signs & emergency lighting	6 monthly	PM-Work order Maintenance Report with Work Order	Site Electrician
Fire Extinguishers / Blankets	6 monthly Annual 5 yearly	Service / Inspection Tag on each extinguisher PM-Work order Service Report	Site Electrician Wormald
Hose Reels	6 monthly Annual	PM-Work order Tag on each reel Service Report with Work Order	Site Electrician Wormald
Hydrant Points	6 Monthly Annual	Service / Inspection PM-Work order Service Report in logbook Logbook in pump house	Site Electrician Wormald
Pumps	Monthly 6 monthly Annual 5 yearly	Service / Inspection PM-Work order Service Report in logbook Logbook in pump house	Site Electrician Wormald
Sprinkler Systems	Monthly Annual	Service / Inspection PM-Work order Service Report in logbook Logbook at pump house	Site Electrician Wormald
Fire Doors	Quarterly Annual	Inspection PM Workorder Service Report	Site Electrician Wormald
Annual Fire Assessment	Annual	Inspection PM Workorder Service Report	Site Electrician Wormald

18.4 Prescribed Documents / Records Locations

Document Type	Location	Backup Location	Responsibility
Technical Fire Drawings Critical Defects Notices	Hardcopy at Fire Panels	SugarNet	Site Electrician

19.0 References and Supporting Documentation

Local Documents supporting this plan include:

Glebe Incident Flipchart
 List of First Aiders
 GL-EHS-FO-005 Emergency Evacuation Debrief
 GL-EHS-RD-003 Combustible and Flammable Materials Register-Glebe
 GL-EHS-WI-006 Spill Prevention and Control

Local Documents relating to a Dust suppression activation

GL-EHS-WI-007 Clean up following a suppression system activation
 GL-EHS-WI-017 Resetting Fast Shutting gate valve after activation
 GL-EHS-WI-018 Stuvex isolation procedure
 GL-EHS-WI-019 Stuvex Deisolation procedure
 GL-EHS-WI-020 Grecon isolation procedure
 GL-EHS-WI-021 Grecon Deisolation procedure
 GL-EHS-WI-023 Isolation of fire fly
 GL-EHS-WI-024 Deisolation of fire fly

Sugar Australia & Wilmar Documents supporting this plan

SA-EHS-FO-016 Incident Event Notification and Investigation Form
 CO-SHE-E07-001 Incident Management Reporting & Investigation Standard & procedure
 CO-SHE-E14-001 First Aid
 CO-SHE-E14-002 Fire Safety Management
 SA-EHS-PR-08-001 Injury Management
 SA-EHS-PR-14-001 Emergency Preparedness and Response
 SHE-015-CG Emergency Preparedness and Response
 WSA.SHE.ST.14.001 Emergency Preparedness and Response Standard

Other documents

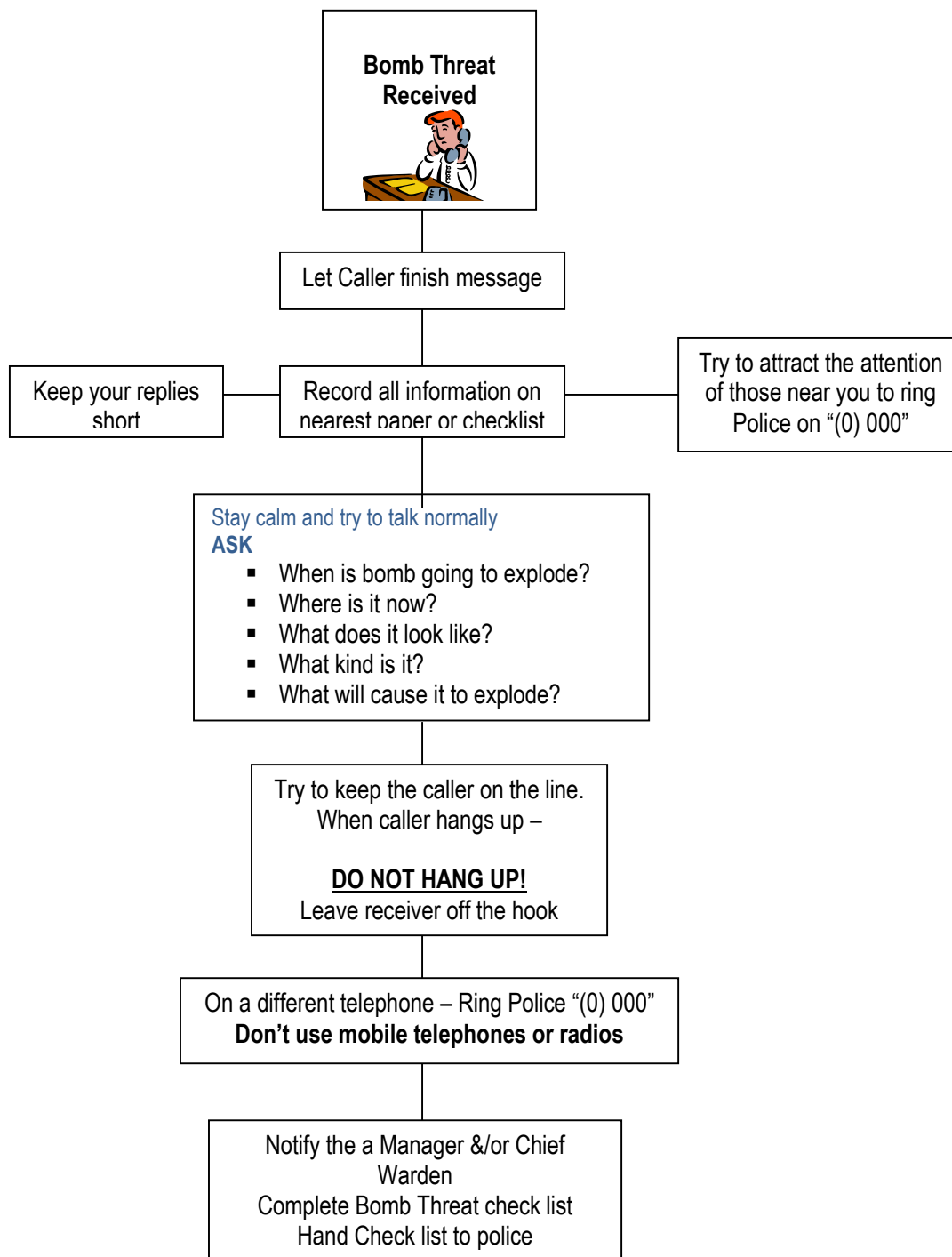
AS 3745-2010 Planning for Emergencies in Facilities
 Building Code of Australia (BCA) 1990

Appendix A – Emergency Radio Protocol

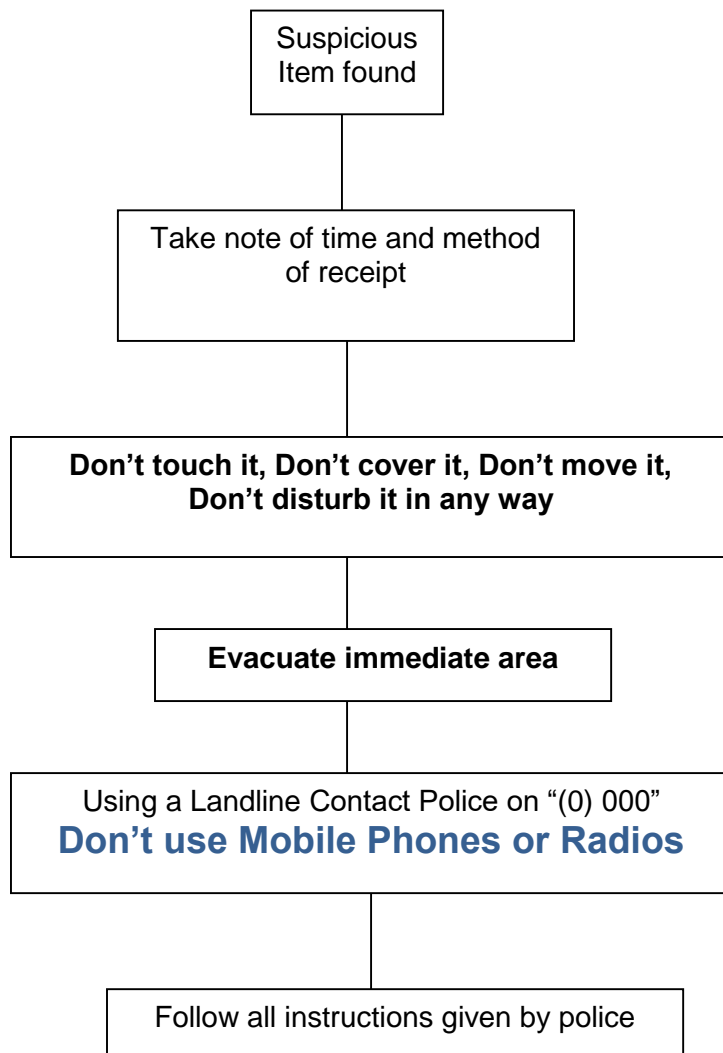
1. Use the press-to-talk button and transmit the words “EMERGENCY, EMERGENCY, EMERGENCY. If there is no response within a few seconds, re-broadcast the emergency call and request somebody to answer.
2. When you establish contact, provide the following information:
 - your name
 - your location
 - accident location
 - type of injuries
 - number of persons injured
 - type of hazard that may exist
 - what assistance is required
3. Once you have delivered the message you must keep close to the radio, on stand-by, until you are told to leave (if safe to do so).
4. During an emergency all other radio traffic not related to the emergency must cease.
5. The Chief Warden will advise when the emergency is over.

Appendix B – Bomb Threat

BOMB THREAT BY TELEPHONE



BOMB or SUSPICIOUS ITEM FOUND



BOMB THREAT CHECK SHEET TEMPLATE

Keep calm – don't hang up – speak slowly and sympathetically – listen carefully keep the caller talking as long as seems sensible – get as much information as possible.

General Questions to Ask:

1. What is it?
2. When is the bomb going to explode or substance be released?
3. Where did you put it?
4. What does it look like?
5. When did you put it there?
6. How will the bomb explode or substance be released?
7. What kind of bomb is it?
8. Did you put it there?
9. Why did you put it there?

Chemical / Biological Threat Questions:

1. What kind of substance is it?
2. How much of the substance is there?
3. How will the substance be released?
4. Is the substance a liquid, power or gas?

Bomb Threat Questions:

1. What type of bomb is it?
2. What is the bomb?
3. What will make the bomb explode?

Exact Wording of the Threat:

Action:

Report call immediately to Yarraville & National SHE Manager and Operations Manager – Southern Loop

Date:.....

Caller's Voice

Accent (specify) Any impediment (specify)
 Voice (loud, soft, etc.) Speech (fast, slow, etc.)
 Diction (clear, muffled)
 Manner (calm, emotional, etc.)
 Did you recognise the voice? Yes/No If so, who do you think it was?
 Was the caller familiar with the area?

Threat Language:

Well spoken: Incoherent
 Irrational: Taped:
 Message read by caller:
 Abusive: Other:

Background Noises:

Street Noises: House Noises:
 Aircraft: Voices:
 Music: Machinery:
 Local Call: Long Distance:
 STD:
 Other Comments:

Other:

Sex of Caller: Estimated Age:
 Call Taken: Date: Time:

Appendix C – Personal Emergency Evacuation Plan (PEEP) Template

Occupant's Name:	
Location: (e.g. Building, Floor)	
Is an Assistance Animal Involved?	<input type="checkbox"/> Yes <input type="checkbox"/> No
Are you trained in the emergency response procedure?	<input type="checkbox"/> Yes <input type="checkbox"/> No
Preferred method of receiving updates to the emergency response procedure? (e.g. text, email, braille, etc.)	
Preferred method for Notification of Emergency? (e.g. visual alarm, personal vibrating device, SMS, etc.)	
Type of assistance required: (Please list procedures necessary for assistance)	
Equipment required for evacuation: (Please list)	
Egress procedure: (Give Step by Step details)	1. 2. 3. 4.
Designated assistants and contact details:	
Name:	
Phone:	
Mobile:	
Email:	
Are your designated assistants trained in the emergency response procedure?	<input type="checkbox"/> Yes <input type="checkbox"/> No
Are your designated assistants trained in the evacuation equipment?	<input type="checkbox"/> Yes <input type="checkbox"/> No
Diagram of preferred route for assisted evacuation: (Please provide diagram)	

Issue Date:		Review Date:	
Occupant approved: (signed)		Date:	
Depot Manager: (signed)		Date:	

Appendix D – Glebe Incident Flip Chart

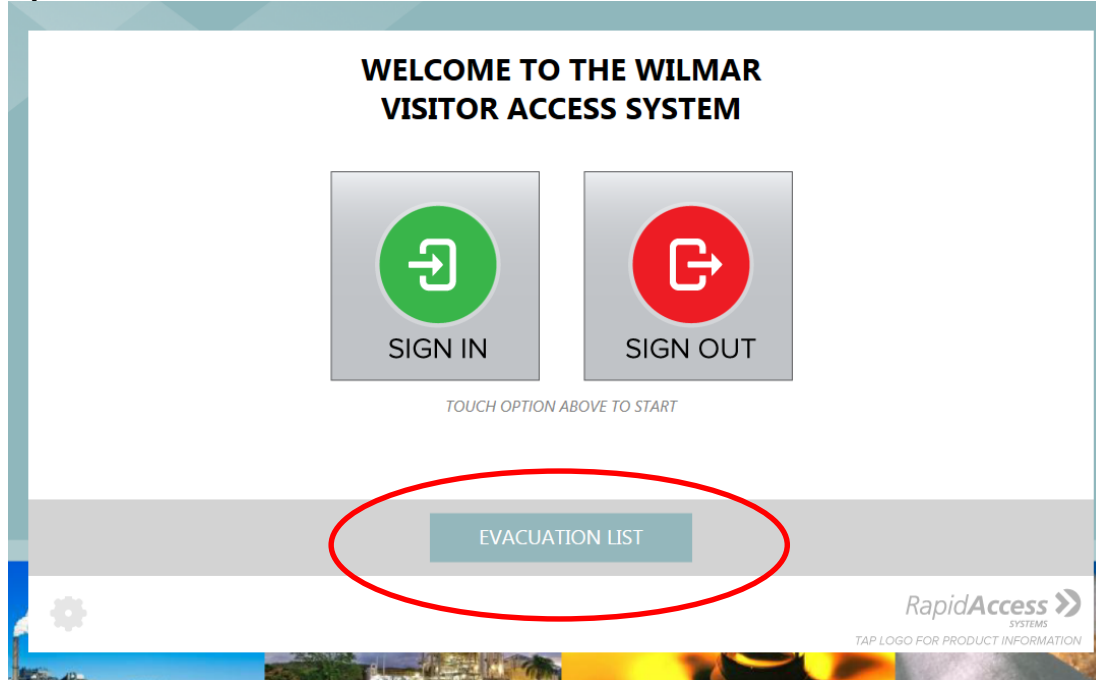
Insert copy

Appendix E –Evacuation List from Rapid Global Instructions

Rapid Global Evacuation List Retrieval

This list will contain visitors, contractors and employees (from other sites) who have signed in, but not signed out, at the dedicated terminal located at Glebe Control Room

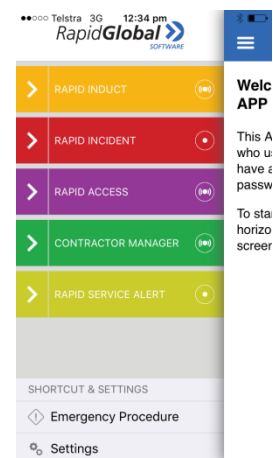
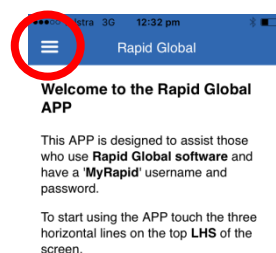
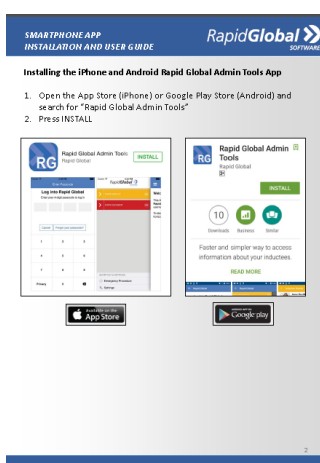
If you are able to access the dedicated terminal, click “Evacuation List” on main screen, list will print



Please note that some of the screen shots may look different depending on device used.

If there is a power outage or the Rapid Access Terminal is not accessible, the data can be found via an App on your phone.

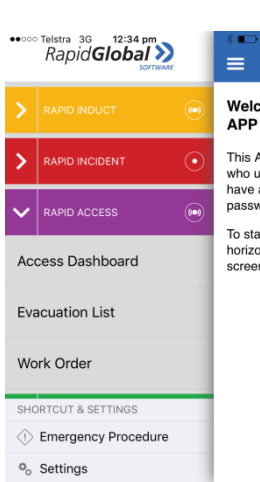
ACCESS VIA THE RAPID GLOBAL ADMIN TOOL APP



Ensure you have downloaded
 the RAPID GLOBAL ADMIN TOOL
 App and login

Click the 3 bars on the
 top LHS of the screen

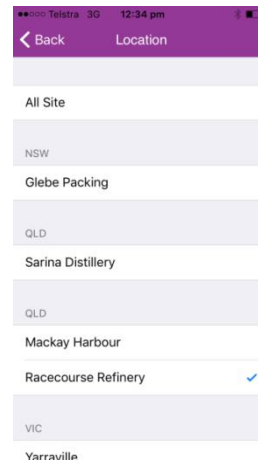
Open the **RAPID ACCESS**
 tab



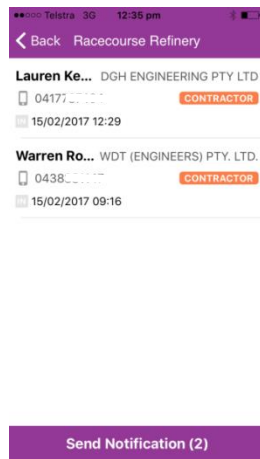
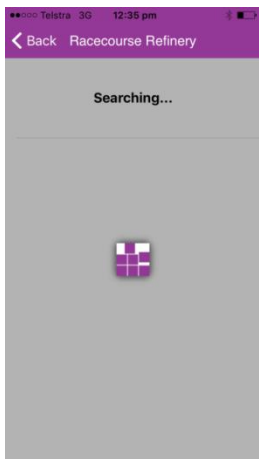
Open the
Evacuation List
 Tab



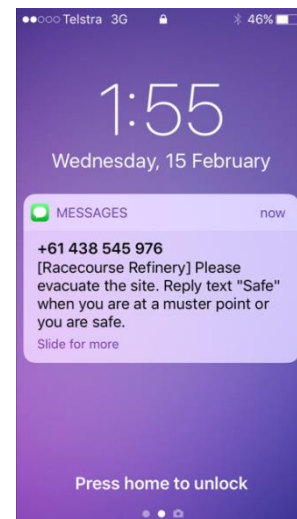
Click the ALARM BELL
 icon on the top RHS of
 the screen



Select your LOCATION

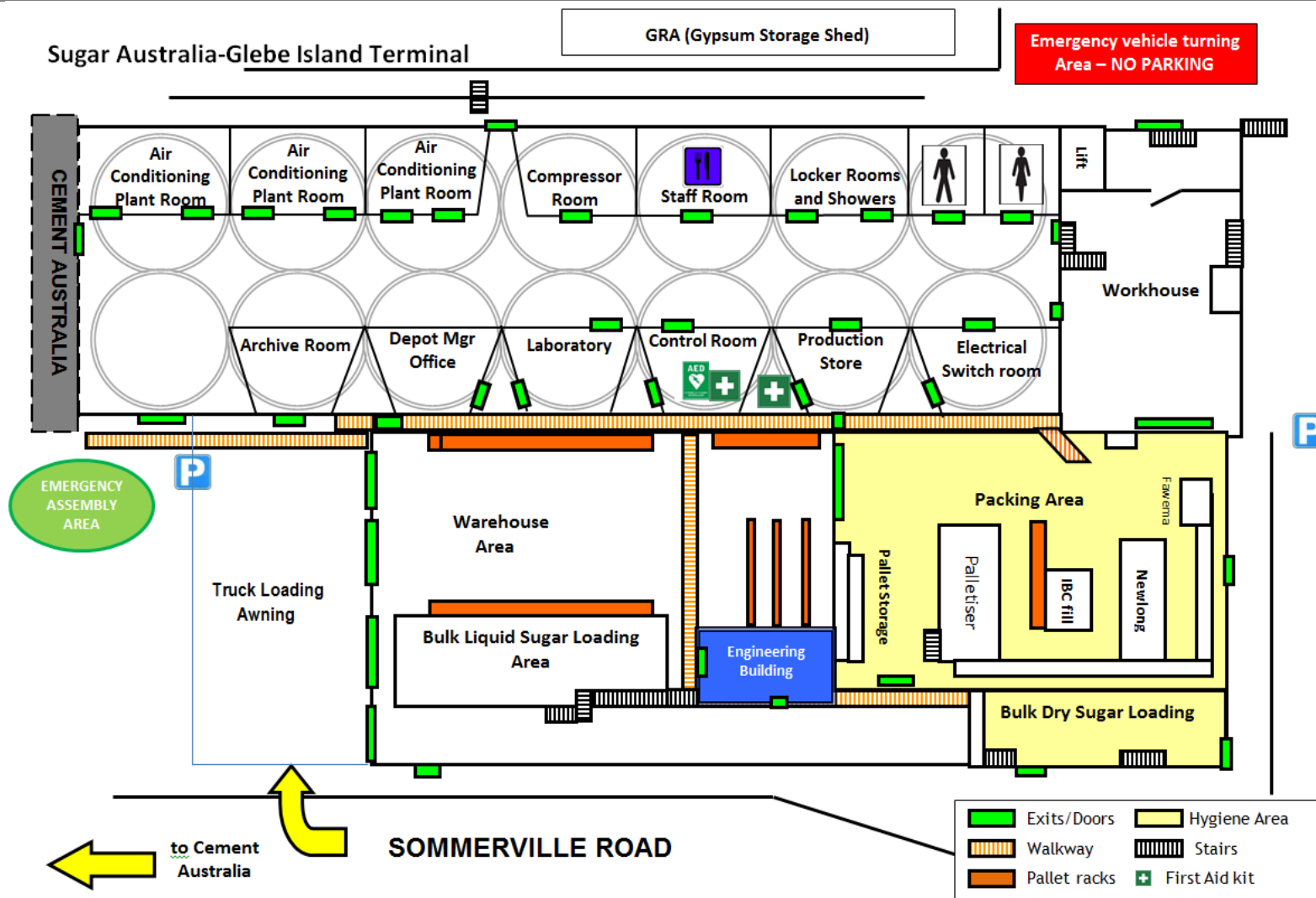


List of contractors on site shown
 (OPTION TO SEND EVACUATION NOTIFICATION
 AVAILABLE, this will text all persons who have
 signed-in)

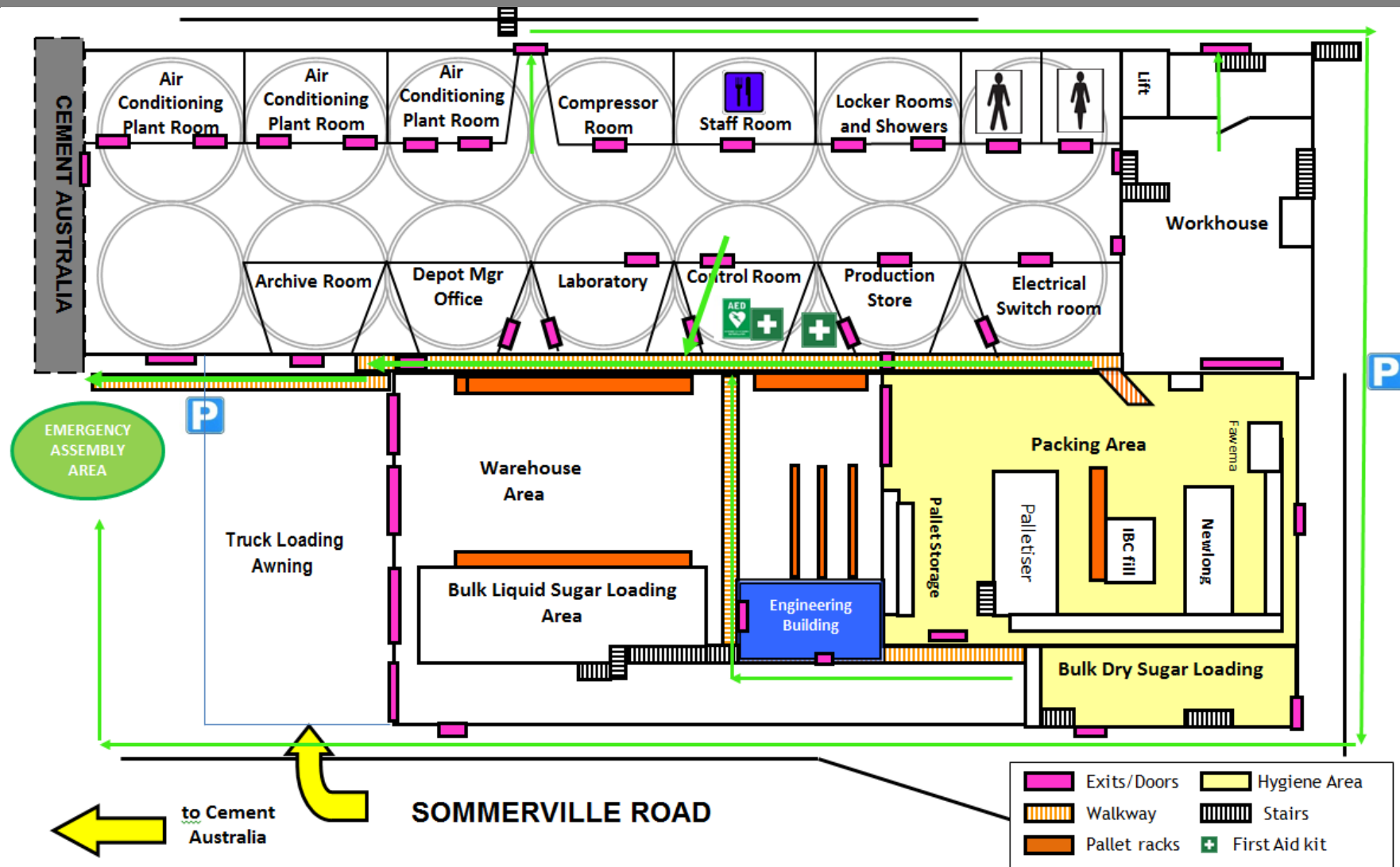


If activated, all personnel will receive a
 text message (as above) where they
 can reply. The message is sent back to
 the app on the person's phone who
 initiated it.

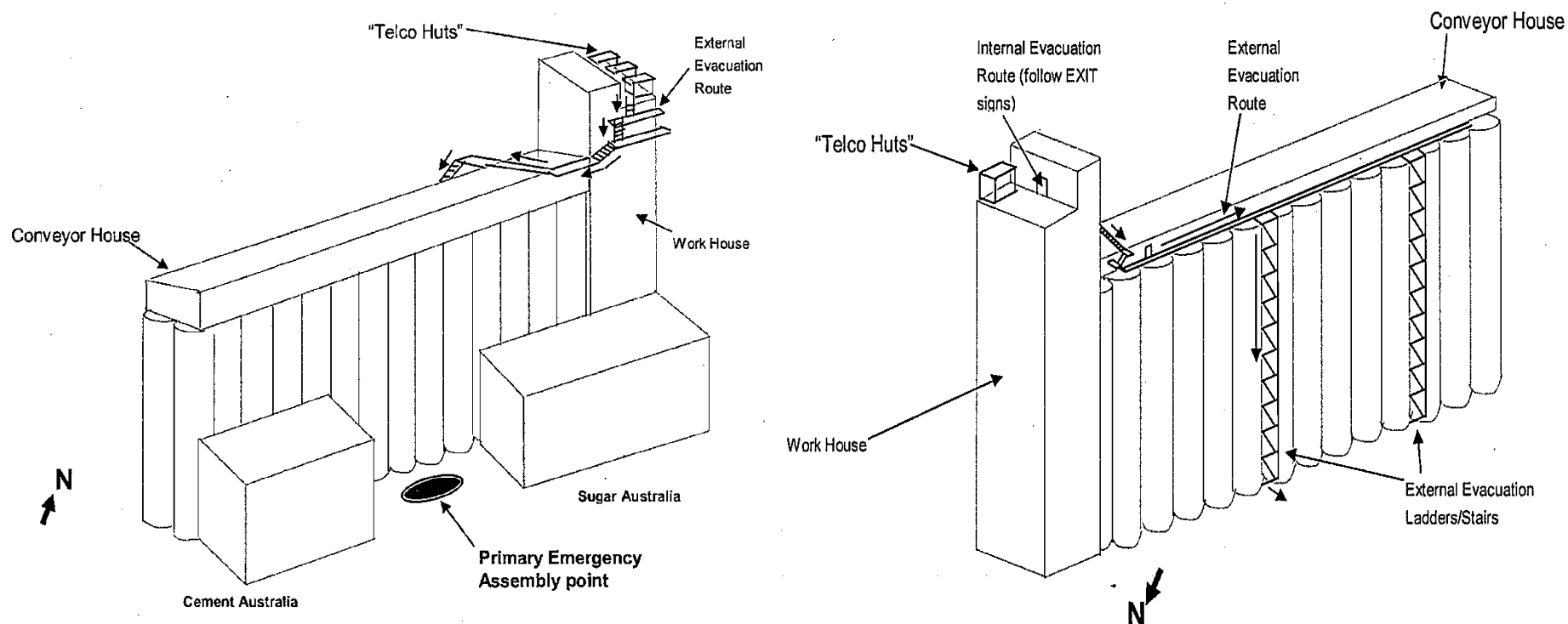
Appendix F-1 – Glebe Site Map and Assembly Area



Appendix F-2 – Evacuation Routes – Ground Floor

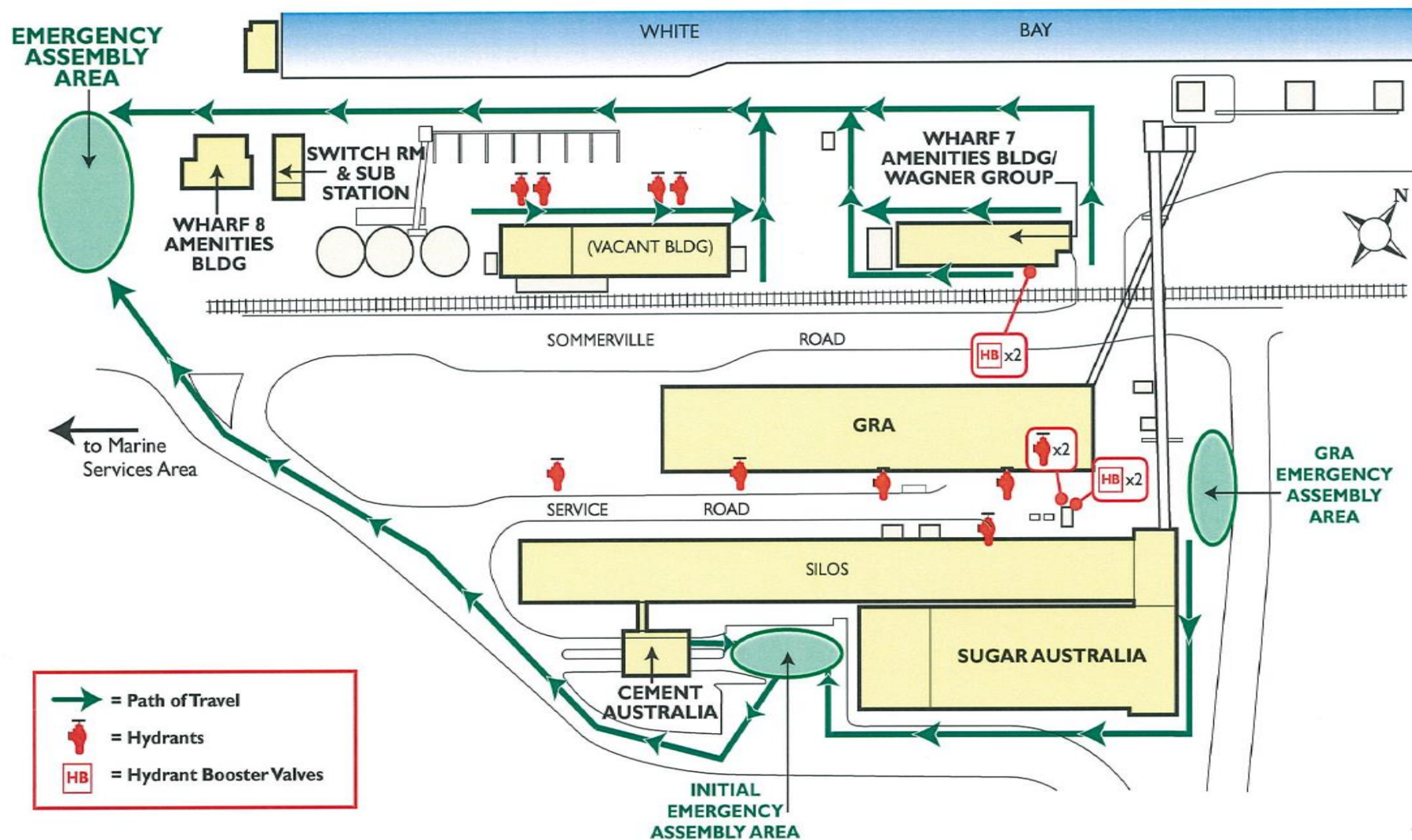


Appendix F-2 – Evacuation Routes – Roof to Ground Floor

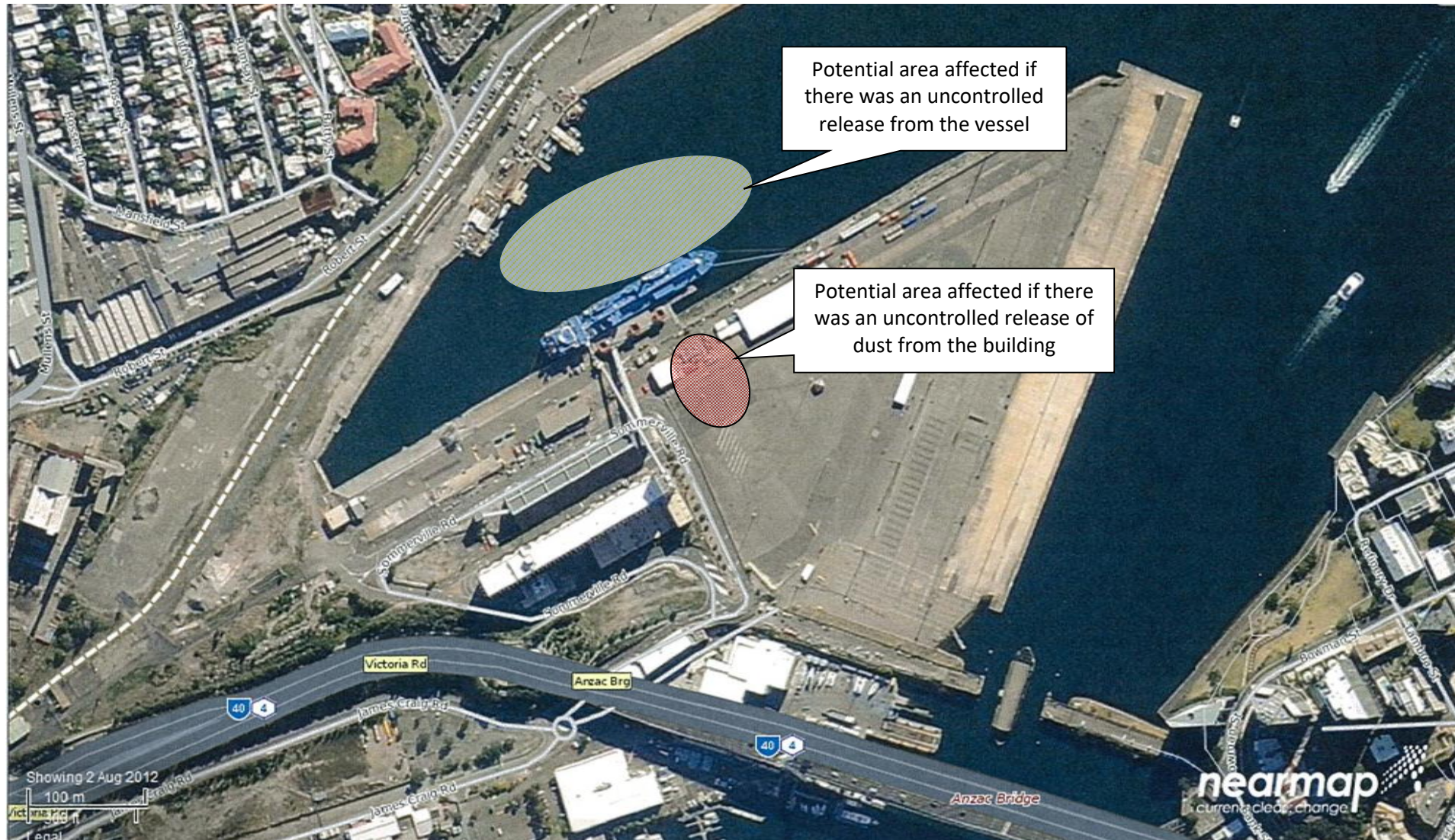


- Use the escape routes indicated in an emergency - **DO NOT RE-ENTER THE BUILDING**
- Proceed to the Primary Evacuation point once you have reached ground level.
- Always maintain three points of contact when climbing down access ladders.

Appendix F-4 – Precinct Map showing Secondary (Ports) Assembly Area



Appendix F-5 – Aerial View of the Glebe Island Precinct



Appendix G – Environmental Risk Assessment and Management Plan

Pollution Event	Consequence	Risk Score Before Control	Management plan to control risk.	Risk Score After Control
Potential for a major failure of the conveyance system from the ship to the shore to cause a spillage of sugar into the harbor.	Spillage to the harbor waterways.	M 6	Programmed Maintenance of conveyor and hopper. Designated flow rate for conveyor to avoid spillage. Communication between ship and shore based operations.	L 3
Potential for a significant quantity of sugar to be spilled at the base of the conveyor leading up to the silo. A pile of sugar could be deposited on the wharf. In rainy conditions sugar could then be washed into the harbor.	Spillage to the harbor waterways.	M 6	Programmed Maintenance of conveyor and hopper. Designated flow rate for conveyor to avoid spillage. Communication between ship and shore based operations. Site walks	L 3
There is potential for a sugar dust explosion where there are large quantities of dust in a restricted space such as the conveyor housing.	Spillage to the harbor waterways.	M 12	Regular conveyor wash downs after every ship discharge. Hazardous Area Compliant electrical equipment used in this area. Regular dust cleaning and inspections	L 3
Potential for leakage of sugar dust from dust extractors.	Emission of sugar dust to atmosphere	M 6	Use of dust monitoring equipment interlocked to the plant	L 2
Potential for a bulk liquid sugar tanker to either leak or be damaged and cause a spill to occur that could be washed into the waterways.	Spillage to the harbor waterways.	L 3	Fleet maintenance. One Way traffic flow. Spill kits on site	L 2
Potential for a bulk crystal sugar tanker to either leak or be damaged and cause a spill to occur that could be washed into the waterways in the event of rain.	Spillage to the harbor waterways.	L 3	Fleet maintenance. One Way traffic flow. Spill kits on site	L 2
Potential for dangerous goods that are delivered to the site to be dropped during unloading and spill into the storm water system that leads to the waterways.	Spillage to the harbor waterways.	M 9	Low order quantities, immediate transportation to designated storage area, use of bunding. Spill kits on site	M 4
Potential for incompatible dangerous goods to be stored together.	Generation of heat (possible fire) vapours and gas.	M 6	DG Segregation and use of bunding.	L 2
Potential for stored dangerous goods to be spilled within the site.	Generation of heat and gas. spillage to the harbor	M 6	DG Segregation and use of bunding. Spill kits Onsite	L 2
Potential for LPG to leak from stored fork lift gas bottles.	A sufficient concentration of spilled LPG could cause an explosion.	M 10	Storage of gas bottles in outdoor cage to allow for good ventilation	L 2

Risk Score Calculator		Consequence				
		Minor (1)	Moderate (2)	Serious (3)	Major (4)	Catastrophic (5)
Likelihood	Almost Certain (5)	(M) 5	(M) 10	(H) 15	(H) 20	(H) 25
	Likely (4)	(M) 4	(M) 8	(M) 12	(H) 16	(H) 20
	Possible (3)	(L) 3	(M) 6	(M) 9	(M) 12	(H) 15
	Unlikely (2)	(L) 2	(M) 4	(M) 6	(M) 8	(M) 10
	Rare (1)	(L) 1	(L) 2	(L) 3	(M) 4	(M) 5

Consequence	1. Minor	2. Moderate	3. Serious	4. Major	5. Catastrophic
Environmental	Minor emission or release immediately controlled and contained and not likely to cause environmental harm. Not reportable to regulatory authority. Includes public complaints.	Moderate Emission or release controlled with minimal loss offsite with very short term environmental harm and requiring no remediation, with impacts <1 day. Includes minor breach of licence condition or an event that may be reportable to regulatory authority. No fine or penalty.	Serious Emission or release resulting in short-term environmental harm (on or off-site) requiring minimal remediation and impacts <6 month. Fine or penalty notice from regulatory body possible.	Major emission or release resulting in environmental harm (on or off-site), requiring remediation but unlikely to have long term impacts of >6 months. Fine, penalty notice or prosecution from regulatory body likely.	Catastrophic emission or release which is toxic to humans or the ecosystem and is uncontrolled, resulting in long term environmental harm (on or off-site), requiring extensive remediation. Prosecution certain.

Likelihood	The likelihood that it will occur in a given year
Almost Certain	Continual or repeating experience.
Likely	Common occurrence.
Possible	Possible or known to occur.
Remote	Not likely to occur under normal circumstances.
Rare	Not expected to occur but still possible.

Appendix H – Combustibles and Potential Pollutants: List and map

ID	Combustible	Qty – maximum	Location	Special Fire Fighting equip	Comments
LPG bottles	Butane Gas	180kg (10x15kg plus 1 per forklift)	Under front awning -South	Hydrant/Extinguisher	Stored in cage and on each forklift
White Sugar Silos	White Sugar	28,000T	Central	Fire hose	16 cement silos
Sugar Bins	White Sugar including caster sugar	8x32T; 1x20T	White Sugar Technical Bldg	Fire hose	9 bins. Feeds pack lines and bulk truck loading
Packaged sugar	Sugar, Packaging & Pallets	200 pallets	Pack Room, Warehouse and Front awning	Fire hose	All product on wooden pallets
Oil drums	Oil	200L	Level 8 & Workshop	Fire extinguishers	Lubrication.
Wood - pallets	Wood	400 pallets	Pack Room and under front Awning	Fire hose	Dehire area also under awning
Paper files	Paper & cardboard	3m ³	Offices; Warehouse	Fire extinguishers	Paper files and documents
Packaging Consumables	Paper, plastic, cardboard	180 m ³	Warehouse Pack Room	Fire hose	Stock ordered as required. Minimum safety stocks held
Consumable recycling skips	Cardboard, paper offcuts etc	2 x 1.4m ³ skip	Cardboard skip in warehouse. Compactor in Pack Room	Fire hose	Emptied weekly
Maintenance Products	Maint substances and paints	Small quantities	Level 8 and Workshop	Fire extinguishers	Includes small quantities or spray paints, thinners, contact cleaner, CRC, belt grip etc.
Ink & Solvent	Packing ink and Solvent	10L	Flamm. Cupboard in Production Store	Fire extinguishers	Also small quantities in use

Potential Pollutant	Maximum Quantity Held On site
Refined Sugar	28 000 Tonnes
Waste Water containing Liquid Sugar < 5% Solution	40 000 Litres
Liquid Sugar 67% Solution	120 000 Litres
Sodium Chloride (Salt)	< 1 Tonne
LPG Gas	< 250 litres
Boiler Treatment Chemicals (Class 8 Corrosive)	< 100 litres
Diesel Fuel	< 200 litres
Oils and Greases	< 200 Litres

Sugar Australia
Glebe Emergency Plan and PIRMP
 Document No GL-EHS-RD-002

