HASLIN

Emergency Management Procedure

SEQ-PR-017

Document Revision Control

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Review Panel	
Name	Position
Tim Kelly	Business Development Manager
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1. Scope

The purpose of the Emergency Management Procedure is to ensure the safety of Haslin Constructions employees, subcontractors, other workers on site and the general public in the event of an emergency. This requires the co-operation of all persons involved, including following the instructions given by Site Managers and Supervisors.

Emergency Services will normally arrive within a few minutes of an emergency and in most cases will be responsible for the overall management of the incident. They will not however handle the first response nor the subsequent recovery. This procedure also includes triggers for escalating incidents to Haslin Managers and the Crisis Management Team.

2. Application

This procedure applies to all Haslin Constructions Sites and offices. The Emergency Evacuation Procedures and the alert system shall be communicated to all employees, sub-contractors and visitors to act consistently at the time of any emergency.

3. References

- WHS Act 2011
- Work Health and Safety Regulation 2011 (QLD)
- Work Health and Safety Regulation 2025 (NSW) Division 4 Emergency plans 43 Duty to prepare, maintain and implement emergency plan
- ISO 45001:2018 Clause 8.2
- ISO 14001: 2018 Section 8.2
- NSW First Aid Code of Practice 2014
- First Aid in the Workplace Code of Practice 2021

4. Definitions

Term	Definition
Disaster	any event which may adversely affect persons on a site or the community generally which requires an immediate response.
Emergency	a major catastrophic situation resulting in serious injury or death and/ or major loss or property.

5. Legal Requirements

Haslin has a legal requirement to ensure that emergency response procedures to ensure the safe and rapid evacuation of persons from the place of work, emergency communications and appropriate medical treatment of injured persons. Details of the arrangements for any such evacuation must be kept on display in an appropriate location or locations at each place of work and one or more persons must be appointed and appropriately trained to oversee any such evacuation and if appropriate, in the use of on-site firefighting equipment.

6. Procedure

6.1. Responsibilities

Haslin Constructions Management, Engineers, and Supervisors all have a responsibility for the implementation of Emergency Procedures. These responsibilities include:

- Playing an active role in prevention of incidents.
- Ensuring a level of preparedness within the company to deal with an emergency.
- Review the risks associated with work activities and work practices in terms of work hours and out-of-hours access arrangements.
- Ensuring that nominated first aid positions are filled on a continuous basis.
- Identification of employees working in medium-high risk areas and ensuring that they are trained appropriately.
- Ensuring that employees and sub-contractors are familiar with emergency evacuation procedures and local working conditions through inductions and site safety rules.
- Ensuring that employees know how to contact emergency services.
- Ensuring that all relevant staff know how to use first attack firefighting equipment.
- Ensuring the egress routes and emergency exits are clear of obstructions.
- Ensuring fire notices, evacuation plans, and firefighting equipment are in good order
- Ensuring that hazardous materials and dangerous goods are stored safely as per Hazardous Chemicals or dangerous goods requirements
- Ensuring that only competent persons install or repair electrical services and equipment and ensure that it is safe to operate.

The Safety Manager and project team members must compile a site-specific Project Safety Risk Register SEQ-TP-002 which will determine specific emergency scenarios for the project. The Safety coordinator and the Project Manager will review current emergency response arrangements and make recommendations for project specific emergency management. This includes:

- Establish, implement and maintain an effective Emergency Plan (Appendix A).
- Arrange for conducting of Emergency evacuation exercises and review the effectiveness of evacuation exercises using SEQ-TP-054 Evacuation Checklist.
- Plan for improvement of emergency procedures as required.
- Nominate Project Emergency Response Team member roles and ensure they are trained accordingly
- Ensure that employees of Haslin Constructions who have specific roles and responsibilities in an emergency are aware of the plan.
- Regularly review the suitability of the Emergency Plan and including assess potential emergency situations or threats that may arise on the project.
- Maintain and review the requirements for first aid personnel, emergency wardens and equipment on the project.
- Review subcontractors Emergency Rescue Plans and ensure drills are undertaken as required

The Site Manager or nominated person in other Haslin offices shall act as the Chief Warden in an emergency. The Chief Warden is responsible to ensure that all persons are trained in emergency preparedness. The Site Manager or nominated person is responsible for the maintenance of service contracts for all fire and rescue equipment which must be serviced and maintained in accordance with the relevant Australian Standards.

6.2. Emergency Plan Checklist

Before work has commenced on site, Emergency Plan Checklist SEQ-CL-041 must be completed by the project team as an outcome of Project Safety Risk Register SEQ-TP-002. Once this information has been gathered, an Emergency Evacuation Plan can be developed to identify potential emergency situations and appropriate first aid and emergency equipment required on the site. Formal emergency training requirements can then be identified in areas such as first Aid, Confined Space or Working at heights.

6.3. Emergency Plan

For each Project site and office location, an Emergency Plan (Appendix A) must be displayed. The Emergency Plan includes information on:

- Evacuation Point.
- Number of first aiders.
- Confined Space Rescue Person (if the site requires it)
- Working at Heights Rescue Person (if the site requires it)
- Response procedures.
- First aid facilities requirements and management.
- First aid recording and reporting system.
- Important contact numbers.
- Responsible persons to coordinate the response
- Mandatory reporting & notification channels
- Closest hospital and other medical facilities, including after-hours, where appropriate
- Photo identification of First Aiders, (Confined Space Rescue Person & Working at Heights Rescue Person if the site requires it)

The Emergency Evacuation Plan and information contained within is communicated using a combination of the following:

- Posters of the Plan in the workplace.
- Information sessions or prestart meetings.
- Induction training.

6.4. Notification to Emergency Services

The Chief Warden or nominated person will generally co-ordinate contact with Emergency Services. If the Chief Warden or nominated person is unavailable, then contact emergency services on 000. Mobile phones can also call emergency services on 112.

Advise the emergency operator the following:

- Ask for the appropriate Service (Ambulance, SES, Fire/Police etc.)
- State the exact location of the emergency, including cross street.
- Type and extent of the emergency.
- Caller's name.

6.5. Specific Roles and Responsibilities in an Emergency

In the event of an emergency, the initial response will be managed by designated on-site personnel to ensure immediate safety and evacuation. However, upon the arrival of emergency responders (such as fire services, police, or medical teams), they will take control of the situation. All on-site personnel and employees must cooperate fully with emergency responders and follow their instructions to ensure a coordinated and effective response to the emergency.

6.5.1. Emergency Response Team

Formation of Emergency Response Team

An Emergency Response Team (ERT) will be formed for effective incident management and to ensure a coordinated response to emergencies. The ERT will include the following roles:

- Chief Warden
- Wardens
- First Aiders
- Project Manager
- Safety Coordinator

6.5.2. Roles and Responsibilities

Chief Warden:

Responsibilities:

- Determine the nature of the emergency and implement the relevant emergency response
- Ensure Adequate resources are available and provide as required
- Command and coordinate the emergency response.

- Ensures all emergency procedures are followed.
- Allocate wardens relevant responsibilities
- Communicate and coordinate with emergency services.
- Assess the area and determine a safe place for triage and first aid where required
- Ensure the safety of all personnel during an evacuation.
- Report to the Project Manager
- Conduct post Emergency Debrief

Wardens

Responsibilities:

- Follow all instructions given by the Chief Warden
- Assist in the evacuation of personnel.
- Ensure all areas are checked and cleared.
- Report status of their designated area to the Chief Warden.
- Conduct headcounts at the assembly area.
- Attend post emergency debrief

First Aiders:

Responsibilities:

- Administer first aid as needed, if safe to do so
- Maintain first aid supplies.
- Liaise with medical services and provide updates to Chief Warden.
- Attend post emergency debrief

Project manager

Responsibilities:

- Notify Senior Management of emergency
- Coordinate with Chief Warden and allocate resourcing or equipment as required
- Conduct post emergency debriefs

Project Safety Coordinator

Responsibilities:

- Assis in the preservation of the scene and ensure post emergency debriefs are conducted
- Ensure events of the emergency are being recorded and filed within the relevant projects Procore workspace
- Conduct Post emergency Debrief

6.6. Assembly Area

Once evacuated, employees must assemble in the designated assembly area or where directed to assemble until the all clear is given by the Emergency Services personnel. Assembly areas have been identified in the Emergency Evacuation Plan for each Site.

In some cases, an assembly area may not be habitable because of the emergency. In these cases, the Chief Warden shall determine alone or in conjunction with Emergency services that evacuees should be assembled in an alternative location. The evacuation plan shall identify assembly areas that allow for contingency should it be unsafe for personnel to get to one assembly area.

An assembly area should be a place of safety where evacuees:

- May feel safe and secure,
- Are located a reasonable distance from an emergency,
- Are free from any fallout from smoke or debris,
- Are sheltered from the elements,
- May be easily treated for injury or any trauma by emergency services and other services,
- Can assemble in an area of sufficient size to accommodate a large group of people

6.7. First Aid

Where required, first aid should be administered to injured persons in accordance with SEQ-PR-022 First aid Procedure until emergency services arrive.

6.8. Stretcher Extraction from a Restricted Area

Below is a hierarchy of preferred methods for emergency stretcher extraction of a person from an area with restricted access. The applicable method must be practiced during an emergency drill prior to works commencing in the area.

1. Installation of stretcher stair scaffolding
2. Recovery through access point in work area (i.e. cutting reinforcement steel for emergency access)
3. Mobile crane with first aid cage
4. Rescue/recovery davit + winch system
5. Recovery of stretcher with use of excavator or telehandler
6. Rope and pulley system

6.9. Emergency Responses

While it is impossible to plan in detail for every emergency, appendix B contains emergency responses for common emergency situations that may be encountered on a project site. These will be displayed on notice boards or similar areas as part of the Emergency Plan. Additional project specific Emergency Responses should be developed to manage specific unique situations that may be applicable for the works being undertaken.

6.10.Emergency Evacuation Drills

Emergency evacuation drills must be conducted initially within the first three months of site establishment and at least once every six months thereafter. The Chief Wardens and Project Safety Coordinators must arrange these drills and assess the response of the team using SEQ-TP-054 Evacuation Checklist to document the drill and comment on any outcomes. A review of the Emergency Response Plan must also be conducted to ensure that the emergency responses are in line with the scope of works and current work practices. Changes identified need to be related back into the Emergency Evacuation Plan and Project Safety Risk Register SEQ-TP-002.

6.11. Recovery after Emergency

Haslin's Emergency Management Procedure, Incident Management Procedure and Business Continuity Plan provide a comprehensive response to all aspects of an emergency. After an emergency, a debriefing session must be conducted to review the response and identify areas for improvement. This should be conducted within 48 hours of the incident and be attended by all members of the ERT, witnesses, relevant stakeholders and Senior Management.

This debrief will include:

1. Review of the incident timeline and response actions,
2. Identification of what went well and areas needing improvement,
3. Discussion on the effectiveness of communication and coordination, and
4. Recommendations for procedural updates and additional training.

An incident report outlining key points and action items must be compiled to:

5. Collate injury reports,
6. Investigate the cause of the incident,
7. Identify property damage,
8. Integrate feedback from debriefing into the emergency response plan.
9. Update training programs to address identified gaps.
10. Regularly review and practice emergency procedures to ensure preparedness.

Following the incident, the Site Manager must:

- Organise qualified tradesmen to mitigate any safety issues and begin the process of re-establishing essential services to the site,

- Create a list of damaged or destroyed assets and submit to the General Manager for Insurance claims,
- Organise damaged assets to be replaced.

Senior Management will undertake the following:

- Management of resources to effect recovery,
- Ensure that insurers and are contacted and that the appropriate claims are submitted,
- Co-ordinate demolition works and reconstruction,
- Ensure that all Workers Compensation claims are forwarded to the relevant insurers,

6.12. Post Trauma Counselling

The short- and long-term psychological effects of an emergency can be severe, with each person reacting differently and presenting a wide variety of different symptoms. It is important to act promptly following an incident to provide support to persons involved in an emergency. **Post trauma counselling can be provided through Haslin's Employee Assistance Program and can be arranged by contacting the HR Manager.**

6.13. Review of Emergency Procedures and Emergency Plans

Review of the Emergency Procedures and Emergency Plans must be undertaken at intervals of at least 3 years or when:

- An emergency response fails,
- There are changes to legislation, code of practice or guidelines,
- When a major change is made to the company's activities, or
- After a real site emergency.

Changes identified need to be related back into the Project Safety Risk Register SEQ-TP-002.

6.14. Fire extinguishers and other emergency equipment

Fire extinguishers shall be inspected and maintained by an external contractor at periodic intervals not exceeding 6 months. Records of the inspection will be maintained in the respective Project Workspace in Procore. Fire extinguishers that have been used or tampered with will be serviced immediately. Other emergency equipment like safety harnesses, tripods and air monitors shall be serviced as per the standard.

7. Training

- All Wardens will participate in the required training for their area of responsibility,
- General courses on fire safety will be run for personnel involved in high-risk operations that may lead to fire,
- First Aid Training is to be done by a Registered Training Organisation,
- Training on the site-specific emergency response plan is provided as part of the employee site induction,
- All Haslin employees receive training on the Incident Management Procedure.

8. Relevant Templates, Forms and Checklists

SEQ-FM-002	Incident reporting form
SEQ-TP-054	Emergency Drill
SEQ-TP-002	Project Safety Risk Register
SEQ-CL-029	Bomb threat checklist
SEQ-CL-041	Emergency Plan Checklist
SEQ-PR-006	Incident Management Procedure

Appendix A – Emergency Plan

SEQ-PLN-XXX

<Insert Project Name>

Emergency Plan

Document History			
Revision	Description of Amendments	Revised By	Date
Document Approval			
Revision	Approved By	Signature	Date

Emergency Evacuation Plan & Assembly Area

EMERGENCY EVACUATION PROCEDURE

1. Emergency Horn/Siren shall sound three (3) times in a set of 3
2. Cease work activity immediately
3. Turn off tools & equipment and leave in an appropriate manner
4. All plant to be shut down and keys removed from ignition switch
5. Ensure all personnel are aware of evacuation signal
6. Personnel to calmly & safely exit the work area & proceed to Evacuation Assembly Area and follow instructions issued by Haslin Construction Site Staff
7. ***Remain at Evacuation Assembly Area*** for a Roll Call & further instruction
8. Do not leave the Evacuation Assembly area until clearance has been provided by the Supervisor or emergency Services.

Haslin Site Staff & Subcontractor Supervisors

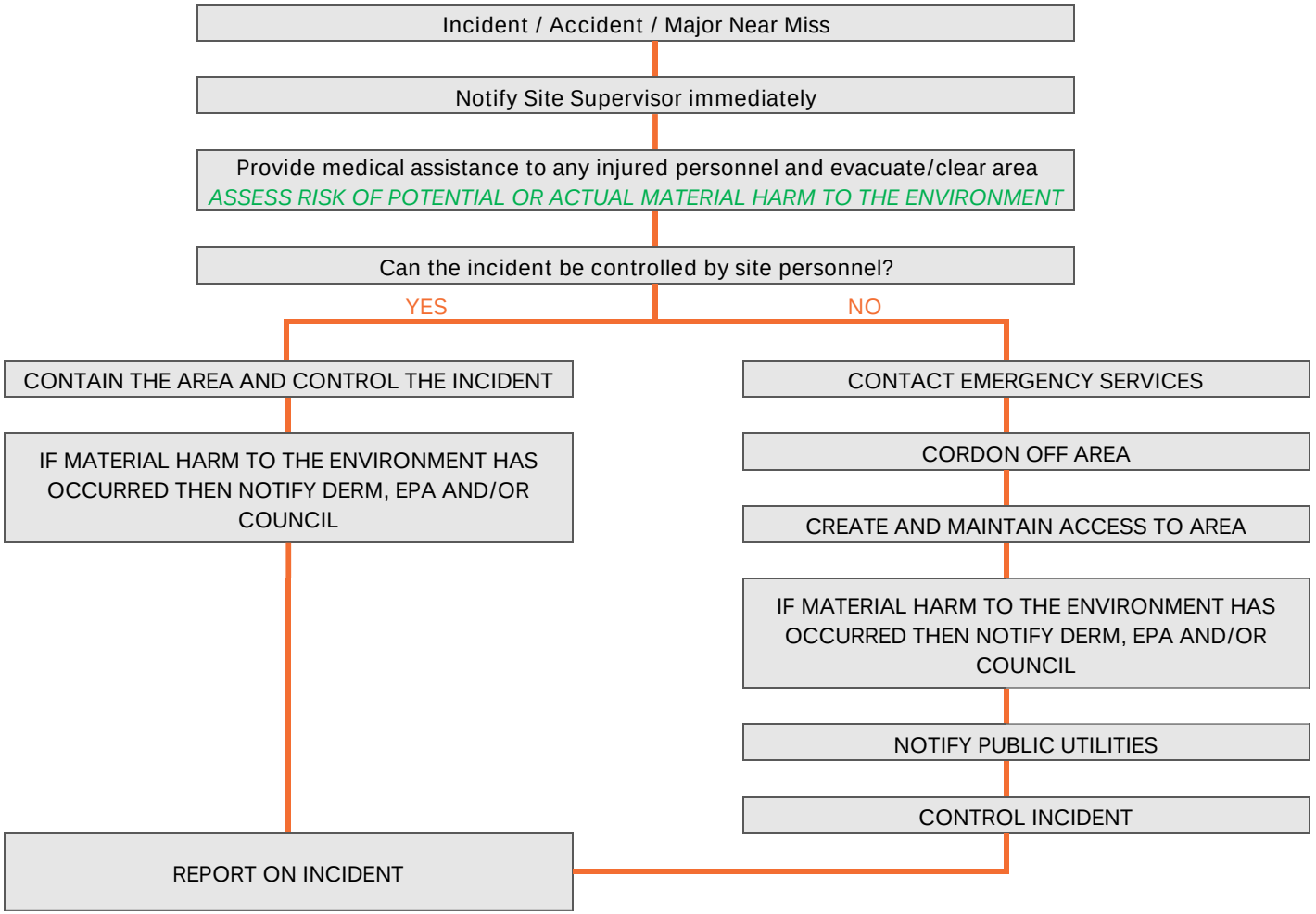
1. Notify emergency authorities & all site personnel
2. Ensure all employees accounted for at assembly meeting point
3. Comply with directives / instructions issued by emergency authorities

EMERGENCY CONSTACTS & SITE ADDRESS

Emergency:	**Dial 000**
Chief Warden	
First Aid Officers:	
Site address:	
Site emergency contact:	
UHF Channel:	
ICON/Sydney Trains/QR	

Map to Medical Centre	Map to Nearest Hospital
Insert map to Medical Centre	*Insert map to nearest Hospital*

Emergency response reporting flowchart:



Contacts List					
Project	*Insert*		Site Address	*Insert*	
Responsible Personnel					
Managing Director	Colin Woods	02 8522 3900	Return to Work Coordinator	Gladys Woods	02 8522 3900
Counselling Contact	Yvette Burfoot	0414 753 831	EAP	Work Options	1800 818 728
Client	*Insert Name*	*Insert Phone Number*	Client	*Insert Name*	*Insert Phone Number*
Project Manager	*Insert Name*	*Insert Phone Number*	Site Manager	*Insert Name*	*Insert Phone Number*
Project Engineer	*Insert Name*	*Insert Phone Number*	First Aid	*Insert Name*	*Insert Phone Number*
Emergency Services					
Ambulance Fire Police	000		SafeWork Authority	*Insert project specific name and number*	
Medical Centre	*Insert project specific name and number*		Hospital	*Insert project specific name and number*	
Rail Authority	*Insert project specific name and number*		Water Emergency	*Insert project specific name and number*	
Energy Emergency	*Insert project specific name and number*		Telstra	132 203	
Gas Emergency	*Insert project specific name and number*		Optus	1800 505 777	
BYDA			Pollution Hotline	131 555	
Environmental Emergency	*Insert project specific name and number*		Cultural Heritage	*Insert project specific name and number*	
Other	*Insert project specific name and number*		Transport	*Insert project specific name and number*	
Other	*Insert project specific name and number*		Other	*Insert project specific name and number*	

WHEN AN EMERGENCY SITUATION ARISES FOLLOW THE BELOW STEPS

SOUND ANY HORN 3 TIMES IN A SET OF 3 TO NOTIFY ON AN EMERGENCY SITUATION
BROADCAST OVER THE UHF CHANEL – EMERGENCY, EMERGENCY, EMERGENCY

- ***REMAIN CALM***
- ***DON'T PANIC***
- ***RESPOND QUICKLY AND DECISIVELY***
- ***REMEMBER YOUR OWN SAFETY!!!***

For All Emergencies	If it is safe to do so	If you are notified to evacuate
• Awareness - identify that there is an emergency. • Assessment – identify what is occurring and what action would be best – what are your options? • Action – developing an actual plan, call out to the person needing rescue so they are aware you are going to help them, gather the tools you need and carry out the rescue. • Aftercare – provide care following the rescue, such as first aid, Cardiopulmonary Resuscitation (CPR) etc., until medical personnel arrive. • CALL 000 If need be	• Wait at the location for further instructions • Check for injured or trapped people. • Reduce or eliminate the hazard • Extinguish ignition sources • Disconnect electrical equipment • Close valves • Remove injured person, if is safe, do a risk assessment, and get that person out as quick as possible. • Phone ambulance/rescue	• Move in an orderly way • Do not run • Go directly to the assembly area • Have your name noted at the assembly area • Remain at the assembly area and await further instructions • Return to normal duties only when directed by Haslin Supervisor.

What to say in an emergency

My name is .....

I have an emergency to report .....

The emergency is (e.g. medical, fire) .....

The emergency location is at: .....

The danger or injuries are: .....

There are ..... number of people injured

DO NOT HANG UP; ENSURE THAT YOU HAVE A RESPONSE. IF NECESSARY, REPEAT THE ABOVE INFORMATION. ANSWER ALL QUESTIONS

- Keep calm so you can help
- Call for First Aid assistance
- Try to stop any serious bleeding
- Don't move the injured person unless there is danger of further injury
- Stay with the injured person until help arrives
- Apply artificial respiration, if necessary, but only if you are qualified
- Direct someone to the site entrance to guide emergency vehicles

IN THE EVENT OF A CARDIAC ARREST

- Assess the Situation: Quickly assess the individual's responsiveness. If there is no response and they are not breathing normally, or only gasping, they may be in cardiac arrest.
- Call for Help: Immediately call emergency services (Dial 000) to report the cardiac arrest and request an ambulance. Provide clear and concise information about the location and condition of the individual.
- Initiate CPR: If you are trained in cardiopulmonary resuscitation (CPR), begin chest compressions immediately. Place the heel of one hand on the centre of the person's chest, then place the other hand on top and interlace your fingers. Press down firmly and rapidly, aiming for a rate of about 100 to 120 compressions per minute. Continue CPR until emergency medical help arrives.
- Use an Automated External Defibrillator (AED): If an AED is available, ask someone to retrieve it and follow the prompts to apply the pads to the person's chest. Follow the voice or visual instructions provided by the AED to deliver a shock if advised. Resume CPR immediately after the shock and continue until emergency medical help arrives.
- Stay Calm and Reassure: Stay calm and reassure the individual if they are conscious and able to hear you. Let them know that help is on the way and that you are there to assist them.
- Direct Others to Help: If there are other people nearby, direct someone to meet the emergency responders and guide them to the location.

IN THE EVENT OF A MOTOR VEHICLE ACCIDENT

- **Assess the Situation:** Quickly assess the extent of the accident, including the number of vehicles involved, severity of injuries, and any hazards present on the construction site.
- **Ensure Safety:** If safe to do so, move any injured persons away from the vehicles and to a safe location within the construction site. Avoid moving anyone who may have suffered a spinal injury unless there is an immediate threat to their life.
- **Notify Site Supervisor/Manager and Project Manager**
- **Call Emergency Services:** Dial emergency services (Dial 000) to report the accident and request medical assistance. Provide clear and concise information about the location of the construction site and the nature of the emergency.
- **Secure the Area/Preserve the Scene:** Erect barriers or caution tape around the accident site to prevent further accidents and ensure the safety of bystanders. Keep non-essential personnel away from the area until emergency responders arrive.
- **Attend to Injured Persons:** Provide immediate first aid to any injured persons while waiting for medical help to arrive. Assess the severity of injuries and prioritise treatment accordingly. Control bleeding, stabilise fractures, and keep the injured persons calm and reassured.
- **Assist Emergency Responders**: When emergency services arrive, provide them with a detailed account of the incident and any assistance they may require. Follow their instructions carefully and cooperate fully to ensure an effective response.

IN THE EVENT OF A VEHICLE/PLANT ROLLOVER

- **Assess the Situation:** Quickly assess the extent of the rollover, including the type of vehicle or plant involved, the severity of the rollover, and any potential hazards present on the construction site.
- **Ensure Safety:** If safe to do so, move any individuals away from the overturned vehicle or plant to a safe location within the construction site. Avoid moving anyone who may have suffered a spinal injury unless there is an immediate threat to their life.
- **Notify Site Supervisor/Manager and Project Manager**
- **Call Emergency Services:** Call emergency services (Dial 000) to report the rollover and request medical assistance if there are injuries. Provide clear and concise information about the location of the construction site and the nature of the emergency.
- **Secure the Area/Preserve the scene:** Erect barriers or caution tape around the overturned vehicle or plant to prevent further accidents and ensure the safety of bystanders. Keep non-essential personnel away from the area until emergency responders arrive.
- **Attend to Injured Persons:** Provide immediate first aid to any injured persons while waiting for medical help to arrive. Assess the severity of injuries and prioritise treatment accordingly. Control bleeding, stabilise fractures, and keep the injured persons calm and reassured.
- **Stabilise the Vehicle or Plant:** If the overturned vehicle or plant poses a risk of further rollover or collapse, take measures to stabilise it to prevent additional hazards. Use equipment such as heavy machinery or support structures to secure the vehicle or plant in place.

IN THE EVENT OF A MOBILE PLANT STRIKING A PEDESTRIAN

- **Assess the Situation:** Quickly assess the extent of the accident, including the number of vehicles involved, severity of injuries, and any hazards present on the construction site.
- **Ensure Safety:** If safe to do so, move any injured persons away from the vehicles and to a safe location within the construction site. Avoid moving anyone who may have suffered a spinal injury unless there is an immediate threat to their life.
- **Notify Site Supervisor/Manager and Project Manager**
- **Call Emergency Services:** Dial emergency services (Dial 000) to report the accident and request medical assistance. Provide clear and concise information about the location of the construction site and the nature of the emergency.
- **Secure the Area/Preserve the Scene:** Erect barriers or caution tape around the accident site to prevent further accidents and ensure the safety of bystanders. Keep non-essential personnel away from the area until emergency responders arrive.
- **Attend to Injured Persons:** Provide immediate first aid to any injured persons while waiting for medical help to arrive. Assess the severity of injuries and prioritise treatment accordingly. Control bleeding, stabilise fractures, and keep the injured persons calm and reassured.
- **Assist Emergency Responders**: When emergency services arrive, provide them with a detailed account of the incident and any assistance they may require. Follow their instructions carefully and cooperate fully to ensure an effective response.

IN THE EVENT OF A MOBILE PLANT STRIKING MOBILE PLANT

- **Assess the Situation:** Quickly assess the extent of the accident, including the number of vehicles involved, severity of injuries, and any hazards present on the construction site.
- **Ensure Safety:** If safe to do so, move any injured persons away from the vehicles and to a safe location within the construction site. Avoid moving anyone who may have suffered a spinal injury unless there is an immediate threat to their life.
- **Notify Site Supervisor/Manager and Project Manager**
- **Call Emergency Services:** Dial emergency services (Dial 000) to report the accident and request medical assistance. Provide clear and concise information about the location of the construction site and the nature of the emergency.
- **Secure the Area/Preserve the Scene:** Erect barriers or caution tape around the accident site to prevent further accidents and ensure the safety of bystanders. Keep non-essential personnel away from the area until emergency responders arrive.
- **Attend to Injured Persons:** Provide immediate first aid to any injured persons while waiting for medical help to arrive. Assess the severity of injuries and prioritise treatment accordingly. Control bleeding, stabilise fractures, and keep the injured persons calm and reassured.
- **Assist Emergency Responders**: When emergency services arrive, provide them with a detailed account of the incident and any assistance they may require. Follow their instructions carefully and cooperate fully to ensure an effective response.

IN THE EVENT OF A FIRE:

- **Sound the Alarm:** Activate the fire alarm system to alert all workers on site. Use air horns, whistles, or other signalling devices to ensure everyone is aware of the emergency.
- **Call Emergency Services:** Dial 000 or to report the fire. Provide clear and concise information about the location of the construction site, the nature of the emergency, and any specific details about the fire's size and location.
- **Evacuate Safely:** Instruct all workers to evacuate the construction site using the nearest safe exit routes. Designate assembly areas a safe distance away from the construction site where workers can gather after evacuating.
- **Account for Workers:** Take attendance at the assembly areas to ensure that all workers have evacuated. Assign someone to keep track of who is present and who may be missing.
- **Alert Nearby Buildings:** If the construction site is located near occupied buildings or residences, alert the occupants to the fire and instruct them to evacuate if necessary.
- **Isolate Hazardous Materials:** Identify any hazardous materials or equipment on the construction site that could fuel the fire or pose a danger to responders. Take measures to isolate and secure these materials to prevent further hazards.
- **Use Construction Equipment:** If available and safe to do so, use construction equipment such as bulldozers, or backhoes to create firebreaks and assist with firefighting efforts.
- **Provide Access for Emergency Responders:** Clear access routes for emergency vehicles and personnel to reach the construction site. Remove any obstacles or debris that may hinder their ability to respond effectively. When emergency responders arrive on the scene, provide them with detailed information about the fire and the construction site layout to assist their efforts. Follow their instructions carefully and cooperate fully to ensure the safety of everyone involved.

NOTE: Do not attempt to fight the fire if you do not feel safe to do so. Raise the alarm & leave the area in accordance with the evacuation procedure

Fire Extinguishers (if Safe): If the fire is small and contained, and you have been trained to use a fire extinguisher, attempt to extinguish it. Remember the acronym "PASS":

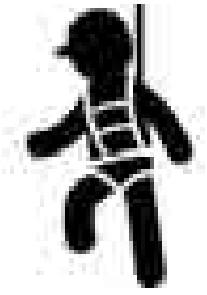
P: Pull the pin to unlock the extinguisher.
A: Aim the nozzle or hose at the base of the fire.
S: Squeeze the handle to release the extinguishing agent.
S: Sweep from side to side until the fire is out.

IN THE EVENT OF A FALL FROM HEIGHT:

- **Assess the Situation:** Quickly evaluate the scene to determine the severity of the fall and any immediate dangers to yourself or others.
- **Call for Help:** If you're not alone, instruct someone to call emergency services immediately (Dial 000). Provide clear and concise information about the location and nature of the incident.
- **Ensure Your Safety:** Before approaching the fallen person, ensure that the area is safe for you to do so. Be cautious of any potential hazards, such as unstable structures or electrical wires.
- **Check for Responsiveness:** If there is no response, check their breathing and pulse. If they are not breathing or do not have a pulse, start CPR if you are trained to do so.
- **Stabilise the Neck and Spine:** If the person is unconscious and you suspect a neck or spinal injury, do not move them unless necessary to prevent further harm. Support their head and neck in a neutral position until medical help arrives.
- **Control Bleeding:** If there is bleeding, apply direct pressure to the wound using a clean cloth or bandage. Do not try to remove any objects that may be embedded in the wound.
- **Monitor Vital Signs:** Continuously monitor the person's breathing, pulse, and level of consciousness while waiting for help to arrive.
- **Provide Comfort and Reassurance:** Stay with the person and provide reassurance to help keep them calm until professional help arrives.
- **Provide Information to Emergency Responders:** When emergency services arrive, provide them with as much information as possible about the person's condition, any injuries sustained, and the events leading up to the fall.

FALL FROM HEIGHT – PERSON SUSPENDED

- **Assess the Situation:** Quickly evaluate the scene to determine the severity of the situation and any immediate dangers.
- **Check for Consciousness:** Determine if the person is conscious and responsive.
- **Call for Help:** Instruct someone to call emergency services immediately (dial 000). Provide clear and concise information about the location and nature of the incident.
- **Stabilise the Person:** If within reach, provide any necessary first aid. To avoid the onset of suspension trauma, if they are conscious the person should be encouraged to exercise their legs by raising them up and down slowly stimulating the flow of blood.
- **Provide Comfort and Reassurance:** Stay with the person and provide reassurance to help keep them calm until emergency services arrive. Let them know that help is on the way and that you are there to support them.
- **Do Not Attempt Rescue Unless Trained:** Unless you are trained in technical rope rescue techniques, do not attempt to rescue the person on your own. Wait for trained emergency responders who have the necessary equipment and expertise to perform a safe rescue.
- **Provide Information to Emergency Responders:** When paramedics or rescue personnel arrive, provide them with as much information as possible about the person's condition, any injuries sustained, and the events leading up to the incident.
- **Follow Instructions from Emergency Responders**: Cooperate with emergency responders and follow their instructions to ensure the safe and efficient resolution of the situation
- **After Rescue**: To avoid toxic shock, the casualty should be placed in a sitting position with the knees drawn up toward the chest. Any person who has been suspended in a harness for more than 5 minutes should be taken to casualty for treatment.



IN THE EVENT OF CONFINED SPACE RESCUE

The need for rescue of persons from a confined space and the provision of first aid, either in the confined space or after the rescue, may arise. To meet this contingency, the following arrangements must be followed:

- Project Manager and WHS Coordinator are responsible to develop on each site confined space emergency evacuation procedure based on risk assessment undertaken to the specific situation and for ensuring that the appropriate rescue and first aid procedures relating to confined space are planned established and practiced by those who are involved in carrying out work in a confined space.
- Upon consultation with site representatives WHS coordinator shall provide training and document this on the site-specific emergency

Emergency Extraction Equipment

1. Harness or rescue belt
2. Access stairs / Ladder
3. Air Horn x 3
4. First Aid trained personnel on site and available
5. First Aid Kit available on site
6. 2-way radios or mobile phone
7. Tri pod
8. Static line / rescue rope

Emergency Set-up

1. Safety access installed
2. Harness or rescue belt on standby
3. Tripod and harness to be set up by competent person
4. The Air Horn shall be fully always charged and available (check on weekly basis)

Mandatory Response

1. In the event of an emergency rescue situation the standby person is to initiate the emergency response from outside of the Confined space. The Site Manager is to be notified immediately and sound 3 long blasts from air horn or over UHF Channel
2. All Haslin personnel involved in emergency rescue team are to be notified of Emergency situation and location.
3. Only rescue if you are trained and is safe to do so. Standby person MUST NOT enter the confined space.
4. Contract Emergency services if required.

Notify senior management and emergency services if needed.

IN THE EVENT OF FALLING INTO WATER

- **Assess the Situation:** Quickly evaluate the scene to determine the exact location of the person who fell, the depth of the water, and any potential hazards in the vicinity.
- **Call for Help:** Immediately contact emergency services on 000 to report the incident. Provide clear and concise information about the situation, including the address or location of the construction zone and the nature of the emergency.
- **Initiate Rescue Procedures:** If it's safe to do so, attempt to reach the person who fell into the water using appropriate rescue equipment, such as a lifebuoy, rope, or ladder. Do not enter the water yourself unless you are trained in water rescue and have the necessary safety equipment.
- **Alert Others:** Inform other workers on the construction site about the incident and instruct them to provide assistance as needed. Assign someone to direct emergency responders to the location upon their arrival.
- **Provide First Aid:** If the person who fell into the water is conscious and responsive, offer reassurance and basic first aid until professional help arrives. If they are unconscious or injured, do not attempt to move them unless necessary to prevent further harm. If they are not breathing and you are trained to do so, commence CPR.
- **Coordinate with Emergency Services:** Upon the arrival of emergency responders, provide them with any relevant information about the incident and assist as directed. Follow their instructions carefully and cooperate fully to ensure the safety and well-being of everyone involved.

IN THE EVENT OF TRENCH ENGULFMENT

- **Assess the Situation:** Evaluate the extent of the trench collapse and determine if anyone is trapped or injured. Assess the stability of the surrounding soil to prevent additional collapses.
- **Account for Workers:** Quickly account for all workers who were present at the construction site. Determine if anyone is missing or unaccounted for and communicate this information to emergency responders.
- **Call for Help:** Immediately contact emergency services (dial 000) in the event that someone is engulfed to report the trench collapse. Provide clear and concise information about the location of the construction site and the nature of the emergency.
- **Secure the Area/Preserve the scene:** Erect barricades or caution tape around the collapsed trench to prevent unauthorized access and ensure the safety of bystanders. Keep all non-essential personnel away from the area to avoid further risks.
- **Initiate Rescue Operations:** If there are workers trapped in the collapsed trench, coordinate rescue efforts with trained personnel. Avoid entering the trench yourself, as this can put you at risk of becoming trapped or injured. Do not use heavy machinery to uncover an engulfed person. Use specialised equipment, such as shoring or trench boxes, to stabilize the trench and facilitate safe rescue operations.
- **Provide First Aid:** If there are injured workers, provide immediate first aid while awaiting the arrival of emergency medical services. Attend to any life-threatening injuries first and stabilise the individuals until professional help arrives.
- **Collaborate with Emergency Responders:** Upon the arrival of emergency services, provide them with detailed information about the incident and assist as directed. Follow their instructions carefully and cooperate fully to ensure the safety and well-being of everyone involved.

IN THE EVENT OF STRIKING LIVE UNDERGROUND SERVICES

- **Safety First:** If you or anyone else is in immediate danger, prioritise getting to a safe location away from the electrical hazard. Evaluate the extent of the damage. Is the electrical service exposed? Are there any signs of arcing or sparking? Is there any immediate danger of fire or electrocution?
- **Call Emergency Services:** Dial the emergency services immediately to report the incident. Inform them of the location, the situation, and any injuries.
- **Secure the Area/Preserve the scene:** If possible, cordon off the area to prevent others from inadvertently coming into contact with the electrical hazard. Use cones, tape, or other barriers to create a safe zone.
- **Notify Utility Company:** Contact the local utility company responsible for the service that was struck. Provide them with detailed information about the location and extent of the damage.
- **Avoid Contact:** Keep a safe distance from the damaged area, any exposed wires, ignition sources or gases. Warn others to stay away until emergency responders and utility company personnel arrive.
- **Evacuate if Necessary:** If there's a risk of fire, explosion, or other immediate danger, evacuate the area following established evacuation procedures.
- **Monitor the Situation:** Keep an eye on the situation from a safe distance until emergency services and utility company personnel arrive. Be prepared to provide them with any additional information they may need.
- **Follow Instructions:** Cooperate fully with emergency responders and utility company personnel. Follow their instructions carefully to ensure the safety of everyone involved.
- **Document the Incident:** If it's safe to do so, take photos or videos of the scene for documentation purposes. This information may be useful for insurance claims or investigations.

If you are in the excavator…

- **Stop Immediately:** Cease all excavation work and stop the excavator immediately. Do not attempt to move the equipment any further. Evaluate the extent of the damage and any immediate dangers. Look for signs of arcing, sparking, or smoke, which indicate electrical contact or fire.
- **Stay Inside the Equipment:** Unless there's an immediate threat to your safety (such as fire or the risk of the equipment overturning), remain inside the excavator. The metal frame of the equipment can provide some degree of protection against electrical shock.
- **Notify the Site supervisor/manager and Project Manager**
- **Call for Help:** Use your phone or radio to call emergency services immediately. Report the incident, provide your location, and inform them of the situation.
- **Warn Others:** If there are other workers nearby, warn them to stay away from the area and avoid touching the equipment or any exposed wires.
- **Power Down Plant:** If it's safe to do so and you know how to operate the equipment, turn off the excavator to prevent further damage and reduce the risk of electrocution.
- **Wait for Assistance:** Do not attempt to exit the excavator or touch any part of the equipment until emergency services and utility company personnel arrive on the scene. If you must exit the excavator, Jump Clear without touching the excavator and with both feet touching the ground at the same time. Shuffle or hop away to avoid creating a path for the electricity to flow through your body.
- **Follow Instructions:** Cooperate fully with emergency responders and utility company personnel.
  Follow their instructions carefully to ensure the safety of everyone involved.

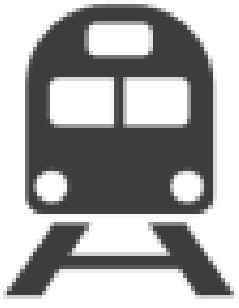
IN THE EVENT OF CONTACT WITH LIVE OVERHEAD SERVICES

- **Safety First:** If you or anyone else is in immediate danger, prioritise getting to a safe location away from the electrical hazard.
- **Assess the Situation:** Evaluate the extent of the damage. Are there any signs of arcing or sparking? Is there any immediate danger of fire or electrocution?
    - **Call Emergency Services:** Dial the emergency services immediately to report the incident. Inform them of the location, the situation, and any injuries.
    - **Notify the Site supervisor/manager and Project Manager**
    - **Notify Utility Company:** Contact the local utility company responsible for the electrical service that was struck. Provide them with detailed information about the location and extent of the damage.
    - **Attempt to break contact:** If possible, move the jib or drive the machine clear to break the contact with the live overhead powerline.
    - **If unable to break contact:** The operator should remain inside the cabin of the crane/ excavator. Immediately Call the Utility company and request that the power be isolated. Remain in place until the Utility company isolates the power and gives the All clear.
    - If necessary to leave the cabin due to fire or life-threatening reasons:
    - Jump clear of the equipment
    - Avoid touching the equipment and the ground at the same time
    - Hop or shuffle away from the equipment with both feet together until at least 8 meters from the nearest part of the plant
    - Do not run or walk to avoid voltage gradients that may cause electric shock
    - **Warn others:** Alert all nearby personnel and public to keep at least 8 meters away from the plant. Prevent anyone from touching the equipment or approaching the vehicle until the site is declared safe by the utility owner.
    - **If the operator is immobilised:** Ensure the power supply is isolated and the site is safe before providing assistance. Untrained and unequipped individuals should not attempt rescue to avoid secondary deaths from electric shock.
    - **Follow Instructions:** Cooperate fully with emergency responders and utility company personnel. Follow their instructions carefully to ensure the safety of everyone involved.
    - **Document the Incident:** If it's safe to do so, take photos or videos of the scene for documentation purposes. This information may be useful for insurance claims or investigations.

IN THE EVENT OF BEING STRUCK BY A TRAIN

Stop works immediately.

- **Assess Personal Safety:** If you're not directly involved, ensure your own safety first. Avoid rushing into the area where the accident occurred if it puts you at risk of being struck by another train or other hazards.
- **Contact Site Manager, Site supervisor or Project Manager**
- **Call Emergency Services:** Call emergency services (Dial 000) to report the incident. Provide clear and concise information about the location, including any nearby landmarks or railway crossings.
- **Stop Trains:** If possible, activate any available emergency stop mechanisms, such as emergency brakes or signals, to halt approaching trains and prevent further accidents. Site Manager to contact Sydney Trains/ ICON/ QR to cease train movements.
- **Provide Immediate Aid:** If you're trained in first aid, assess the condition of the victim(s) and provide assistance as necessary. Perform CPR if the victim is unresponsive and not breathing, and control bleeding from any wounds.
- **Warn Others:** Alert bystanders and nearby pedestrians about the danger and instruct them to stay away from the railway tracks to avoid further incidents
- **Secure the Scene:** Establish a safe perimeter around the accident site to prevent unauthorised access and interference with rescue operations. Use caution tape, cones, or barriers to mark off the area.
- **Coordinate with Railway Authorities:** Provide assistance with managing the situation. Provide them with as much information as possible to aid their response efforts.
- **Assist Emergency Responders:** When emergency services arrive, provide them with a detailed account of the incident and any assistance they may require. Follow their instructions carefully and cooperate fully to ensure an effective response.



IN THE EVENT OF A SCAFFOLD COLLAPSE

- **Sound the Alarm:** Activate the alarm system to alert all workers on the construction site. Use air horns, whistles, or other signalling devices to ensure everyone is aware of the emergency.
- **Assess the Situation:** Quickly assess the extent of the scaffold collapse, including the number of workers affected, the severity of injuries, and any potential hazards present, such as falling debris or structural instability. Isolate the area & move personnel away from the area to the designated evacuation point.
- **Call for Help:** Call emergency services (Dial 00) to report the scaffold collapse and request immediate assistance. Provide clear and concise information about the location, number of individuals involved, and any injuries sustained.
- **Ensure Safety:** If it is safe to do so, approach the collapsed scaffold carefully to provide assistance to any injured workers. Avoid entering the collapse area if there is a risk of further collapse or if hazards such as live electrical wires are present.
- **Provide First Aid:** Administer first aid to injured workers while waiting for emergency responders to arrive. Assess the severity of injuries and prioritise treatment accordingly. Control bleeding, stabilise fractures, and keep injured individuals calm and reassured. Do not move any injured personnel if Spinal/neck injuries are suspected.
- **Secure the Area:** Erect barriers or caution tape around the collapsed scaffold to prevent unauthorised access and ensure the safety of emergency responders. Keep non-essential personnel away from the collapse zone until the area has been deemed safe.

IN THE EVENT OF ELECTRIC SHOCK

*NOTE: Rescuers involved in rescuing someone from electrocution by an LV panel should hold UETTDRRF06 – Perform rescue from a Live LV Panel

- **Assess the situation:** Quickly evaluate the scene to determine if it's safe to approach. Ensure that there are no immediate risks to rescuers, such as the presence of high voltage or other hazards.
- **Call Emergency Services:** Call emergency services (Dial 000) to report the incident and request medical assistance. Provide clear and concise information about the location, the victim's condition, and any hazards present.
- **Isolate the Power Source:** If Possible, turn off the electrical power supply to the area using the appropriate switches or circuit breakers. This step is crucial to prevent further harm to the victim and rescuers.
- **Assess the Victim:** Approach the victim cautiously, ensuring that it is safe to do so. Check for signs of consciousness, breathing and circulation. If the victim is conscious, reassure them and instruct them to avoid moving to prevent further injury.
- **Protect Yourself:** Before attempting to rescue the victim, ensure that you are wearing appropriate personal protective equipment (PPE), such as insulated gloves and boots, to protect yourself from electrical Hazards.
- **Perform the Rescue:** Carefully remove the victim from the source of electricity using a non-conductive object, such as a wooden or plastic pole, to avoid direct contact. Avoid touching the victim with bare hands or any metal objects.
- **Check for injuries:** Once the victim has been safely removed from the electrical source, assess their condition for any signs of injury, such as burns or electrocution. Provide first aid as necessary while waiting for emergency services to arrive
- **Monitor Vital Signs:** Continuously monitor the victims vital signs, including breathing and pulse, and provide appropriate care until emergency services arrive.
- **Evacuate the area:** If the situation permits and it is safe to do so, evacuate the area to prevent any further accidents or injuries. Keep bystanders and onlookers at a safe distance from the scene

IN THE EVENT OF A HIGH-VOLTAGE (HV) INCIDENT

*NOTE: Rescuers involved in high-voltage rescue operations must hold appropriate qualifications and training, complaint with Australian Safety Regulations.

- **Assess the situation:** Quickly evaluate the scene to determine if it's safe to approach. Ensure that there are no immediate risks to rescuers, or victims.
- **Call Emergency Services:** Call emergency services (Dial 000) to report the incident and request medical assistance. Provide clear and concise information about the location, the victim's condition, and any hazards present.
- **Secure the area:** Establish a safe perimeter around the high voltage area to prevent unauthorised access and ensure the safety of workers and responders
- **Assess the Victim:** Approach the victim cautiously, ensuring that it is safe to do so. Check for signs of consciousness, breathing and circulation. If the victim is conscious, reassure them and instruct them to avoid moving to prevent further injury.
- **Protect Yourself:** Before attempting to rescue the victim, ensure that you are wearing appropriate personal protective equipment (PPE), such as insulated gloves and boots, to protect yourself from electrical Hazards.
- **Perform the Rescue:** Utilise specialised rescue techniques and equipment designed for high0voltage scenarios to safely extricate victims from the high-voltage source, avoiding direct contact.
- **Check for injuries:** Once the victim has been safely removed from the electrical source, assess their condition for any signs of injury. Provide first aid as necessary while waiting for specialised emergency services to arrive
- **Document and Report:** Document all actions taken during the HV rescue operation, including details of the incident, rescue procedures, victim assessments, and medical interventions. Report the incident to relevant authorities and stakeholders.
- **Debrief and Review:** Conduct a post-incident debriefing session with all involved responders to review the rescue operation, identify lessons learned, and implement improvements for future high-voltage rescue situations.

IN THE EVENT OF A SNAKE BITE

- **Stay Calm:** Encourage the victim to remain calm and still to slow down the spread of venom.
- **Move to Safety:** If the snake is still present, carefully move the victim away from the snake to prevent further bites. Ensure that you and the victim are safe from any additional danger.
- **Follow the basic steps of First Aid – DRSABCD**
- **Call Emergency Services:** Call emergency services (Dial 000) to report the incident and request medical assistance. Provide clear and concise information about the location, the victim's condition, and any hazards present. – *DO NOT ATTEMPT TO CATCH OR KILL THE SNAKE*
- **Apply pressure:** Apply a pressure bandage to the envenomed limb. If the bit is to the trunk, apply firm pressure to the bitten area. Do not restrict chest movement.
- **Immobilise the limb:** Splint the limb to restrict movement. Where possible, help should be bought to the person rather than moving the bitten person.
- **Do Not Use Tourniquets or Suction Devices:** Avoid using tourniquets or suction devices to try to remove venom, as these methods can cause further tissue damage and worsen the effects of the snake bite
- **Monitor Vital Signs:** Continuously monitor the victim's vital signs, including their level of consciousness, breathing, and pulse. Be prepared to administer CPR if necessary

IN THE EVENT OF A SPILLAGE

Do not attempt to clean up a hazardous spill if it requires specialised equipment/training to do so!!

- **Assess the Situation:** Quickly assess the extent of the chemical spillage, identifying the type of chemical involved, the quantity spilled, and any immediate hazards to workers, the environment, and nearby structures.
- **Ensure Personal Safety:** Prioritise the safety of personnel by immediately evacuating the area and ensuring that all workers are wearing appropriate personal protective equipment (PPE) such as gloves, goggles, and respiratory protection if needed.
- **Contain the Spillage:** Act promptly to contain the spill by using barriers or absorbent materials to prevent the spread of the chemical. Utilise spill kits and absorbent pads, switch off/isolate plant or equipment.
- **Identify Hazardous Chemicals**: Determine if the spilled chemical is hazardous and consult its safety data sheet (SDS) to understand its properties, hazards, and appropriate handling procedures.
- **Ventilate the Area:** If the spilled chemical produces vapours or fumes, ensure adequate ventilation by opening doors, windows, and using fans to dissipate the airborne contaminants.
- **Evacuate the Area:** Clear the immediate vicinity of the spill by evacuating non-essential personnel and restricting access to the affected area until the spill is contained and cleaned up.
- **Notify Authorities:** Report the spill to the appropriate authorities, such as site management, environmental health and safety personnel, local council, government authorities and emergency responders. Provide detailed information about the spill, including the type of chemical involved and the actions taken to contain it.
- **Clean Up and Decontaminate:** Clean up the spilled chemical using absorbent materials and follow established procedures for disposal of contaminated materials. Decontaminate affected surfaces and equipment thoroughly to prevent further exposure

Supervisor to notify local Council, Fire brigade or EPA pending on the impact of the spill (Refer to PEMP)

- DO NOT smoke and avoid ignition sources in this area.
- If substance is flammable DO NOT use mobile telephones. Turn mobile off.
- If substance is flammable DO NOT transmit on two-way radios in the affected area. May use for reception only. The use of this equipment could serve as an ignition source.

IN THE EVENT OF CIVIL DISORDER OR DEMOSTRATION

Observation and Assessment:

- Identify the nature and scope of the civil disorder or demonstration.
- Monitor the situation closely and assess potential risks to staff, subcontractors, visitors, infrastructure and property.
- Gather information from reliable sources, such as police updates and local news.

Notification

- Immediately notify the Project Manager or nominated person
- The Project Manager will contact Emergency Services by calling 000 and provide them with detailed information about the situation.
- Inform all staff, subcontractors and visitors of the situation and potential actions to be taken.

Security Measures

- Secure all entry and exit points to prevent unauthorised access.
- Limit access to the building/site to essential personnel only.
- Increase surveillance and monitoring of the premises.
- Ensure all sensitive information and valuable assets are secured.

Communication

- Use internal communication channels (two-way radios, emails, instant messaging) to provide updates and instructions to staff, subcontractors and visitors.
- Regularly update staff, subcontractors and visitors on the status of the situation and any changes in procedures.

Evacuation or Shelter-in-Place

Depending on the severity and proximity of the civil disorder or demonstration, determine whether to evacuate or shelter-in-place.

Evacuation:

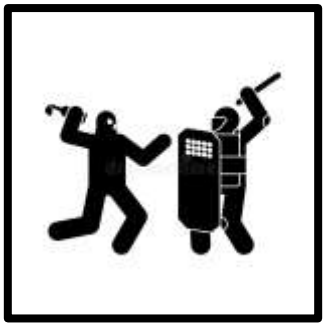
- Direct staff, subcontractors and visitors to designated evacuation points.
- Account for all staff, subcontractors and visitors and provide information to Emergency Services

Shelter-in-Place:

- Announce the shelter-in-place order and direct staff, subcontractors and visitors to secure areas within the Site/ building.
- Lock all doors and windows and close blinds or curtains.
- Instruct staff, subcontractor and visitors to remain calm and stay away from windows and doors.

Coordination with Emergency Services

- Cooperate fully with emergency services.
- Provide them with access to the premises and any necessary information.
- Follow their instructions and assist them as needed.



IN THE EVENT OF A BOMB THREAT

Receiving the Threat:

- Remain calm and listen carefully.
- Do not interrupt the caller.
- Note the exact wording of the threat.
- Ask the caller specific questions (e.g., location of the bomb, time set to explode, appearance).
- Note any caller ID information or characteristics (voice, background noise).
- Complete SEQ-CL-029 - Bomb Threat Checklist

Notification

- Immediately notify the Project Manager or Nominated Person
- If the threat is received via written communication, handle the document minimally and preserve it for evidence.
- The Project Manager or Nominated Person will contact emergency services (police, fire department) by calling 000.
- Inform all staff, Sub-contractors and visitors of the threat and begin evacuation procedures.

Evacuation

- Employees should calmly and quickly proceed to the designated evacuation assembly areas.
- Do not touch or move suspicious objects.
- Ensure all doors and windows are left open, and electrical equipment is turned off if time permits.

Assembly and Accountability

- Assemble at the designated evacuation points.
- Ensure all employees and visitors are accounted for.
- Provide information and assistance to emergency services upon their arrival.

IN THE EVENT OF EARTHQUAKE OR BUILDING COLLAPSE

Actions During an Earthquake

Inside a Building:

- Remain calm and do not panic.
- Move away from glass, windows, and walls.
- Seek shelter in a sturdy doorway with good overhead protection or take cover under sturdy furniture like tables.

In the Open:

- Stay away from buildings to avoid falling debris such as glass or tiles.
- Be cautious of fallen power poles or cables, treating all fallen cables as electrically live.

Actions After an Earthquake

Inside a Building:

- Move cautiously, assessing the area for structural damage.
- Evacuate the building if there are obvious structural problems.
- Be vigilant for exposed electrical wiring and circuits.
- Assist disoriented or injured individuals if it is safe to do so.

Providing Assistance:

- Administer first aid if you are able to assist.
- Understand that organising assistance may take time, so remain calm.
- Avoid using telephones unless for an absolute emergency, such as reporting a serious fire or trapped individuals. Communication lines may be damaged and needed for coordinating external assistance.

Vehicle Use:

- Do not drive cars unless it is an emergency. Clear roads should be reserved for emergency vehicles.

Listening for Updates:

- If you have a working commercial radio, listen for messages from authorities and news reports on the emergency's extent and severity.

Staying Safe:

- Remain in a safe area, whether inside or outside, depending on the situation and the extent of damage.

Additional Considerations

Assessment and Evacuation:

- Continuously assess your surroundings and the stability of structures.
- Evacuate only if it is safe to do so and follow the instructions of emergency personnel if they are available.

Coordination with Emergency Services:

Be prepared for delayed response times from emergency services.

Coordinate with emergency services once they arrive and provide any assistance you can.

IN THE EVENT OF AN EVACUATION VIA STRETCHER / CRANE BOX

POTENTIAL RESCUE REQUIRED HAZARDS	IDENTIFIED RESCUE CONTROLS
Unforeseen adverse weather	Frequently check/monitor weather forecasts No works during inclement weather
Rigging failure	Bridle attached to lifting gear in storage to reduce activity in emergency Lifting gear and points tested and tagged Crane box annual inspection Qualified person to be available to dog and control crane box
Unavailable qualified services	Emergency rescue services

EMERGENCY EQUIPMENT REQUIREMENTS	
☒ First aid kit	☒ Basket stretcher
☒ Defibrillator	☐ Tripod/ davit/ anchor points
☐ Harness	☐ Life/Rescue Line
☐ Hazardous Chemical Suit	☐ Gas detector
☒ Crane	☐ Breathing apparatus
☒ Crane box	☐ Oxygen resuscitation equipment
☐ Ventilation equipment	☐ Polycarbonate slide sheet
☐ Roll-up stretcher	☐ Supplied Air Breathing Apparatus
☐ Fire Fighting Equipment	
Other Rescue equipment requirements:	

RESCUE / RETRIEVAL OF A PERSON

1. Contact supervisor/safety team representative immediately in person on phone or radio, who in turn shall co-ordinate first aid response, rescue personnel and emergency services as appropriate.
2. Retrieve rescue stretcher/crane box and mobilise crane
3. Qualified person to rig crane box (with tagline) and crane operator to lift into designated area
4. If there are no qualified persons, await emergency services response team.
5. Lower crane box / stretcher into area injured worker is located and rescue team to move injured worker to the stretcher – **DO NOT** MOVE INJURED WORKER IF EMERGENCY SERVICES ADVISE OR IF MORE HARM MAY BE CAUSED
6. Ensure the injured person is secured onto the stretcher using the stretcher straps
7. (Stretcher to be positioned in crane box)
8. Dogman to control stretcher/crane box being lifted and moved to a designated area for emergency services to take over
9. Continue first aid once stretcher/crane box is safely landed until emergency services arrive

Note: If emergency services arrive during rescue, relinquish control of the rescue to emergency services and assist as requested/required.

IN THE EVENT OF AN INCIDENT INVOLVING A SCISSOR LIFT

POTENTIAL RESCUE REQUIRED HAZARDS	IDENTIFIED RESCUE CONTROLS
Unforeseen adverse weather	Frequently check/monitor weather forecasts No works during inclement weather
Removal of injured worker from EWP	Secondary ground controls / emergency services
Failure of EWP ground controls	Emergency rescue services

EMERGENCY EQUIPMENT REQUIREMENTS	
☒ First aid kit	☐ Basket stretcher
☒ Defibrillator	☐ Tripod/ davit/ anchor points
☒ Harness	☐ Life/Rescue Line
☐ Hazardous Chemical Suit	☐ Gas detector
☐ Crane	☐ Breathing apparatus
☐ Ventilation equipment	☐ Oxygen resuscitation equipment
☐ Roll-up stretcher	☐ Polycarbonate slide sheet
☐ Fire Fighting Equipment	☐ Supplied Air Breathing Apparatus
Other Rescue equipment requirements:	

RESCUE / RETRIEVAL OF A PERSON *WITHIN EWP BASKET*

1. Raise the alarm with Haslin representative, who in turn shall co-ordinate first aid, rescue personnel and emergency services as appropriate.
2. If a secondary competent operator is in the basket, they shall lower basket to ground utilising basket controls
3. If basket controls fail to operate, or there is no secondary operator in the basket, a competent operator within the vicinity, shall use engine ground controls to lower basket to ground Note: If engine controls fail use auxiliary controls
4. If ground controls fail, await emergency services
5. Upon lowering to ground level, assess injured person, and if required. Personnel shall remove worker from EWP basket and place onto stretcher.
6. Render first aid as appropriate.
7. Monitor and make injured person comfortable and await emergency service response team (if required)

Note: If emergency services arrive during rescue, relinquish control of the rescue to emergency services and assist as directed

IN THE EVENT OF AN INCIDENT INVOLVING EWP BOOM LIFT

POTENTIAL RESCUE REQUIRED HAZARDS	IDENTIFIED RESCUE CONTROLS
Unforeseen adverse weather	Frequently check/monitor weather forecasts No works during inclement weather
Removal of injured worker from EWP	Secondary ground controls / emergency services
Failure of EWP ground controls	Emergency rescue services

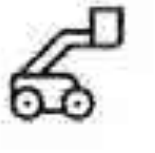
EMERGENCY EQUIPMENT REQUIREMENTS	
☒ First aid kit	☐ Basket stretcher
☒ Defibrillator	☐ Tripod/ davit/ anchor points
☒ Harness	☐ Life/Rescue Line
☐ Hazardous Chemical Suit	☐ Gas detector
☐ Crane	☐ Breathing apparatus
☐ Ventilation equipment	☐ Oxygen resuscitation equipment
☐ Roll-up stretcher	☐ Polycarbonate slide sheet
☐ Fire Fighting Equipment	☐ Supplied Air Breathing Apparatus
Other Rescue equipment requirements:	

RESCUE / RETRIEVAL OF A PERSON *WITHIN EWP BASKET*

1. Contact supervisor/safety team representative immediately in person on phone or radio, who in turn shall co-ordinate first aid response, rescue personnel and emergency services as appropriate.
2. If a secondary competent operator is in the basket, he/she shall lower the basket to ground utilising basket controls.
3. If basket controls fail to operate, or there is no secondary operator in the basket, a spotter (also a competent operator) shall use engine ground controls to lower basket to ground. Note: If engine controls fail use auxiliary controls.
4. If ground controls fail, await emergency services response team.
5. Upon lowering to ground level, assess Injured Person, and if required, personnel shall remove worker from EWP basket and place onto stretcher.
6. Render First Aid as appropriate,
7. Monitor and make Injured Person comfortable and await emergency services response team (if required).

Note: If emergency services arrive during rescue, relinquish control of the rescue to emergency services and assist as requested/required.

RESCUE / RETRI EVAL OF PERSON *SUSPENDED FROM A HARNESS* FROM AN EWP



1. Contact supervisor/safety team representative immediately in person on phone or radio, who in turn shall co-ordinate first aid response, rescue personnel and emergency services as appropriate.
2. Suspended person shall utilise their suspension trauma relief straps, which are available on all site approved harnesses.
3. If a secondary competent operator is in the basket, he/she shall lower basket to ground utilising basket controls.
4. If basket controls fail to operate, or there is no secondary operator in the basket, a spotter (also a competent operator) shall use engine ground controls to lower basket to ground. Note: If engine controls fail use auxiliary controls.
5. If engine ground controls fail, await emergency services response team.
6. Upon lowering to ground level, assess Injured Person, and if required, personnel trained in working at heights and stretcher rescue shall de-rig worker and place onto stretcher.
7. Render First Aid as appropriate,
8. Monitor and make Injured Person comfortable and await emergency services response team (if required).

Note: If emergency services arrive during rescue, relinquish control of the rescue to emergency services and assist as requested/required.