



WSF-SUN-HSE-PLN-0005  
Emergency Preparedness & Response Management Plan

Project: Wollar Solar Farm

System: Health, Safety and Environmental

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Prepared Gustavo Branda

Position: HSE Manager

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# 1. Scope and General

## 1.1 Introduction

This Emergency Preparedness Management Plan (EPMP) has been developed by Sunterra Energy for the Wollar Solar Farm, located at Barigan Rd, Wollar NSW 2850.

Sunterra Energy is committed to ensuring that, to the greatest extent possible, all staff are thoroughly informed, trained, and prepared for their responsibilities in an emergency. Emergencies will be managed collaboratively, with the active participation of other contractors, site workers, client representatives, or other PCBUs on site, irrespective of their company or subcontractor status.

It is essential that all individuals with designated emergency roles under this plan possess a copy of the ERP and receive the necessary training to manage the incidents outlined in this document effectively. The Australian Standard AS3745:2010, *Planning for emergencies in facilities*, and the NSW Department of Planning's *Hazardous Industry Planning Advisory Paper No. 1, 'Emergency Planning'* guides the preparation and implementation of this plan.

## 1.2 Definition of an Emergency

For the purposes of the operations at Wollar Solar Farm (WSF), an emergency is defined as a dangerous condition that significantly endangers life, property, or the environment in a way that necessitates immediate action. The scale and complexity of emergencies can vary, necessitating different levels of response. In cases of uncertainty, the situation should be treated as an emergency.

## 1.3 Purpose

This Emergency Preparedness Management Plan (EPMP) has been developed to mitigate the adverse effects on people, property, and the environment from incidents that may occur or impact the Wollar Solar Farm project during its construction phases. It also aims to provide clear guidance to personnel on responding to various emergency situations that could arise on-site.

The purpose of this document is to:

- Provide a clear understanding of how to handle and react to any emergency at WSF.
- Prevent or minimise the impact of an emergency incident.
- Facilitate a return to normal operations as soon as possible.

The objectives, in order of priority, are to protect human life and facilitate the rescue of individuals, safeguard the environment, protect property, equipment, and products, restore safety to affected areas, repair and restore facilities, and resume normal operations.

## 1.4 Scope

### 1.4.1 Background

The Wollar Solar Farm (the Project) is located on the western side of the Barigan Road, approximately 7 kilometres (km) south of the Wollar village in the Mid-Western Regional Local Government Area (LGA). Development consent for the Project was granted by the Executive Director of the Department of Planning and Environment (DPE) on February 24, 2020 (Application Number: SSD 9254) under section 4.38 of the *Planning and Environment Act 1979*. The development consent permits the construction, operation and decommissioning of an approximately 290 Megawatt (MW AC) photovoltaic (PV) solar farm and associated infrastructure, including:

- An onsite 330 kV substation to connect to the national electricity grid via the existing 330 kV transmission line onsite.
- Underground power cabling to connect solar panels, combiner boxes and power conversion units (PCUs).
- An energy storage facility with a capacity of up to 30 MWh.
- Access tracks, staff amenities, car parking, laydown area and security fencing.

### 1.4.2 Site Layout

The Project involves the construction, operation and decommissioning of a ground mounted PV solar array. Approximately 29 MW (AC) of renewable energy will be generated and supplied directly to the national energy grid. Of the 878 ha Project site, approximately 461 ha will be developed for the solar farm and associated infrastructure. An existing TransGrid 330 kV transmission line transects the Project Site in the north-easter corner and will be used to connect the solar farm to the national electricity grid.

Key infrastructure to be constructed for the Project includes:

- Approximately 922,432 PV solar panels mounted on either fixed or tracking systems.
- Approximately 58 PCU composed of two inverters, a transformer and associated control equipment to convert DC energy generated by the solar panels to 33kV AC energy.
- Steel mounting frames with driven or screwed pile foundations.
- An onsite 330kV substation containing two transformers and associated switchgear to facilitate connection to the national electricity grid via the existing 330kV transmission line onsite.
- Underground power cabling to connect solar panels, combiner boxes and PCUs.
- Underground auxiliary cabling for power supplies, data services and communications.
- Buildings to accommodate a site office, indoor 33kV switchgear, protection and control facilities, maintenance facilities and staff amenities.
- Up to 1 km of access track off Barigan Road to the site via the existing TransGrid substation access road, which would require the construction of an access road between the Wollar substation and the proposed onsite substation.
- Internal access tracks for construction and maintenance activities.
- An energy storage facility with a capacity of up to 30 MWh (i.e., 30 MW power output for one hour) and comprising of lithium-ion batteries with inverters.
- Perimeter security fencing up to 2.3m high.
- Native vegetation planting to provide visual screening for specific receivers if any are required. During the construction phase, temporary ancillary facilities will be established on the site and may include:
  - Laydown areas.
  - Construction site offices and amenities.
  - Car and bus parking areas for construction staff.

The layout of the operational Project site is presented in **Figure 1**

### 1.4.3 Site staffing and hours of operation

The development will generate approximately 600 direct full-time equivalent (FTE) jobs throughout the construction period, with a peak workforce of around 400 personnel on-site at any given time. In compliance with Condition 1 of Schedule 3 in the Conditions of Consent (CoC), the site will daily transportation logistics can expect up to 72 deliveries by heavy goods vehicles, 40 bus movements for shuttling the workforce to and from the site, and 60 light vehicle movements. Consequently, it is anticipated that there will be approximately 290 vehicle movements during peak hours. The main works construction hours will generally be limited to Monday to Friday 7:00 am to 6:00 pm and Saturday 8:00 am to 1:00 pm, with no works on Sundays or Public Holidays. Some works outside these hours may be required and be governed by the **HSE-SUN-FORM-35 Out of Hours Work Permit** (OOHWP)

**Table 1 – Working hours**

| Activity                     | Day                        | Time                         |
|------------------------------|----------------------------|------------------------------|
| <b>Construction</b>          | Monday – Friday            | 7.00 am to 6.00 pm           |
|                              | Saturday                   | 8.00 am to 1.00 pm           |
|                              | Sunday and Public Holidays | None or As per OOHWP Permits |
| <b>Operation<sup>1</sup></b> | Monday – Monday            | Continuous                   |

<sup>1</sup> Electricity will only be generated during sunlight hours however, the energy storage system could be activated at any time.

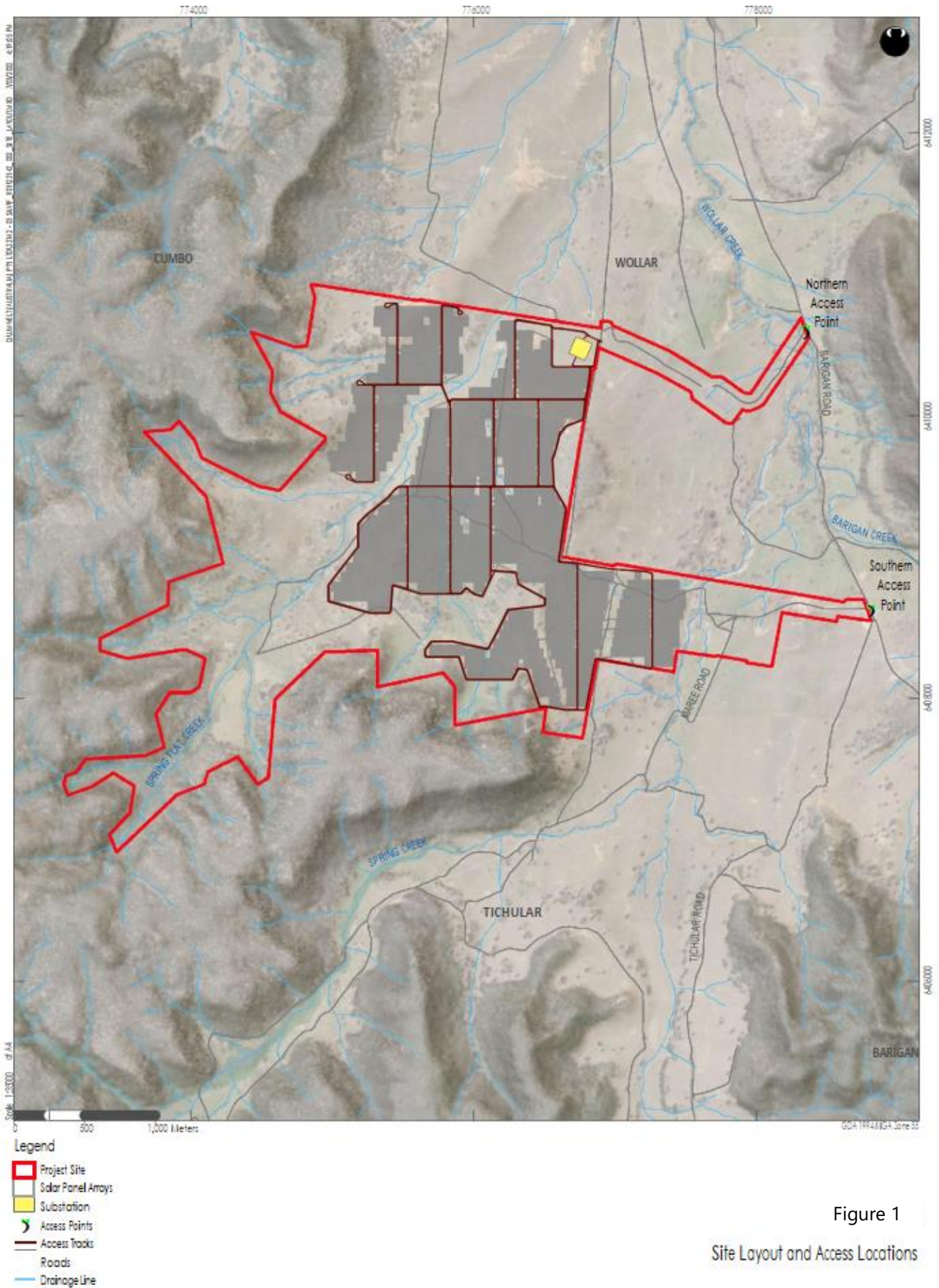


Figure 1  
Site Layout and Access Locations



### 1.4.4 Facilities

The Wollar Solar Farm's layout includes strategically placed temporary container offices to accommodate office staff and designated areas for lunch and breaks. These facilities are distributed across three different areas: compound 1, the main area, is adjacent to the Operations & Maintenance (O&M) building, Compound 2 is located to the west, and Compound 3 is situated to the southeast. See *Figure 2* These sites also serve as muster points and are the primary locations where the office staff spends most of their activity.

Beyond these areas lies the broader expanse of the solar farm field, a vast area of approximately 461 hectares that provides space for operational activities. Here is where the field workers perform their tasks. See *figure 2*



Figure 2

## 2. Types of Emergencies

### 2.1 Fire and Explosion

A fire or explosion on site can arise from various sources. Electrical fires in solar panel modules may result from equipment overheating or electrical failures that cause short circuits. Oil spills and bunds are at risk of ignition. Internal arcing in electrical equipment can generate sparks that ignite combustible materials. Vehicular accidents can lead to fuel leaks that, if ignited, can cause fires. Nearby bushfires or grassfires could spread to the site, potentially igniting transformers and other equipment. Additionally, electrical faults and sparking pose a risk of causing fires in offices and other facilities. **See 8.1 Fire Response Procedure**

#### 2.1.1 Fires in offices and other facilities

In the office and other facilities, an electrical fire (involving computers, printers, etc.) can spread quickly due to available fuel sources like paper and furniture. Since the site is manned during normal working hours, any fire is likely to be identified quickly by personnel. However, if a fire occurs after hours when fewer people are present, it may continue burning until emergency responders arrive, or it burns out.

#### 2.1.2 Combustible Liquids Fires

Diesel tanks, aerosol cans, petrol jerry cans and other flammable liquids or gases pose a fire hazard on site. Under certain conditions or if exposed to specific triggers, these substances can ignite, leading to a dangerous fire. If a jerry can containing petrol is exposed to high heat or open flames, the petrol can vaporize, and the vapors may ignite if they come into contact with an ignition source, leading to a fire or explosion. While diesel is less likely to ignite due to its higher flash point, it can still catch fire when exposed to direct flames, high pressure, or extreme heat. Similarly, aerosol cans can explode under these conditions. Such fires could require immediate intervention from the fire brigade to contain the flames and prevent the spread of the fire across the site.

### 2.2 Vehicular Collisions Leading to Fires

The site will have vehicle access for employees and any visitors. If a collision occurred, there is potential for fuel within the vehicles to ignite resulting in a fire. In such an event, personnel are present and can initiate first attack firefighting using extinguishers present in all vehicles. In the event these firefighting systems fail to control the fire, the fire brigade will be required. Vehicular movements around the site are limited to those specified in *Section 3.2.1*.

### 2.3 Bushfire/grassfire

The Project site is surrounded by Crown Land, a coal mine, a 500/330 kV TransGrid substation, and cattle-grazed agricultural land. The terrain features undulating topography with forested hills at the borders. Key topographical features include steep hills with sandstone escarpments, cliffs, rock outcrops, and debris slopes. There are also broad floodplain valleys and ephemeral waterways like Spring Flat Creek and Wollar Creek, along with unnamed tributaries and drainage lines.

The site is categorised as bushfire-prone, with most of it classified as Category 2 Vegetation, which poses a credible fire risk. Radiant heat from adjacent farmland fires could affect on-site electrical equipment, such as solar panels, and potentially escalate the incident.

To mitigate these risks, the Project includes Asset Protection Zones (APZs) fully contained within the development footprint. A 10-meter APZ will be maintained around the site's perimeter, featuring a 4-meter-wide gravel access track as a fire trail. Another 10-meter APZ will separate solar plant infrastructure from the site's remnant vegetation. Vegetation in these zones will be maintained per Planning for Bush Fire Protection (2019) guidelines.

A 20,000-liter water supply tank with a 65 mm Storz fitting and an FRNSW-compatible suction connection is available on-site. While bushfire escalation is not expected to be a significant concern, the fire brigade can respond to protect the assets depending on prevailing conditions and personnel availability.

Further details on bushfire management can be found in the "WSF-UMW-DV-PLN-0005 Bushfire Management Plan.

## 2.4 Hazardous and Dangerous Materials Spill

Key hazards relevant during the Project's construction and operational phases include:

- Spills (e.g., hydrocarbons, chemicals, greases, oils) causing soil contamination.
- Spills (e.g., hydrocarbons, chemicals, or sediment-laden water) contaminating nearby water bodies like Wollar Creek.
- Unexpected discovery of existing contaminants.

The site has a history of agricultural use, which may include buried waste and contaminants like herbicides and pesticides that could be uncovered during excavation. However, the Project EIS conducted by *NGH Environmental in 2019* identified no potential sources of contamination.

Diesel, hydraulic oil, AdBlue, grease, engine oil, and SF6 gas are some of the chemicals stored on site. These are maintained in proper storage tanks with impervious surfaces and bunding according to *Australian Standards*. Transformer oil is contained within a bunded area to prevent leaks.

To minimize the risk and impact of fuel spills, refuelling equipment must include a fuel tank, spill catch tray, and spill kit. Additional mobile spill kits are stationed at key locations for prompt cleanup. Daily pre-start checks, and regular equipment maintenance will be conducted per manufacturer instructions to reduce fuel and oil leaks from vehicles and machinery. Other preventative measures include:

- Regular maintenance and inspections to ensure equipment integrity.
- Monitoring and maintaining spill kits at designated locations.
- Providing staff training as required.
- Designing water diversions and sedimentation basins per the guidelines in *Managing Urban Stormwater: Volume 1 (Landcom, 2004)*.

A specific spill response plan is provided in **WSF-UMW-DV-PLN-0003 Spill & Contamination Plan**.

## 2.5 Medical Emergency or Personal Injury

Work-related accidents or illnesses at the site can lead to personal injuries, particularly during operations involving mobile plant, tool usage, or exposure to vegetation. In such cases, it may be necessary to evacuate personnel for medical emergencies. Sunterra Energy prioritizes preventing or reducing health and safety hazards through proactive planning, considering relevant WHS legislation, Codes of practice and ARC guidelines. **See 8.2 Medical Emergency**

## 2.6 Natural Events (Floods)

The Project site spans roughly 878 hectares and contains two main waterways: Wollar Creek and Spring Flat Creek. Hydrological and hydraulic modeling indicates that the Project's construction is unlikely to significantly affect flood behavior within the floodplain. However, sections of the site could face temporary flooding during heavy rainfall and high water flows near Spring Flat Creek and Wollar Creek. For a detailed flood response plan, refer to the **WSF-UMW-DV-PLN-0007 Flood Emergency Response Plan**.

## 2.7 Bomb Threat

A bomb threat is any communication or indication of an explosive device on-site, intended to instill fear, disrupt operations, or harm people. This includes verbal, written, electronic threats, or suspicious objects. **See 8.3 Bomb threat**

## 2.8 Collision of Vehicles

High traffic volumes are expected during peak times (start and end of shifts), with light vehicle transport being predominant. In addition to this, on-site traffic includes machinery and heavy vehicles, which may cause unwanted interaction with light vehicles or other mobile plant. Despite the implementation of on-site speed limits, off-site route allocation and positive communication protocols, incidents involving vehicle collision may still occur. **See 8.4 Vehicle Collision**

## 2.9 Trench Collapse

A trench collapse emergency occurs when the walls of an excavated trench unexpectedly cave in, posing an immediate danger to workers within or near the trench. This sudden collapse can result in workers being buried or trapped, leading to serious injury or fatality. **See 8.5 Trench Collapse**

## 2.10 Civil Disturbance / Armed Holdup / Personal Threat

An armed hold-up involves an individual or group using weapons to threaten, intimidate, or rob persons on the construction site. A civil disturbance includes riots, protests, or mass gatherings that disrupt site operations and pose a threat to the safety of workers. Personal threats can involve direct or implied threats of harm to individuals on-site.

Even though the site is in a rural area near a small town with a sparse population, the risk of vandalism or unauthorized access cannot be dismissed entirely. The most likely scenario involves intruders entering the facility during standard operations. The main hazard arises when staff encounter these individuals. **See 8.6 Civil Disturbance / Armed Holdup / Personal Threat**

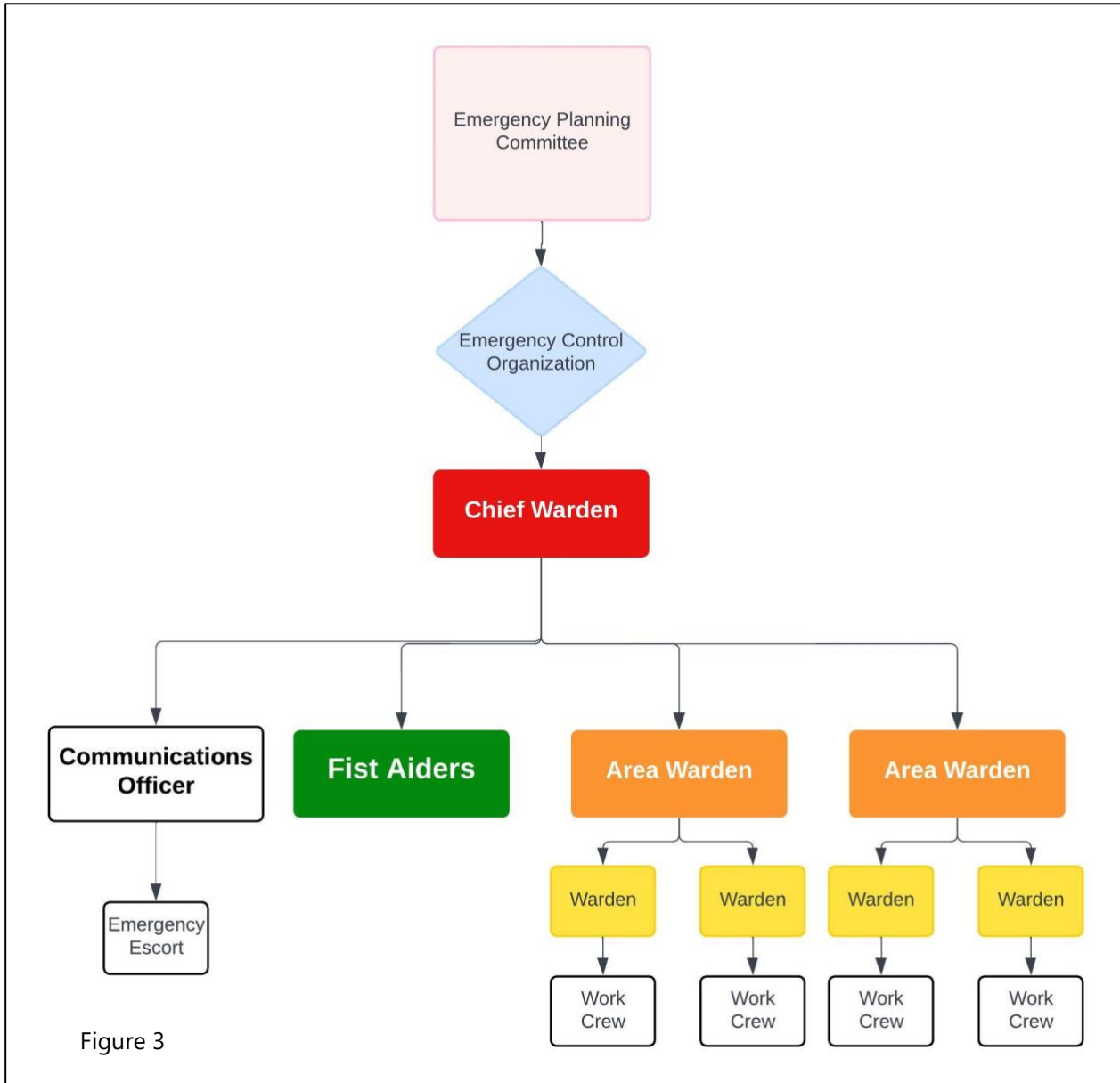
## 2.11 Evacuation

The evacuation procedure, detailed in the section **8.8 Evacuation Procedure**, provides comprehensive instructions for responding to emergencies. Upon activation of the emergency response alarm on channel 33, all personnel may be instructed to assemble at designated Emergency Muster Points by the Chief Warden. Area Wardens, monitoring and relaying information to their respective subcontractor or department channels, follow the chain of command from the Chief Warden. Equipment should be safely shut down if possible, and personal errands are to be avoided unless authorized. Work area supervisors ensure full evacuation, headcounts are performed, and the status is reported to the Chief Warden. Evacuation routes are used or adjusted as necessary, and the Chief Warden coordinates with emergency services to determine the safety of returning to the site.

### 3. Emergency Management Structure

#### 3.1 Structure

An Emergency Planning Committee will oversee the organization of emergency responses. This committee will appoint a group of members, known as the Emergency Control Organization (ECO), to manage responses in case of an emergency.



### 3.2 Emergency Planning Committee

#### 3.2.1 General Overview

An *Emergency Planning Committee* (EPC) will be established for the WSF to develop, implement, and maintain emergency response plans, procedures, and related training. This committee is crucial in ensuring all safety protocols and procedures are up-to-date and effectively monitored. The formation of the EPC will involve the project manager and other relevant stakeholders responsible for the facility, its occupants, and visitors. Sunterra Energy will ensure that the EPC is equipped with sufficient resources—time, finance, equipment, and personnel—to execute the emergency plan effectively.

### 3.2.2 Responsibilities

The *Emergency Planning Committee* is tasked with several critical responsibilities:

- Identifying potential emergency scenarios and preparing for them.
- Developing and implementing the **emergency plan**, ensuring it adheres to the relevant legislative requirements.
- Periodically testing and reviewing the emergency procedures to manage any risks associated with the site operations efficiently.
- Ensuring all personnel are trained on emergency response procedures, with particular focus on evacuation processes and emergency assembly points as outlined in the site's specific **Evacuation Procedure**, which is detailed in **Section 8.8** of this document.
- Maintaining a record of all *Emergency Planning Committee* activities and ensuring that all emergency plans are accessible to appropriate personnel and comply with the latest regulations.

### 3.2.3 Membership

The EPC will consist of at least two members, including management-level personnel such as the Project Manager, Construction Manager or HSE Manager, ensuring a broad representation of the facility's stakeholders. The committee may also include senior management, the chief warden and maintenance engineers. External consultants such as Zenergy, may be invited to provide specialist advice but will not be official members of the EPC.

The following personnel form the Emergency Planning Committee for Wollar Solar Farm project.

**Table 2 – Emergency Planning Committee Members**

| First and last name | Organisational title     | Contact Number | On-site UHF Channel |
|---------------------|--------------------------|----------------|---------------------|
| Gustavo Branda      | SE HSE Manager           | 04184317086    | #33                 |
| Bill Carmichael     | SE Project Manager       | 0449194579     | #33                 |
| Bernie James        | WSD Site Representative  | 0419011222     | #33                 |
| Emily Scanlon       | SE Environmental Manager | 0466718070     | #33                 |
| Jun Rao             | SEPD Project Manager     | 0487218885     | #33                 |

### 3.2.4 Meetings

The EPC is required to meet at least annually to review the emergency procedures and the overall effectiveness of the emergency response strategy. A comprehensive record of all meetings, including discussions, decisions, and actions taken, shall be documented and retained, adhering to the necessary legislative and regulatory frameworks.

### 3.2.5 Indemnity

Facility owners and managers should obtain professional advice regarding the level of indemnity protection provided to EPC members. It's advisable that all members are briefed on the extent of indemnity coverage to ensure they are adequately protected while performing their duties.

## 3.3 Emergency Control Organization

The Emergency Control Organization (ECO) comprises key personnel trained to fulfil specific roles and responsibilities. These members, selected by the Emergency Planning Committee (EPC), ensure a systematic and efficient response to mitigate the impact of emergencies.

For the specific needs of Wollar Solar Farm, assigning the following roles is necessary within ECO: chief warden, deputy chief warden, communications officer, area wardens and deputies, first aiders and wardens. The site ECO structure is shown in Figure 3.

### 3.3.1 Selection criteria for ECO members

Key criteria for selecting ECO members include their capacity for leadership, effective decision-making, and the ability to remain composed in high-stress situations. The EPC must ensure that the appointed personnel are not only capable of fulfilling their duties but also available to undertake their roles, capable of deputising for others, and willing to undergo training to stay prepared for any emergency. Deputies should be able to ensure smooth operations when the main ECO members are unavailable.

### 3.3.2 Authority

The ECO has overriding authority during emergencies, and their instructions take precedence over standard management structures to prioritize life safety above asset protection. An up-to-date register (**See Section 13. Emergency Contact List**) of all ECO members will be maintained under the chief warden's supervision.

### 3.3.3 Number of ECO Members

Considering the structural and occupant characteristics of the WSF, including its vast open space, able-bodied personnel, the use of 14 UHF channels for communication, and the dynamic nature of the site as construction phases progress, Sunterra Energy acknowledges the need for adequate numbers of ECO members. As a result of this dynamic nature, the managerial and supervisory structure also adapts. Therefore, Sunterra Energy believes that the best practice is to align the existing organisational and supervisory framework with the Emergency Control Organization (ECO) structure rather than selecting a fixed number of ECO members. This approach ensures that the number of ECO members is always current and meets the workforce's requirements and that the person appointed for the roles can lead.

The Sunterra Energy Project Manager, Construction Manager, HSE Manager, and Deputy HSE Manager will be assigned chief warden and deputy roles to ensure that at least two Chief Wardens are always on site.

Area wardens will be assigned department managers, such as Sunterra Logistics Manager. Regarding subcontractors, senior management personnel will be assigned the role of Area warden, such as Subcontractor project manager or construction manager.

The Warden's role will be assigned to a supervisory team, such as field Supervisors, leading Hands, and Team Leaders. This familiarity enables the warden's existing role as a point of authority to seamlessly transition from construction management to emergency response.






Additionally, the number of first aiders required on-site is based on the "WSF-SUN-HSE-RA First Aid Assessment," which outlines the following requirements:

- **HLTAID011 - Provide First Aid:** 10% of the workers performing High-Risk Work.
- **HLTAID009 - Provide Cardiopulmonary Resuscitation (CPR):** 10% of the total personnel on site.
- **UETDRMP007 - Perform Rescue from a Live Low Voltage Panel:** At least one worker trained in low voltage rescue per team.

Regarding the communications officer, two will be assigned, the HSE Admin, and a deputy.

### 3.3.4 Identification

The members of the ECO shall be identifiable by helmets featuring the required colour through stickers See Table 3. This type of identification used for each ECO designation shall be consistent throughout the entire WSF project.

| ECO Position           | ID on hard hat  | Description  |
|------------------------|---|--|
| Chief warden           |    | Red back ground with White letters                   |
| Area warden            |    | Orange background with White letters                 |
| Warden                 |   | Yellow background with Black letters                 |
| Communications officer |  | Black background with 2 yellow stripes.              |
| First Aiders           |  | Green background with white letters and white cross. |



### 3.3.5 Roles and responsibilities

#### 3.3.5.1 Chief warden



##### Pre-Emergency

- Maintain a current register of ECO members.
- Replace ECO members when a position becomes vacant.
- Conduct regular exercises.
- Ensure the emergency response procedures are kept up-to-date.
- Attend meetings of the EPC, as appropriate.
- Attend training and emergency exercises, as required by the EPC.
- Ensure personal ECO identification is available.

##### Emergency

- Lead hazard and emergency response actions, delegating authority as needed.
- Operate from the emergency location, supported by other team members.
- Act as the liaison between the site emergency response team and the combat agency.
  - Hand over control to the Emergency Services during an emergency and provide assistance.
- Update and coordinate an annual review and update of the site Emergency Response Plan.
- Arrange and conduct emergency drills and exercises throughout the year, including:
  - Tabletop exercises
  - Full-scale emergency exercises or evacuations at least every two years.
- Take control and ascertain the nature of the emergency.
- Ensure the appropriate Emergency Service is notified.
- Inform Area Wardens as appropriate.
- Evaluate the situation, use available information and resources, and initiate an action plan in accordance with emergency procedures.
- Control entry to affected areas.
- Monitor the progress of the evacuation and record actions in an incident log.
- Upon arrival, brief Emergency Services personnel on the type, scope, location of the emergency, and evacuation status.
- Act on the senior officer's instructions and carry out necessary actions as directed by Emergency Services.

##### *Deputy Chief Warden Responsibilities:*

- Take on Chief Warden responsibilities if the Chief Warden is unavailable.
- Provide assistance to the Chief Warden as required.

##### Post Emergency

- When the emergency incident is rendered safe or the Emergency Service returns control, notify the ECO members to have occupants return to their facility, as appropriate.
- Organize a debrief with ECO members and, where appropriate, with any attending Emergency Service.
- Compile a report for the EPC and management.

### 3.3.5.2 Communications officer:



#### Pre-Emergency

- Ensure personal proficiency in operation of facility communication equipment.
- Maintain records and logbooks and make them available for emergency response.
- Ensure that ECO members are proficient in use of the facility communication equipment.
- Ensure that emergency communication contact details are up-to-date.
- Attend training and emergency exercises, as required by the EPC.

#### Emergency

- Ascertain the nature and location of the emergency.
- Confirm the appropriate Emergency Service has been notified and provide updates to the Chief Warden as requested.
- Notify relevant ECO members.
- Transmit instructions and information.
- Record a log of events during the emergency.
- Act as directed by the Chief Warden.
- Stay alert on the radio.
- Remain in the site control center (HSE office) where phone reception is available.
- Assist the Chief Warden in the emergency command center and with field communications (e.g., phones, radios, media).

#### Post Emergency

Collate records of events during the emergency for the debrief and ensure they are secured for future reference.

### 3.3.5.3 Area warden:



#### Pre-Emergency

- Confirm sufficient wardens for area of responsibility.

#### Emergency

- Implement the emergency response procedures for their floor or area.
- Ensure that the appropriate Emergency Service has been notified. Direct wardens to check the floor or area for any abnormal situation.
- Commence evacuation if the circumstances on their floor or area warrant this.
- Communicate with the chief warden by whatever means available and act on instructions.
- Advise the chief warden as soon as possible of the circumstances and action taken.
- Co-opt persons as required to assist a warden during an emergency.
- Confirm that the activities of wardens have been completed and report this to the chief warden or a senior officer of the attending Emergency Services if the Chief Warden is not contactable.

#### Post Emergency

- Compile a report of the actions taken during the emergency for the debrief.



### 3.3.5.4 Wardens

| Pre-Emergency   |
|---|
| <ul style="list-style-type: none"> <li>• Ensure that all occupants are aware of the emergency response procedures.</li> <li>• Carry out safety practices (e.g., clear egress paths, access to first-attack equipment and disposal of rubbish).</li> <li>• Ensure personal ECO identification is available.</li> <li>• Attend training and emergency exercises, as required by the EPC.</li> </ul>   |
| Emergency   |
| <ul style="list-style-type: none"> <li>• Act as floor or area wardens.</li> <li>• Operate the communication system(s) in place.</li> <li>• Check that any fire doors and smoke doors are properly closed.</li> <li>• Close or open other doors in accordance with the emergency response procedures.</li> <li>• Search the floor or area to ensure all people have evacuated. This function is of greater importance than a later physical count of those evacuated.</li> <li>• Ensure orderly flow of people into protected areas, for example, stairways.</li> <li>• Assist occupants with disabilities.</li> <li>• Act as leader of groups moving to nominated assembly areas.</li> <li>• Report status of required activities to the floor or area warden on their completion.</li> </ul> |
| Post Emergency  |
| <ul style="list-style-type: none"> <li>• Compile a report of the actions taken during the emergency for the debrief.</li> </ul>   |



### 3.3.5.5 First Aiders:

| Pre-Emergency  |
|--|
| <ul style="list-style-type: none"> <li>• Attend regular training.</li> <li>• Practise use of specialized equipment.</li> <li>• Maintain specialised equipment as per manufacturers' specifications.</li> <li>• NOTE: Examples of specialized equipment include spill-kits and breathing apparatus.</li> <li>• Ensure that personal protective equipment is maintained and available.</li> <li>• Ensure personal ERT identification is available.</li> <li>• Pre-emergency planning.</li> <li>• Attend training and emergency exercises, as required by the EPC.</li> </ul> |
| Emergency  |
| <ul style="list-style-type: none"> <li>• Respond to the emergency as directed by the chief warden.</li> <li>• Communicate the status of the situation with the chief warden.</li> <li>• Hand over and brief Emergency Services on arrival.</li> </ul>  |
| Post Emergency   |
| <ul style="list-style-type: none"> <li>• Clean and service used specialised equipment.</li> <li>• Replace specialized equipment as necessary.</li> </ul> <p><i>NOTE: The re-entry and post-emergency actions should be done in collaboration with the facility owners, managers, occupiers, and employers.</i></p>   |

## 4. Training & Awareness

### 4.1 General Training for All Personnel

All site personnel, including subcontractors, will receive instruction on the correct response to emergencies or evacuations as outlined in the appendices to this EMP, covering:

- Emergency contacts
- Emergency Response Diagram
- Emergency Evacuation Protocol
- Bushfire Action Statement
- Emergency Services Contact Instruction

The Emergency Planning Committee will ensure that all project personnel are trained to respond appropriately to emergencies. Training will include exercises and assessments captured in **WSF-HSE-FRM-Warden Training**.

### 4.2 Training for EPC Members

Training provided to EPC members to enable them to competently execute their obligations in accordance with Clause 6.1a of AS3745 must address, but not necessarily be limited to, the following:

- Developing, managing, and maintaining an emergency plan.
- The duties of the EPC and ECO as described in the emergency response procedures and emergency plan.
- The conduct of site-specific emergency identification and analysis.
- Establishing and managing an ECO (see Clause 2.2).
- The management of appropriate documentation.
- The management and development of assessment activities.
- The development and implementation of training activities including emergency exercise management.
- Emergency mitigation, emergency preparedness, and emergency prevention.
- The installed fire safety systems, for example, sprinkler systems, fire doors, and installed emergency communications, notifications, and warnings.
- Liaison with Emergency Services.
- Post-evacuation management.

### 4.3 Training for ECO Members

All Emergency Control Organization (ECO) members, including nominated deputies, shall be trained to develop the necessary skills and knowledge to undertake their duties as set out in the emergency response procedures. Sufficient personnel will be trained in all ECO positions to account for absences. Re-training will be conducted following any revision of the emergency response procedures.

The training will address, but not necessarily be limited to:

- Duties of the ECO as described in the emergency response procedures and emergency plan
- Procedures for specific emergencies contained in the emergency plan
- Responding to alarms and reports of emergencies
- Reporting emergencies and initiating the installed emergency warning equipment
- Communication during emergencies
- Pre-emergency, emergency, and post-emergency activities
- Assisting occupants and visitors with disabilities
- Human behaviour during emergencies

- Use of installed emergency response equipment
- Skill retention activities.

#### 4.4 Training for Chief Warden, Deputy Chief Warden, and Communications Officer

In addition to the general training for all ECO members, the Chief Warden, Deputy Chief Warden, Communications Officer, and their deputies will receive additional training, including:

- Duties of the Emergency Planning Committee (EPC)
- Decision-making, command, and control
- Record keeping
- Coordination of communications during emergencies.
- Liaison with Emergency Services
- Coordination of evacuation activities
- Implementation of post-emergency activities in accordance with the emergency plan

#### 4.5 Training for all workers and Drills

General training in emergency preparedness will be provided to all workers covering:

- Definition and types of emergencies
- Emergency facilities, their function, location, and how to use them
- Means of communication and location of communication facilities
- Actions in case of emergency
- Evacuation procedures
- How to identify an ongoing emergency.

New employees will receive this training at their site induction. Retraining will be carried out annually, ECO members will attend a skill retention activity at intervals not greater than 6 months. Simulated emergencies and drills involving all emergency functions will be conducted biennially.

#### 4.6 Training Materials

ECO and occupants will be supplied with training materials appropriate to their roles and responsibilities as determined by the emergency plan. Materials will be site-specific and provided in formats that can be comprehended by the recipient, such as:

- Printed materials (including large print)
- Training will include exercises and assessments captured in **WSF-HSE-FRM-Warden Training**.
- Electronic format (Dashpivot), including the induction form.
- Languages other than English
- Single reference charts (Training/Duty Cards)

When emergency colour codes are used, they will be in accordance with Clause 4.3 of AS3745.

## 5. Communication

In the event of an emergency, the primary methods of communication will be UHF radio and mobile telephone. Air horns will be used for raising the alarm to portable building occupants (offices)

The protocol includes broadcasting the alert 'Emergency, Emergency, Emergency' over the radio in channel 33 to initiate the emergency response. At this point, the Chief Warden assumes control of all radio communications with the emergency response team. Following the emergency response activation, the Chief Warden coordinates the emergency response team and communications with the necessary emergency services.

To ensure clear and effective communication, individuals not involved in managing the emergency are required to refrain from using the radio. This allows unimpeded communication between the Chief Warden and emergency responders.

### 5.1 Post-emergency debriefing

Shortly after an emergency (or response exercise), the ECO and other key participants shall attend a debriefing session conducted by the chief warden.

The EPC shall arrange for the procedures to be amended where necessary and disseminate the information to all ECO members.

Workers shall be debriefed on the assessment results referencing the **HSE-SUN-FORM-12.2 Emergency Evacuation Review Sheet** and the required corrective actions. The Project Corrective Actions Register shall be updated accordingly.

## 6. Site access for emergency services

To ensure local emergency services have continuous access to the site, security measures will be implemented in consultation with local emergency services, including the Local Emergency Management Committee (LEMC).

When an ambulance is en route to the site, the chief warden will arrange for an escort from Wollar town. If a helicopter is required, the pilot will assess and approve the landing area.

## 7. Termination of an emergency

In the event of an emergency requiring intervention by emergency services, the Chief Warden will transfer command to the emergency services controller, providing all necessary information and assistance as needed. The Chief Warden will continue to liaise with emergency services to assess the status of the emergency. Once the situation is under control and the emergency services controller agrees, authority over the facility will be returned to the Chief Warden. At this point, the Chief Warden may declare the emergency resolved and communicate this update to all workers and relevant stakeholders.

## 8. Emergency Response Procedures- Specific Emergencies

The following procedures will be enacted immediately by the Chief Warden or directed to other persons, including ECO members, under the leadership of the Chief Warden once aware of an emergency. This information is not a substitute for formal first aid training. Formal instruction in first aid is required for WSF first aiders. This material is intended to provide general guidance and should not be used as a strict protocol, as circumstances may vary. First aid training is a priority and essential for proper response in emergency situations.

| Emergency Type                 | Colour Code        | Examples   |
|--------------------------------|--------------------|--|
| Fire or Smoke                  | <b>Code Red</b>    | Smoke or Fire (building fire, vehicle fire, bushfire)          |
| Medical Emergency              | <b>Code Blue</b>   | Crush, amputation, heart attack, unconsciousness               |
| Bomb Threat                    | <b>Code Purple</b> | Bomb or unknown package  |
| Internal Emergency             | <b>Code Yellow</b> | Vehicle collision, vehicle/plant or equipment, Trench Collapse |
| Armed Hold up /Personal Threat | <b>Code Black</b>  | Security threat (armed)  |
| External Emergency             | <b>Code Brown</b>  | Flood, Cyclone, Earthquake, Lightning                          |
| Environmental Emergency        | <b>Code Green</b>  | Spill and Contamination  |
| Evacuation                     | <b>Code Orange</b> | Evacuation (partial or full)                                   |
| Resume Normal Duties           | ALL CLEAR          |  |

## 8.1 Fire Response Procedure

### FIRE RESPONSE PROCEDURE

#### General Instructions for All Fires (Surface fire, Building fire)

1. **Do Not Panic:** Remain calm and follow all instructions.
2. **Report:** Any fire, no matter how small, must be reported to the Chief warden, who will travel to the scene of the fire.
3. **Assess the type and severity** of fire emergency.
4. **Send for Help:** Use the Two-Way radio on UHF Channel 33 and call "Emergency, Emergency, Emergency." Request assistance from the relevant ECO members. Call Triple Zero (000) if required.

**Evaluate Safety:** Assess if it is safe to remain in the area or if evacuation is necessary. Move to a smoke-free or safe area if needed and evacuate building.

**Firefighting Efforts:** Attempt to fight the fire only if:

- You have a clear escape route.
- You are trained and feel confident in using firefighting equipment.
- The fire is small and controllable.
- You have the appropriate equipment, such as fire extinguishers or watercart trucks. Select the correct firefighting medium based on the type of fire (e.g., avoid using water on electrical fires).
- Never attempt to extinguish fires involving explosives or hazardous substances without proper training and equipment.
- For hazardous substance fires: attempt to fight the fire only if you have knowledge of the MSDS, a clear escape route, are trained, and have appropriate PPE (e.g., SCBA breathing apparatus).

**Isolate Power:** Turn off power at the main switchboard if it is safe to do so, and confirm the isolation to prevent electrical hazards.

**Evacuate if Necessary:** If the fire cannot be controlled or the smoke is dark and dense (indicating a fuel-rich fire), evacuate the area immediately.

**Ensure clear access** for emergency services and provide them with a situation report, including building sweep details, missing workers, building plan, and any inherent dangers.

**Liaise with emergency services** upon their arrival.

**Identify potential harm to other buildings or facilities.**

**Ensure workers report to the muster area.**

**Initiate an investigation** into the emergency.



## **FIRE RESPONSE PROCEDURE (continued)**

**The following sections provide additional specific guidance and comments for different types of fires to ensure a comprehensive and effective response.**

### **Vehicle Fire**

1. Call for emergency assistance immediately.
2. Identify potential dangers (e.g., fallen power lines, unstable vehicle, combustible sources, oncoming traffic).
3. Render assistance if possible.
4. Proceed to a smoke-free area to assess the extent of the fire if safe.
5. Attempt to fight the fire only if you have a clear escape route, are trained, and feel confident.
6. Evacuate if smoke is dark and dense.
7. Retreat to clear air if the fire cannot be extinguished.

### **Explosives Fire**

1. Call for emergency assistance immediately.
2. Evacuate to a safe distance of at least 500 meters.
3. Never approach an explosives fire.

## 8.2 Medical Emergency

### MEDICAL EMERGENCY

#### 1. Assess using the DRSABCD protocol:

- **Danger:** Ensure the scene is safe for you and the patient. Move the patient if necessary to a safer location.
- **Response:** Check for a response by gently shaking the shoulder and asking questions such as, "Can you hear me? What's your name? Squeeze my hand."
- **Send for Help:**
  - Use the Two-Way radio on UHF Channel 33 and call "Emergency, Emergency, Emergency." Request assistance from the relevant ECO members.
  - Call Triple Zero (000)
- **Airway:** If the patient is unresponsive, ensure their airway is clear and open.
- **Breathing:** Check if the patient is breathing normally.
  - If the patient is breathing and responsive, monitor them closely and keep them calm until help arrives.
  - If the patient is not breathing or not breathing normally, proceed to CPR.
- **CPR:** If the patient is not breathing or not breathing normally, begin CPR with 30 compressions followed by 2 breaths. Continue until help arrives or it is physically impossible to continue.
- **Defibrillation:** If available, attach a defibrillator and follow the prompts provided by the device. If not available, request immediate delivery to the site of the incident.

2. **Stay with the Patient:** Monitor and keep the patient calm until help arrives.

3. **Advise ECO:** Advise and lead ECO members on hazards to avoid and the appropriate actions to take. Liaises with the First Aiders and coordinates required assistance.

4. **Coordinates with emergency services upon their arrival.**

5. **Clear the Area:** Ensure non-essential staff leave the area.

6. **Declare Emergency Over:** Authorize the 'all clear' signal.

7. **Report the Incident:** Document the incident afterwards.

8. **Seek Support:** Debrief with a trained professional to ensure your health and well-being.

**Note:** Emergency services will coordinate urgent medical transfers via air evacuation if required.

### 8.2.1 Specific Guidelines

Every medical emergency must first be analyzed using the DRSABCD protocol to ensure a safe and effective response. In any specific medical emergency, the knowledge and judgment of first aiders are paramount. The following guidelines serve as refreshers to aid first aiders in managing various medical emergencies effectively.

| <b>SEVERE BLEEDING</b>   |   |
|--|---|
| <b>Signs and Symptoms</b>  | <b>What to Do</b>   |
| <p>As well as the obvious sign of blood coming from a wound, signs and symptoms of severe bleeding include:</p> <ul style="list-style-type: none"> <li>• weak, rapid pulse</li> <li>• pale, cool, moist skin</li> <li>• pallor, sweating</li> <li>• rapid, gasping breathing</li> <li>• restlessness</li> <li>• nausea</li> <li>• thirst</li> <li>• faintness, dizziness or confusion</li> <li>• loss of consciousness</li> </ul> <p>Examples of severe and life-threatening bleeding include the following situations:</p> <ul style="list-style-type: none"> <li>• an amputated or partially amputated limb above the wrist or ankle</li> <li>• shark attack, propeller cuts or similar major trauma to any part of the body.</li> </ul> | <ol style="list-style-type: none"> <li>1. Follow DRSABCD.</li> <li>2. Apply gloves if available. Help the patient to lie down. Remove or cut the patient's clothing to expose the wound.</li> <li>3. Apply firm, direct and continuous pressure on the bleeding wound initially with your hands until the bleeding stops. The patient or a bystander can do this.</li> <li>4. When available, apply a pad or dressing in or directly over the wound and apply firm, direct and continuous pressure until the bleeding stops.             <ul style="list-style-type: none"> <li>○ If an object is embedded in or protruding from a wound, apply pressure on either side of the wound and place pads around the object before bandaging.</li> </ul> </li> <li>5. Once bleeding is controlled, secure the pad by bandaging firmly, ensuring the pad remains directly over the wound. Observe for any further bleeding.</li> <li>6. Continue to check the patient's vital signs (consciousness, breathing and pulse) and look for recurrence of bleeding. Do not give the patient anything to eat or drink.</li> <li>7. If the bleeding is not controlled and:             <ul style="list-style-type: none"> <li>▪ the bleeding is on a limb, apply an arterial tourniquet (if available) and tighten until the bleeding stops. Advise the patient that this will cause pain.</li> <li>▪ the bleeding is not on a limb, remove existing dressings and apply a haemostatic dressing (if available) in or directly over the wound and apply firm, direct and continuous pressure until the bleeding stops.</li> </ul> </li> <li>8. Call Triple Zero (000) for an ambulance.             <ul style="list-style-type: none"> <li>• Bleeding should be managed as severe and life-threatening if it cannot be controlled by firm, direct and continuous pressure, and/or there are signs of shock.</li> <li>• If it is obvious that severe and life-threatening bleeding is present, controlling bleeding before the Airway and Breathing can be life-saving. Send for help early by calling Triple Zero (000).</li> </ul> </li> </ol> |

| <b>HYPOTHERMIA</b>  |  |
|---|--|
| <b>Signs and Symptoms</b>   | <b>What to do</b>  |
| <p><b>Mild</b></p> <ul style="list-style-type: none"> <li>• feeling cold</li> <li>• shivering</li> <li>• clumsiness and slurred speech</li> <li>• apathy and irrational behaviour</li> </ul> <p><b>Severe</b></p> <ul style="list-style-type: none"> <li>• shivering ceases</li> <li>• difficult to find pulse</li> <li>• slow heart rate</li> <li>• loss of consciousness</li> </ul> | <ol style="list-style-type: none"> <li>1. Follow DRSABCD.</li> <li>2. Move the patient to a warm, dry place.</li> <li>3. Help the patient to lie down in a comfortable position. Handle the patient as gently as possible, avoiding excess activity and movement.</li> <li>4. Remove any wet clothing from the patient.</li> <li>5. Place the patient between blankets or in a sleeping bag, and wrap them in an emergency blanket.</li> <li>6. Cover the patient’s head to maintain body heat.</li> <li>7. Give the patient warm drinks if they are conscious. Do not give alcohol.</li> <li>8. Place hot water bottles, heat packs and other sources of external heat directly on the patient’s neck, armpits and groin. Be careful to avoid burns. Body-to-body contact can be used if other means of rewarming are not available.</li> <li>9. If hypothermia is severe, call Triple Zero (000) for an ambulance.</li> <li>10. Stay with the patient until medical aid arrives.</li> </ol> <ul style="list-style-type: none"> <li>• <b>DO NOT rub affected areas.</b></li> <li>• <b>DO NOT use radiant heat such as fire or electric heaters.</b></li> <li>• <b>DO NOT give alcohol.</b></li> </ul> |

## HEAT-INDUCED ILLNESS

| Signs and Symptoms  | What to do  |
|---|---|
| <p><b>Signs</b></p> <ul style="list-style-type: none"> <li>The patient can be hot, sweaty and breathless.</li> <li>Or they can be hot and dry by the time they are seen.</li> <li>If the patient is not sweating, this is a sign of serious illness.</li> </ul> <p><b>Other gradual signs can include:</b></p> <ul style="list-style-type: none"> <li>not able to continue the activity—feeling hot, exhausted and weak</li> <li>high body temperature</li> <li>dizziness and faintness</li> <li>nausea, vomiting or diarrhoea</li> <li>pale skin and other signs of shock</li> <li>rapid weak pulse</li> <li>poor muscle control or weakness, or unsteady gait</li> <li>decreasing levels of consciousness, confusion, or seizures.</li> </ul> <p><b>(previously called heat exhaustion and heat stroke)</b></p> <div style="border: 1px solid red; padding: 5px; margin-top: 10px;"> <p>Carbohydrate electrolyte fluids (any commercially available 'sports drink') can be an alternative to water for the management of exertion-related dehydration. As a guiding principle, oral rehydration should be guided by the patient's thirst, although the patient cannot feel thirst when dehydrated.</p> </div> | <ol style="list-style-type: none"> <li>1. Follow DRSABCD.</li> <li>2. Lie the patient down in a cool or shaded area.</li> <li>3. <b>STRIP</b> the patient of as much clothing as possible. If the patient does not improve quickly (within 10 minutes), call Triple Zero (000) for an ambulance.</li> <li>4. <b>SOAK</b> the patient with any available water.</li> <li>5. <b>FAN</b> the patient continuously.</li> <li>6. Give cold water to the patient to drink if they are fully conscious and able to swallow.</li> </ol> <ul style="list-style-type: none"> <li>A heat-induced illness can quickly become life-threatening. If the patient does not improve quickly (within 10 minutes), send for an ambulance. Call Triple Zero (000).</li> <li>First aid for a heat-induced illness is cooling and rehydration.</li> </ul> <ol style="list-style-type: none"> <li>1. Immerse the patient (whole body from the neck down) using the first aid shower of cold water (preferably 1–7°) for 15 minutes.</li> <li>2. Continuously observe the patient to ensure an open airway in case of any change in their level of consciousness. If a cold bath is not available, use a combination of the following:             <ul style="list-style-type: none"> <li>Wet the patient with cool or cold water under a shower or with a hose or other source of running water.</li> <li>Apply cold packs to the neck, groin, armpits, facial cheeks, palms of hands, soles of feet.</li> <li>Repeatedly wet the skin with a wet cloth or spray bottle.</li> <li>Fan continuously.</li> </ul> </li> </ol> |

## FRACTURE AND DISLOCATION

| Signs and Symptoms   | What to Do   |
|--|--|
| <p><b>Fracture</b></p> <ul style="list-style-type: none"> <li>pain or tenderness at or near the site of the injury</li> <li>swelling</li> <li>deformity</li> <li>discolouration, redness, bruising</li> <li>loss of function</li> <li>the patient felt or heard the break occur</li> <li>a coarse grating sound is heard or felt as bones rub together</li> </ul> <p><b>Dislocation</b></p> <ul style="list-style-type: none"> <li>pain at or near the site of the injury</li> <li>difficulty or inability to move the joint</li> <li>abnormal mobility of the limb</li> <li>loss of power</li> <li>deformity (such as an abnormal lump or depression)</li> <li>tenderness</li> <li>swelling</li> <li>discolouration and bruising</li> </ul> | <p><b>Fracture</b></p> <ol style="list-style-type: none"> <li>1. Follow DRSABCD.</li> <li>2. Ask the patient to remain as still as possible.</li> <li>3. Control any bleeding, cover any wounds and check for other fractures.</li> <li>4. Immobilise the broken bone by placing a padded splint along the injured limb.</li> <li>5. Secure the splint by passing the bandages above and below the break to prevent movement. Tie the bandages firmly and away from the injured side.</li> <li>6. For a leg fracture, also immobilise the foot and ankle. Support the limb while bandaging.</li> <li>7. Check that the bandages are not too tight and watch for signs of loss of circulation to the limb every 15 minutes.</li> <li>8. Seek medical aid.</li> </ol> <p><b>Dislocation</b></p> <ol style="list-style-type: none"> <li>1. Follow DRSABCD.</li> <li>2. Rest and support the limb using soft padding and bandages.             <ul style="list-style-type: none"> <li>○ For a shoulder injury, support the arm as comfortably as possible.</li> <li>○ For a wrist injury, support the wrist in a sling.</li> </ul> </li> <li>3. Apply a cold pack directly over the injured joint, if possible.</li> <li>4. Seek medical aid.</li> <li>5. Check circulation of the limb. If circulation is absent, call Triple Zero (000) for an ambulance. Massage the limb gently to try to restore circulation.</li> </ol> <ul style="list-style-type: none"> <li>It can be difficult to tell whether an injury is a fracture, dislocation, sprain or strain. If in doubt, always treat as a fracture.</li> <li>DO NOT try to force a broken or dislocated bone back into place.</li> </ul> |

## EYE INJURIES

### Warnings and cautions

- Act with extreme **urgency** (within seconds) if it is a heat or chemical burn.
- **Do not try to remove any object** that is embedded in or penetrating from the eye.
- If the injury is severe do not persist in examining the eye.
- Be careful not to apply pressure to the eyeball because this may cause permanent damage.
- Inspection of the eye may be difficult because of spasm, swelling or twitching; mucus and blood discharge; or injuries to the eyelid or face.
- Warn the injured person of the importance of NOT rubbing their eyes, even if the desire to do so is very strong. Rubbing may damage the cornea or other parts of the eye.

#### Contact lenses

- If the injured person wears contact lenses that can be removed easily, ask them to remove the lenses before you deal with the eye injury.
- **DO NOT** remove the contact lenses yourself.
- **DO NOT** remove a contact lens if the surface of the eye is badly injured.

| Signs and Symptoms   | What to Do   |
|--|--|
| <ul style="list-style-type: none"> <li>• Pain in or around the eye</li> <li>• Redness and tearing</li> <li>• Blurred or loss of vision</li> <li>• Sensation of something in the eye</li> <li>• Bleeding from the eye</li> <li>• Swelling around the eye</li> </ul> | <p><b>Penetrating injury</b></p> <ol style="list-style-type: none"> <li>1. Follow DRSABCD.</li> <li>2. Lie the patient on their back and reassure them.</li> <li>3. Cover the injured eye only with an eye pad or a sterile, non-stick dressing.</li> <li>4. Ensure the patient does not rub the injured eye.</li> <li>5. Seek medical aid or call Triple Zero (000) for an ambulance.</li> </ol> <p><b>Chemical in the eye</b></p> <ol style="list-style-type: none"> <li>1. Follow DRSABCD.</li> <li>2. Flush the eye with large amounts of water for at least 15 minutes.</li> <li>3. Tilt the head to the side, with the affected eye down, and hold the eyelids open.</li> <li>4. Seek medical aid or call Triple Zero (000) for an ambulance.</li> </ol> <p><b>Foreign object in the eye</b></p> <ol style="list-style-type: none"> <li>1. Follow DRSABCD.</li> <li>2. Do not attempt to remove the object if it is embedded in the eye.</li> <li>3. Cover the injured eye with an eye pad or a sterile, non-stick dressing.</li> <li>4. Seek medical aid or call Triple Zero (000) for an ambulance.</li> </ol> |

| <b>ELECTRIC SHOCK</b>  |  |
|--|--|
| <b>Signs and Symptoms</b>  | <b>What to Do</b>  |
| <ul style="list-style-type: none"> <li>Difficulty in breathing or no</li> <li>Breathing at all</li> <li>A weak, erratic pulse or no pulse at all</li> <li>Burns, particularly entry and exit burns</li> <li>Loss of consciousness</li> <li>Cardiac arrest</li> </ul>   | <ul style="list-style-type: none"> <li>Check for danger to yourself, bystanders, and the patient.</li> <li>Switch off power, if possible, before trying to help the patient.</li> <li>If the patient is in contact with high voltage lines, do not approach, but wait until power is disconnected by authorised electrical personnel.</li> <li>If power cannot be switched off quickly, remove the patient from the electrical supply without directly touching them. Use a non-conductive, dry material (e.g., a dry wooden broom handle).</li> <li>Follow DRSABCD. Call Triple Zero (000) for an ambulance.</li> <li>Hold any burnt area under cool running water for 20 minutes.</li> <li>Remove jewellery and clothing from burnt areas, unless stuck to the burn.</li> <li>Cover the burnt area with a loose and light non-stick dressing, preferably clean, dry, non-fluffy material such as plastic cling film.</li> <li>Seek medical aid.</li> </ul> |
| <b>Downed Power Lines</b>  |  |
| <ul style="list-style-type: none"> <li>Remain at least 6 metres from any cable</li> <li>DO NOT attempt to remove the</li> <li>cable.</li> <li>If a vehicle is being touched by a high voltage cable, DO NOT go near the vehicle or try to remove</li> <li>The patient from the vehicle.</li> <li>Advise the patient not to move</li> </ul> |  |



## SPINAL AND NECK INJURY

| Signs and Symptoms   | What to Do  |
|--|---|
| <ul style="list-style-type: none"> <li>pain at or below the site of the injury</li> <li>tenderness over the site of the injury</li> <li>absent or altered sensation below the site of the injury, such as tingling in hands or feet</li> <li>loss of movement or impaired movement below the site of the injury</li> </ul> | <p><b>Unconscious breathing patient</b></p> <ol style="list-style-type: none"> <li>1. Follow DRSABCD.</li> <li>2. Call Triple Zero (000) for an ambulance.</li> <li>3. Place the patient in the recovery position. Carefully support their head and neck, and avoid twisting or bending during movement.</li> <li>4. Ensure the patient's airway is clear and open.</li> <li>5. Hold the patient's head and neck steady to prevent twisting or bending of the spine.</li> </ol> <p><b>Conscious patient</b></p> <ol style="list-style-type: none"> <li>1. Follow DRSABCD.</li> <li>2. Call Triple Zero (000) for an ambulance.</li> <li>3. Keep the patient in the position found. Only move if in danger.</li> <li>4. Reassure the patient. Ask them not to move.</li> <li>5. Loosen any tight clothing.</li> <li>6. Hold the head and neck steady to prevent twisting or bending of the spine.</li> </ol> <p><b>Spinal and neck injury</b></p> <ul style="list-style-type: none"> <li>If the patient is unconscious as a result of a head injury, you should always suspect a spinal injury.</li> <li>DO NOT move a patient with a suspected spinal injury unless they are in danger. Movement can cause further injury.</li> <li>Twisting, compressing or bending an injured spine can increase the damage. If the patient must be moved, take extreme care to keep the spine straight and avoid twisting or bending. Where the neck is involved, support the head and neck with your hands.</li> <li>Do not apply a cervical collar.</li> </ul> |

## SNAKE BITE

| Signs and Symptoms   | What to Do   |
|--|--|
| <p>Signs of a snake bite are not always visible. In some cases, the patient may not have felt anything. Symptoms may not appear for an hour or more after the person has been bitten. Depending on the type of snake, signs and symptoms can include some or all of the following:</p> <ul style="list-style-type: none"> <li>immediate or delayed pain at the bite site</li> <li>swelling, bruising or local bleeding</li> <li>bite marks (usually on a limb) that can vary from obvious puncture wounds to scratches that can be almost invisible</li> <li>swollen and tender glands in the groin or armpit of the bitten limb</li> <li>faintness, dizziness</li> <li>nausea and vomiting</li> <li>headache</li> <li>abdominal pain</li> <li>oozing of blood from the bite site or gums</li> <li>double or blurred vision</li> <li>drooping eyelids</li> <li>difficulty in speaking or swallowing</li> <li>limb weakness or paralysis</li> <li>difficulty in breathing</li> <li>occasionally, initial collapse or confusion followed by partial or complete recovery.</li> </ul> | <p><b>Pressure bandage &amp; immobilise</b></p> <ol style="list-style-type: none"> <li>1. Follow DRSABCD.</li> <li>2. Call Triple Zero (000) for an ambulance.</li> <li>3. Lie the patient down and ask them to keep still.<br/>Reassure the patient.</li> <li>4. If on a limb, apply an elasticised roller bandage (10–15 cm wide) over the bite site as soon as possible.</li> <li>5. Apply a further elasticised roller bandage (10–15 cm wide), starting just above the fingers or toes and moving upwards on the bitten limb as far as can be reached.             <ul style="list-style-type: none"> <li>○ Apply the bandage as firmly as possible to the limb. You should be unable to easily slide a finger between the bandage and the skin.</li> </ul> </li> <li>6. Immobilise the bandaged limb using splints.</li> <li>7. Write down the time of the bite and when the bandage was applied. If possible, mark the location of the bite site (if known) on the skin with a pen, or photograph the site. Do not wash venom off the skin or clothes because it can assist identification.</li> <li>8. Stay with the patient until medical aid arrives.</li> </ol> <p>All known or suspected snake bites must be treated as potentially life-threatening, and medical aid should be sought urgently.</p> |

## 8.3 Bomb Threat

### BOMB THREAT

Bomb threats can be communicated through:

1. Telephone calls to the site.
2. Phone calls to local police, who might receive the threat directly or relay it from the media or authorities.
3. Anonymous letters.

Any letter indicating a bomb threat should be given to the police with minimal handling to preserve evidence.

#### Initial Response

##### If a Bomb Threat is Received by Phone:

1. **Stay Calm:** Keep your composure to effectively handle the situation.
2. **Listen Carefully** and allow the caller to deliver the entire message without interruption.
3. Be polite and show interest in what the caller is saying.
4. Try to keep the caller on the line for as long as possible to gather more information.
5. **Do Not Hang Up**
6. **Discreetly Alert Others:** If possible, write a note to a colleague to call the Chief Warden or, as soon as the caller hangs up, immediately notify them yourself.
7. **Copy Caller ID:** If your phone has a display, copy the number and/or letters on the window display/Caller ID.
8. Write down all details as accurately as possible, including background sounds and voice characteristics.
9. **Complete Bomb Threat Checklist:** During the call or as soon as possible afterwards, Write down as much detail as you can remember, aiming to capture the caller's exact words.

**If a Threat is Received by Mail or Media:** Immediately notify the Chief Warden or the designated contact person.

##### Post-Call Actions:

1. **Notify Supervisor or Emergency Response Personnel:** Inform Chief Waerden immediately after the call ends.
2. Await an interview with the Chief Warden for further action and instructions.

##### General Guidelines for All Threats:

1. Write down all details as accurately as possible.
2. Maintaining composure is crucial for effective response and communication.
3. Only if possible alert others discreetly to avoid panic and ensure a coordinated response.

#### CW

- Notify the police, provide them with details, seek their recommendations, and request their presence on site to coordinate further actions.
- Implement police-advised measures to ensure personnel safety, which may include evacuation.

Collaborate with site management to provide police with site-specific information.

#### Evacuation

- If evacuation is needed, leave windows and doors open to minimize blast damage.
- Evacuate areas where a bomb is suspected immediately. Explosions outdoors are less destructive than indoors. Select an emergency assembly point farthest from the suspected bomb location.
- Evacuate all non-essential personnel to the designated safe area. Those required to safely shut down operations should do so and then evacuate.
- Follow the evacuation duration as instructed by police.

The CW or deputy will announce when the bomb threat has been resolved, as determined by the police.

**Note:** During a bomb threat evacuation, keep people away from the danger area.

| Bomb Threat Checklist                       |  |                                   |  |
|---|--|-----------------------------------|--|
| Date/Time                                   |  | Caller ID                         |  |
| Time Caller Hung up                         |  | Phone Number Where Call Received: |  |
| <b>Ask Caller:</b>                          |  |                                   |  |
| Where is the bomb located?                  |  |                                   |  |
| When will it go off?                        |  |                                   |  |
| What does it look like?                     |  |                                   |  |
| What kind of bomb is it?                    |  |                                   |  |
| What will make it explode?                  |  |                                   |  |
| Did you place the bomb?                     |  |                                   |  |
| Why?  |  |                                   |  |
| What is your name?                          |  |                                   |  |
| Exact Words of Threat:                      |  |                                   |  |
| <b>Callers Voice</b>                        |  | <b>Response</b>                   |  |
| Accent (specify):                           |  |                                   |  |
| Any speech impediment (specify):            |  |                                   |  |
| Voice (loud, soft, etc.):                   |  |                                   |  |
| Type of speech (fast, slow, etc.):          |  |                                   |  |
| Diction (clear, muffled, slurred, etc.):    |  |                                   |  |
| Manner (calm, emotional, rage, etc.):       |  |                                   |  |
| Did you recognize the caller? If so – who?: |  |                                   |  |
| Was the caller familiar with the area?:     |  |                                   |  |
| <b>Threat Language</b>                      |  | <b>Response</b>                   |  |
| Well spoken:                                |  |                                   |  |
| Incoherent:                                 |  |                                   |  |
| Irrational:                                 |  |                                   |  |
| Taped:                                      |  |                                   |  |
| Message read by caller:                     |  |                                   |  |
| Abusive:                                    |  |                                   |  |
| Other:                                      |  |                                   |  |
| <b>Background Noises</b>                    |  |                                   |  |
| Animal Noises                               |  | Motor                             |  |
| House Noises                                |  | Clear                             |  |
| Kitchen Noises                              |  | Static                            |  |
| Street Noises                               |  | Office Machinery                  |  |
| Booth                                       |  | Factory Machinery                 |  |
| PA System                                   |  | Local                             |  |
| Conversation                                |  | Long Distance                     |  |
| Music                                       |  | Other                             |  |
| <b>Notes</b>                                |  |                                   |  |

|                   |      |        |               |  |
|-------------------|------|--------|---------------|--|
| Sex of the caller | Male | Female | Estimated Age |  |
|-------------------|------|--------|---------------|--|

## 8.4 Internal Emergency / Vehicle Collision

### VEHICLE COLLISION / INTERNAL EMERGENCY

#### At the Site of Incident

1. **Assess the Danger:** Ensure you and others are not in immediate danger from fire, leaking fuel, or smoke.
2. **Turn Off the Engine:** If safe, turn off the vehicle's engine.
3. **Evacuate:** If the situation poses an immediate danger, evacuate to a safe distance.
4. **Apply RACE:**
  - **Rescue:** Remove the injured staff member from the situation/vehicle if it is safe to do so and if they are in imminent danger.
  - **Alarm:** Raise the alarm using a two-way radio or runner (Emergency Emergency Emergency Ch 33). Call Triple Zero (000) for an ambulance and/or fire brigade and provide details (patient/s, location, nature of incident).
  - **Contain:** Use a spill kit from the vehicle if accessible/available.
  - **Extinguish:** Access the vehicle fire extinguisher and deploy if fire is present and you are confident to do so. Otherwise, have the fire extinguisher ready for use if required.
5. **Administer First Aid:** Use a personal or vehicle first aid kit. Monitor condition/reassure the patient using DRSABCD (Danger, Response, Send, Airway, Breathing, Circulation (CPR), Defibrillation).
6. **Disconnect the Battery:** If the vehicle is stable and it is safe to access the battery, disconnect it.
7. **Reassure and Comfort:** Keep the patient calm, provide shade, and stay with them until help arrives.
8. **Advise and Direct:** Inform arriving staff of any hazards. Take direction from emergency services upon their arrival.
9. **Clear the Area:** Non-essential staff should clear the area.
10. **Report:** Complete Incident report

## 8.5 Trench Collapse

### TRENCH COLLAPSE

*The first responder must act assisting any victims, ensuring that neither they nor the victims are exposed to further danger, and activate the emergency alarm via runner or by broadcasting "emergency, emergency, emergency" on UHF channel 33. The Chief Warden (CW) will coordinate the emergency response, delegating tasks to wardens, area wardens, or other appropriate personnel as necessary.*

1. **Identify** the section of the collapsed trench or excavation. Establish the number of individuals involved by looking for evidence (e.g., tools, helmets) and asking nearby staff.
2. **Raise the alarm** using a two-way radio or runner (Emergency Emergency Emergency Ch 33) if it has not already been done. Call Triple Zero (000) and provide details (patient/s, location, nature of incident).
3. **Ensure there is no immediate danger** from further collapse, falling equipment, or structures. Look for cracks in the ground and observe site conditions.
4. Evacuate to a safe distance if the situation poses an immediate danger.
5. **Clear the Area:** Ensure non-essential staff clear the area. Do not allow anyone to enter the trench/excavation until it has been made safe.
6. **If safe**, remove the patient from the excavation.
7. **If not safe** carefully batter the sides of the trench/excavation to prevent further collapse and install shields /shoring if possible to protect the trapped person and rescuers.
8. **Excavate:** Carefully remove collapsed soil by shovel. Avoid standing on top of the collapsed soil. When close to the trapped person, continue digging by hand.
9. **Administer First Aid:** Use a personal or vehicle first aid kit. Follow DRSABCD (Danger, Response, Send, Airway, Breathing, Circulation (CPR), Defibrillation).
10. **Reassure and monitor the patient**, stay with them, keep them calm until help arrives.
11. Inform arriving staff of any hazards. Follow directions from the emergency services staff upon their arrival.
12. **Report:** Complete an incident report following the incident

## 8.6 Civil Disturbance / Armed Holdup / Personal Threat

### CIVIL DISTURBANCE / ARMED HOLDUP / PERSONAL THREAT

*In the event that intruders manage to access the site despite restricted and monitored access, any suspicious activities by individuals or vehicles should be reported to site wardens, site management, and security without delay. Details such as vehicle registration numbers and physical descriptions must be included in the report.*

| Staff involved directly in the incident:   | CW to do the following:   |
|--|---|
| <p>During an armed hold-up, cooperation is crucial. <i>Remember: No amount of money is worth a human life, don't be heroic.</i></p> <ol style="list-style-type: none"> <li>1. Stay calm, control your emotions, and avoid any actions that may incite violence.</li> <li>2. Obey the intruder's instructions exactly, without deviation.</li> <li>3. Inform the intruders of your actions; avoid sudden movements.</li> <li>4. Observe the intruders' descriptions, including clothing and distinguishing features (e.g., voice, accent, movements). Avoid staring at them.</li> <li>5. Do not touch anything the intruders may have handled.</li> </ol> | <ul style="list-style-type: none"> <li>▪ Ensure the Police (000) is called.</li> <li>▪ Provide your name, telephone number, exact location, and description of the intruders and any involved vehicles.</li> <li>▪ Clearly state if the intruders were armed and the type of weapon.</li> <li>▪ Completely close the premises and prevent unauthorized access.</li> <li>▪ Do not allow anyone into the area accessed by the intruders or let personnel handle objects touched by them.</li> <li>▪ Request employee witnesses to stay until interviewed by the Police. If they must leave, get their permission for a later interview.</li> <li>▪ Do not discuss stolen goods or valuables with anyone outside the business.</li> <li>▪ Ensure witnesses are provided with counselling if required.</li> <li>▪ <b>Personal Description Forms</b> should be completed immediately after an incident by each witness if possible.</li> </ul> |

## PERSONAL DESCRIPTION FORM

- A separate form is required for each person.
- To be completed immediately after the incident by each staff member and, if possible, by passers-by.
- Tick the applicable box. If the answer is unknown, draw a dash ("-").
- Do not consult others while completing the form.
- The Chief Warden will collect, copy, and hand the forms to the police.

|                           |   |
|---------------------------|---|
| Personal Information      | Name/Nickname Used:   |
|                           | Sex: <input type="checkbox"/> Male <input type="checkbox"/> Female  |
| Physical Description      | Approximate Age:  |
|                           | Nationality:  |
|                           | Height (feet or meters):  |
|                           | Weight:   |
|                           | Complexion: <input type="checkbox"/> Fair <input type="checkbox"/> Dark <input type="checkbox"/> Pale <input type="checkbox"/> Fresh <input type="checkbox"/> Pimpley <input type="checkbox"/> Ruddy <input type="checkbox"/> Suntanned <input type="checkbox"/> Dirty <input type="checkbox"/> |
|                           | Sallow <input type="checkbox"/> Other:  |
|                           | Build: <input type="checkbox"/> Thin <input type="checkbox"/> Medium <input type="checkbox"/> Stout <input type="checkbox"/> Nuggetty   |
| Voice and Accent          | Voice: <input type="checkbox"/> Clear <input type="checkbox"/> Loud <input type="checkbox"/> Quiet  |
|                           | Accent:   |
| Eyewear                   | Eyeglasses (Color/Shape):   |
| Stature and Walk          | Stature: <input type="checkbox"/> Straight <input type="checkbox"/> Stoop <input type="checkbox"/> Slouchy <input type="checkbox"/> Other:  |
|                           | Walk: <input type="checkbox"/> Quick <input type="checkbox"/> Slow <input type="checkbox"/> Limp <input type="checkbox"/> Springy <input type="checkbox"/> Pigeon-toed <input type="checkbox"/> Other:  |
| Disguise                  | Moustache/Beard (Color/Type):   |
| Hands and Nails           | Hands: <input type="checkbox"/> Soft <input type="checkbox"/> Hairy <input type="checkbox"/> Calloused  |
|                           | Nails:  |
| Hair                      | Hair (Color):   |
|                           | Hair Style: <input type="checkbox"/> Straight <input type="checkbox"/> Bald <input type="checkbox"/> Curly <input type="checkbox"/> Thick <input type="checkbox"/> Thin <input type="checkbox"/> Wavy <input type="checkbox"/> Long <input type="checkbox"/> Cut                                |
| Eyes                      | Eyes (Color):   |
|                           | Size: <input type="checkbox"/> Large <input type="checkbox"/> Little/Piggy <input type="checkbox"/> Squint <input type="checkbox"/> Staring <input type="checkbox"/> Sore/Irritated   |
| Gloves                    | Gloves (Type/Color):  |
| Scars and Ears            | Scars or Marks:   |
|                           | Ears (Size/Shape):  |
| Nose and Teeth            | Nose (Size/Shape):  |
|                           | Teeth: <input type="checkbox"/> Good <input type="checkbox"/> Bad Spaced <input type="checkbox"/> Blackened <input type="checkbox"/> Protruding <input type="checkbox"/> Uneven <input type="checkbox"/> Missing  |
| Weapon description        |   |
| Distinguishing Features   | (clothing, hat, tie, coat, shirt, etc.):  |
| Escape Method & Direction | (car model, registration, on foot, etc.)  |
| Method of Operation       | (what did the intruder do, say, touch, take, etc.)  |



## 8.7 Flood Emergency Response

### FLOOD EMERGENCY RESPONSE

Refer to WSF-UMW-DV-PLN-0007 Flood Emergency Response Plan for more details.

The two main types of responses to a flood emergency are to either:

1. Evacuate to an area above the reach of floodwaters. This is the *State Emergency Service (SES)* preferred response, provided that the risks of evacuating are deemed acceptable; or
2. Take Shelter in Place (SIP) (i.e., within the Site) and wait until floodwaters have receded and the emergency has passed. SIP is to be considered an alternative to evacuation only when the risks of evacuating are higher than the risks of SIP.

#### Alert Modes

To assist in managing flood risks and communicating response actions, five flood alert modes have been developed for use in this FRP. They have been colour coded to further assist in communication. They are:

1. **White:** normal operations.
2. **Yellow:** flooding of the site and/or evacuation routes in the next 24 hours may be possible.
3. **Red:** flooding that will cut evacuation routes in the next two hours is possible.
4. **Black:** flooding of evacuation routes prevents site egress and shelter-in-place required.
5. **Green:** all clear, floodwaters have receded and there is flood-free access to/from the site.

#### Responsibilities and Emergency Contacts

The responsibility for successful implementation of this lies with the Chief Warden. However, the SES, as the State combat agency for flood events, and the NSW Police Force have the right to intervene and may intervene before, after or during a flood to provide guidance or prescriptive directions to the Project personnel. Any decision to evacuate the site is to be made in consultation with the SES and the NSW Police Force.

## 8.8 Spill and Contamination Procedure

### SPILL AND CONTAMINATION PROCEDURE

A Spill & Contamination Management Plan (SCP) has been prepared by Umwelt (Australia) to minimise the risks of potential environmental impacts associated with spills and any site contamination. Refer to **WSF-UMW-DV-PLN-0003 Spill & Contamination Management Plan**. The following actions shall be undertaken in the event of a spill (including hydrocarbons, greases, oils etc) resulting in the potential for land or water contamination.

#### First Responder

1. Alert nearby personnel if spill has created a hazard (e.g. fumes, fire/explosion risk) and instruct/assist them as required to evacuate the area.
2. Remove ignition sources from the area where possible (e.g., vehicles, electrical equipment) if spill has created a fire/explosion risk.
3. Consult the material safety data sheet for the product to determine material specific measure for managing spills.
4. If safe to do so, attempt to contain the spill, in particular, preventing the spilled liquid entering drainage lines, by:
  - Using equipment in spill kits available at the construction compounds, O&M Facility or work site
  - Constructing temporary earth bunds
5. Notify your works area supervisor or the CW or deputy of the spill providing the following information:
  - The location of the spill
  - If there are any injured employees or visitors
  - If the area has been evacuated
  - The chemical that has been spilled if known
  - If the spill has entered a drainage line

#### Chief Warden and Deputy Chief Warden Response

6. Assess whether the spill can be locally contained and if not call emergency services on 000 and provide the following information:
  - Your name
  - The type of incident – Fire
  - The company name, address, and nearest cross street
    1. Wollar Solar Farm
    2. 516 Barigan Road, Wollar NSW 2850
    3. Barigan Road
    4. Main site access 6.3 km south of Wollar along Barigan Road and the access road to the Wollar TransGrid Substation
  - The types of injuries, if any.
  - Any other information you believe is relevant to the spill situation. (E.g., flammable liquid ignition risk, spill has entered drainage line)
7. Initiate the Emergency Evacuation Procedure if the scale and nature of the spill requires.
8. Coordinate the containment of the spill, remediation of any contaminated areas and appropriate classification and disposal of contaminated materials, including any contaminated soil, in accordance with the Project Waste Management Plan (Umwelt, 2022).
9. Ensure relevant agencies are notified as required .

## 8.9 Evacuation Procedure

### EVACUATION PROCEDURE

Upon activation of the emergency response alarm “emergency emergency emergency” on channel 33, this channel will remain the emergency response channel. Area Wardens must monitor and relay information to their individual subcontractor channels. The evacuation notice will also be communicated through channel 33.

When evacuation is required, the Chief Warden will instruct all personnel to assemble at the designated Emergency Muster Points. If the primary assembly points are compromised, personnel should proceed to an alternative assembly point assigned by the Chief Warden during the emergency.

Area Wardens will follow the chain of command, receiving instructions from the Chief Warden, and will manage personnel in their areas, instructing wardens and first aiders accordingly.

*The locations of the Emergency Assembly Points are illustrated in the evacuation diagrams.*

#### 10. Commencing Evacuation:

- Safely shut down equipment if possible.
- **Avoid Personal Errands:** Do not go to lunchrooms, locker rooms, or return to the field to collect personal belongings unless authorized by the Chief Warden.
- The Chief/Deputy Chief Warden will provide evacuation instructions to Area Wardens, who will then communicate these to their respective teams.

#### 11. Confirming Area Evacuation:

- Work area supervisors and/or the Deputy Chief Warden should ensure their assigned areas are fully evacuated if it is safe to do so.

#### 12. Headcount and Roll Call at Muster Points:

- Once all personnel are at the muster point, Chief Warden and Area Wardens must perform a headcount using the daily prestart sign-on sheet.
- The completed headcount sheet must be handed over to the Communications Officer or the Chief Warden.

#### 13. Following Evacuation Routes:

- Once everyone has been accounted for, preparations for leaving the site will begin.
- Personnel will access their vehicles, sit, and wait for instructions.
- The Chief Warden will instruct Area Wardens on when to commence vehicle evacuation.
- Designated evacuation routes will be used. If these are unsafe, follow an alternate route as directed by the Chief/Deputy Chief Warden.
- Area Wardens will then direct vehicle drivers one by one, ensuring adequate spacing to avoid traffic jams at the site entrance.
- Escort visitors as necessary.

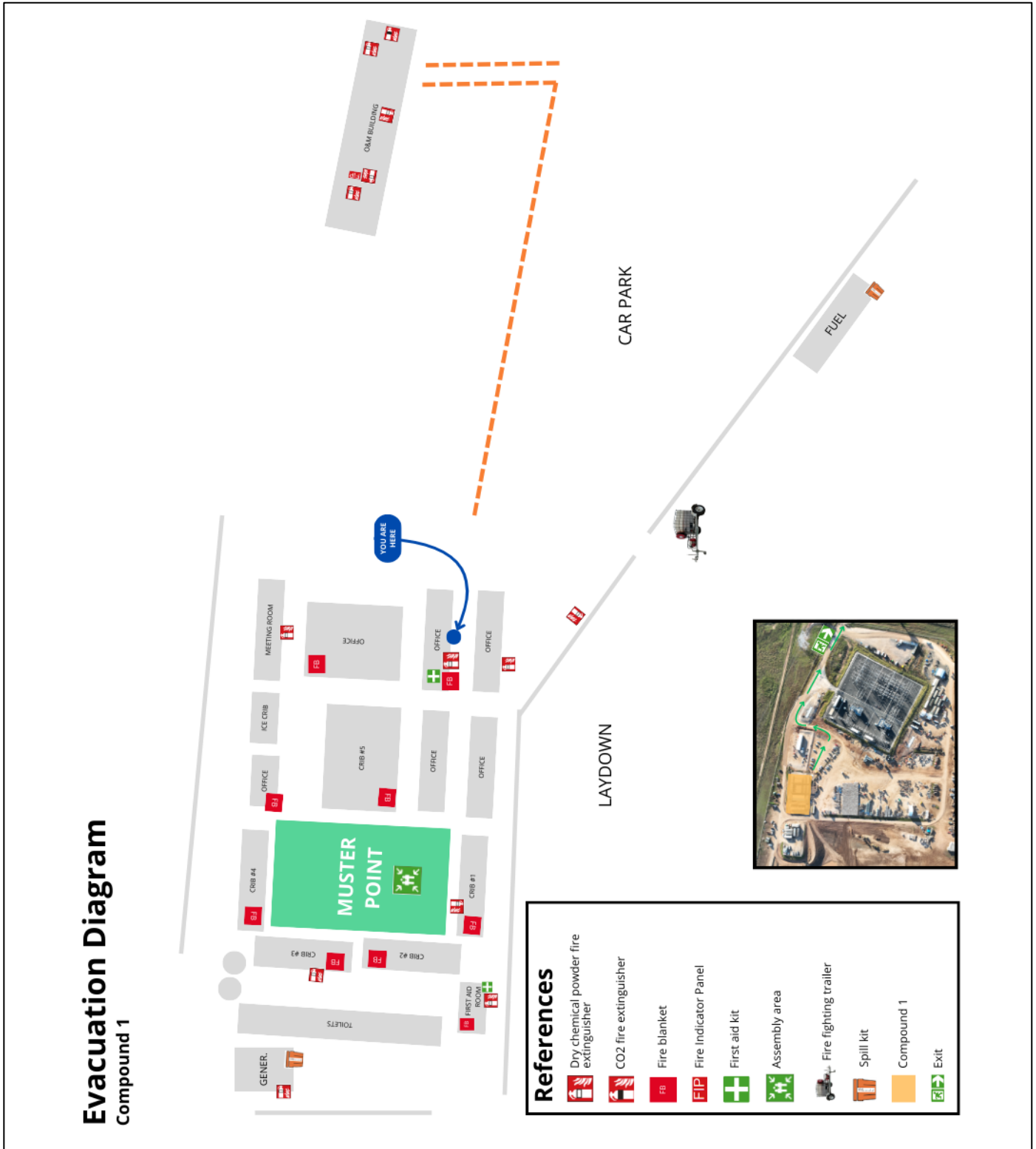
#### 14. Reporting Evacuation Status:

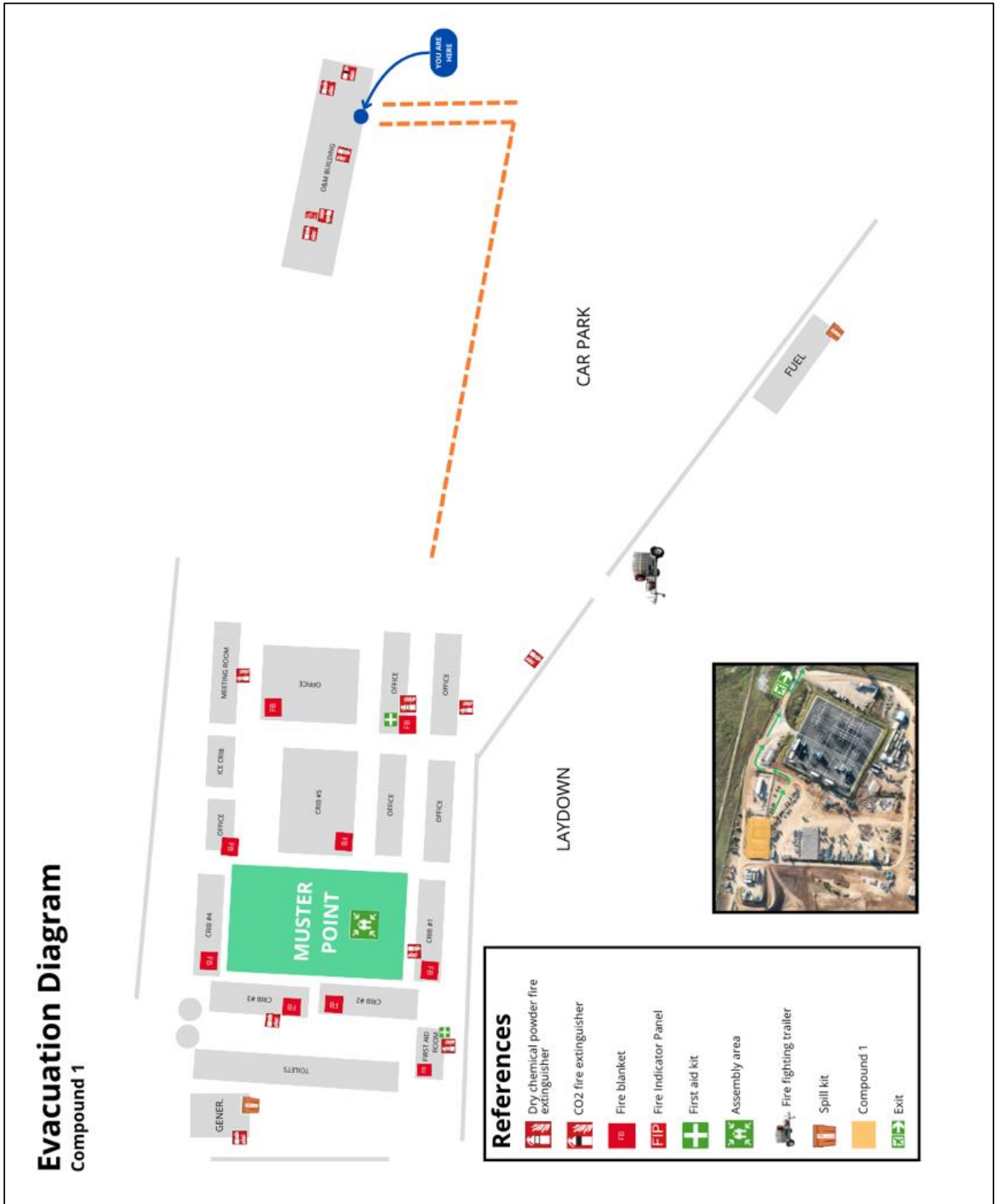
- Area Wardens must report to the Chief Warden with details on:
  1. Any hazards or unsafe conditions in the evacuated area.
  2. The completeness of the evacuation check.

15. **Liaising with Emergency Services:** The Chief Warden will coordinate with emergency services regarding the situation and any unaccounted-for personnel.

16. **Determining Safety to Return:** The Chief Warden, in consultation with emergency services, will determine when it is safe to return to the site. If emergency services are not present, the Chief Warden will make the decision on when it is safe to return.

## 9. Evacuation Diagrams





# Evacuation Diagram

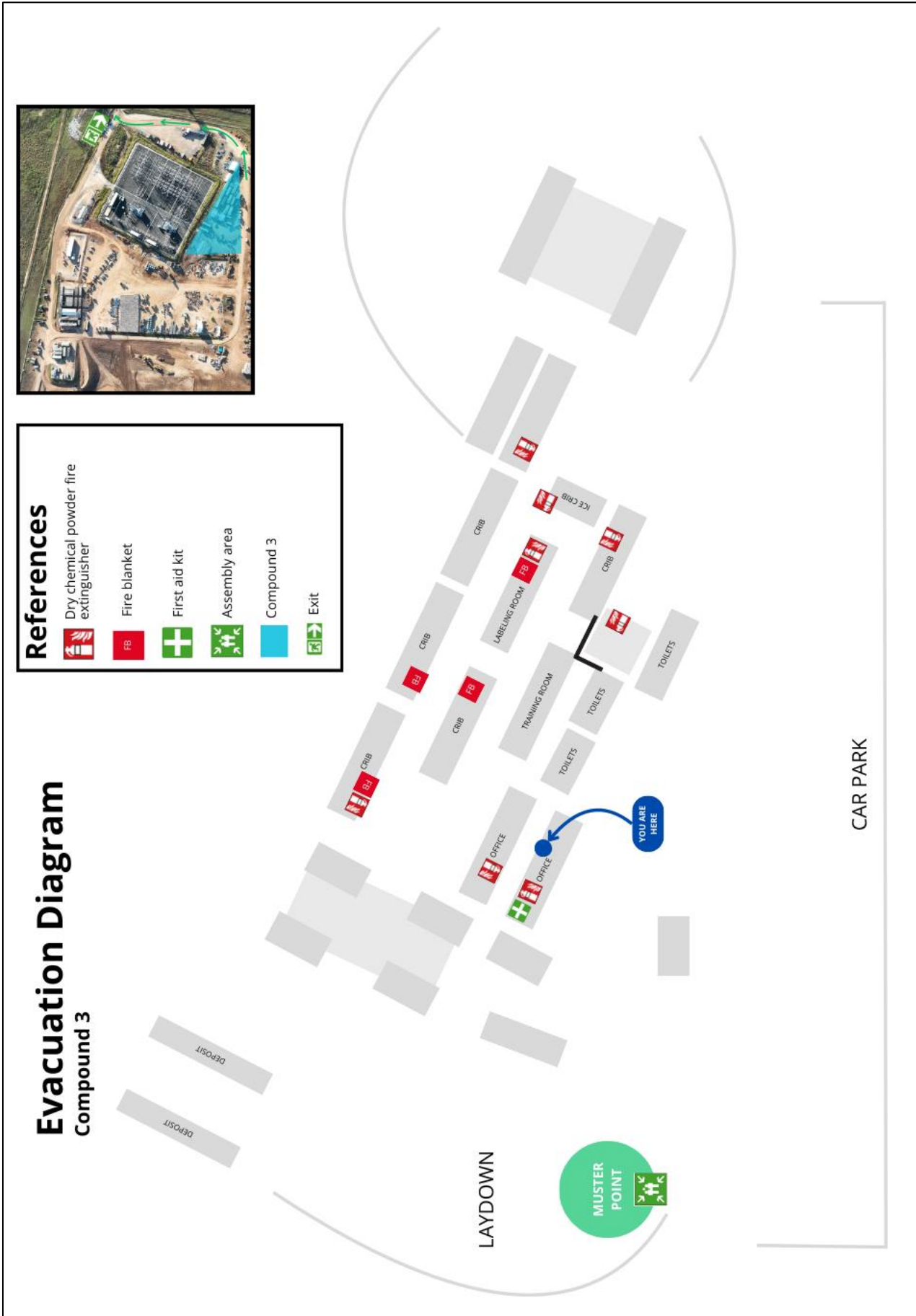
## Compound 2



### References

-  Dry chemical powder fire extinguisher
-  First aid kit
-  Assembly area
-  Compound 2
-  Exit





## 10. Evacuation Routes





# 11. Duty Cards

## Roles and Responsibilities in relating to emergencies

Position specific duty cards are detailed below and must be used to train and distributed to emergency response personnel to provide them with an overview of their duties for each stage of emergency preparedness and response.

Where an ECO member does not fill the role for the duty card, the duty card will be delegated to an appropriate person at the time of the emergency.

This list should reflect the duty cards applicable to the plan Refer Appendix G – Emergency Response Contact List.

### 11.1 Chief Warden

| CHIEF WARDEN            |  |
|-------------------------|--|
| <b>Role</b>             | To lead the emergency response coordination and comply with ERP  |
| <b>Responsibilities</b> | Pre-Incident   |
|                         | <ol style="list-style-type: none"> <li>Attend all training activities organised for the Epc.</li> <li>Remain familiar with responsibilities within the ECO and Chief Warden duties</li> </ol>  |
| <b>Immediate Action</b> | <ol style="list-style-type: none"> <li>Display Chief warden identification (Hard Hat sticker)</li> <li>Assess the threat level.</li> <li>Allocate duty cards where required.</li> <li>Ensure utilities are shut down</li> </ol>  |
| <b>During Incident</b>  | <ol style="list-style-type: none"> <li>Coordinate response to threat</li> <li>Decide on evacuation if necessary/Call evacuation on UHF Ch 33.</li> </ol> <p>Where evacuation is required, determine effective evacuation of personnel by information received on effectiveness of sweeps and later head counts at assembly point.</p> <ol style="list-style-type: none"> <li>Ensure continued safety of assembly point.</li> <li>Liaise with emergency services.</li> <li>Keep project manager informed of status of threat and response.</li> </ol> |
| <b>Post-Incident</b>    | <ol style="list-style-type: none"> <li>Give the <u>"ALL CLEAR"</u> command, allowing occupants to resume normal duties</li> <li>Coordinate transport of non-injured workers (and others affected) away from worksite.</li> <li>Ensure exclusion zone is installed in the area of the incident if required.</li> <li>Attend and participate in briefing (support the EPC's review of Emergency management plan performance)</li> <li>Provide recommendations to EPC on improving performance or amending EMP</li> </ol>                               |

## 11.2 Area Wardens and Wardens

| <b>AREA WARDENS AND WARDENS</b> |  |
|---------------------------------|--|
| <b>Role</b>                     | <ol style="list-style-type: none"> <li>1. Responsible for assisting with the effective and safe evacuation of personnel from an emergency.</li> <li>2. Assist in other duties as directed by the Chief Warden.</li> </ol>  |
| <b>Responsibilities</b>         |  |
| Pre-Incident                    | <ol style="list-style-type: none"> <li>3. Attend all training activities organised for the Epc.</li> <li>4. Remain familiar with responsibilities within the ECO and Area Warden / Warden duties</li> </ol>  |
| <b>Immediate Action</b>         | <ol style="list-style-type: none"> <li>5. Relay emergency message to assigned crew or area, to ensure work stops and prepare to follow instructions.</li> <li>6. Perform full sweep of designated area noting areas under desks, behind doors in toilets, stores or other areas persons may be trapped or present (unaware of emergency or unconscious)</li> <li>7. Assist the swift and safe exit of persons from the scene of the emergency.</li> <li>8. Communicate the result of area sweep to Area Warden / Chief Warden (including details of injured, trapped, missing or otherwise affected persons)</li> <li>9. Conduct headcount as secondary measure of confirming status of personnel (compare against site register)</li> </ol> |
| <b>During Incident</b>          | <ol style="list-style-type: none"> <li>6. Display Area Warden / Warden identification (Hard Hat sticker)</li> <li>7. Maintain log of personnel movements in and out of the muster point (ensuring there are no non-essential movements)</li> <li>8. Communicate situation report to personnel at the evacuation muster point (information may be provided by Communications officer or Chief Warden if available)</li> <li>9. Report and update relevant emergency information to the communications officer.</li> <li>10. Involve additional persons as required to assist</li> </ol>   |
| <b>Post-Incident</b>            | <ol style="list-style-type: none"> <li>6. Communicate information to personnel at the evacuation muster point once the command has been given by the Chief Warden (eg safe to re-enter/ occupy facility/ evacuate site)</li> <li>7. If site evacuation is required, following the Chief Warden's command. Coordinate the safe transfer of personnel from muster point to outside the site facilities</li> <li>8. Participate in debrief.</li> </ol>  |

## 11.3 Communications Officer

| <b>COMMUNICATIONS OFFICER</b> |   |
|-------------------------------|---|
| <b>Role</b>                   | <ul style="list-style-type: none"> <li>▪ Maintaining ongoing communication with key stakeholders throughout the response and recovery activities.</li> <li>▪ Keeping an efficient record of all emergency information, requests, actions, decisions, strategies, and relevant information in the emergency response log.</li> <li>▪ Activating and coordinating required resources and activities.</li> <li>▪ Providing administrative support to the emergency response team and undertaking other duties as directed by the Emergency Response Coordinator.</li> </ul>  |
| <b>Responsibilities</b>       |   |
| Pre-Incident                  | <ul style="list-style-type: none"> <li>▪ Remain contactable while on site, if not possible, a delegate must be nominated.</li> <li>▪ Attend all training activities organized for the EPC..</li> <li>▪ Remain familiar with responsibilities within the ECO and Communications Officer duties.</li> </ul>   |
| <b>Immediate Action</b>       | <ul style="list-style-type: none"> <li>▪ Monitor UHF 33 at all times during the emergency.</li> <li>▪ Assemble at the predetermined EPC HSE office and receive a detailed briefing on the emergency.</li> <li>▪ Ensure an up-to-date 'Emergency Contact List' is available.</li> <li>▪ Establish the Emergency Log as soon as possible and record all matters in a chronological and concise manner. This can be done handwritten or electronically.</li> <li>▪ Ensure appropriate communication mediums are available at all times (e.g., radio/landline/mobile).</li> <li>▪ Establish a direct line of communication with the affected scene and relay messages or instructions given by the Chief Warden.</li> <li>▪ Obtain contact details for any external parties involved in the emergency (AMSA, neighbouring facilities, visitors, etc.).</li> </ul>   |
| <b>During Incident</b>        | <ul style="list-style-type: none"> <li>▪ DO not get involved in any other activities other than those on this duty card.</li> <li>▪ Liaise closely with ECO members and keep the log updated with any developments.</li> <li>▪ Continually review the log for accuracy and ensure that electronically recorded data is backed up regularly.</li> <li>▪ Confirm situations throughout the event and record in the log (Situation Reports)</li> <li>▪ Ensure Chief Warden is adequately supported and kept informed of ERT actions.</li> <li>▪ Ensure that Emergency Services are briefed, inducted, and appropriately guided in their response to the emergency.</li> <li>▪ Provide location information when requesting helicopter support (site location, latitude/longitude, local weather conditions, obvious landmarks, local terrain hazards).</li> <li>▪ Assist in the timely delivery of all correspondence, internal and external communications.</li> <li>▪ Ensure all important correspondence and messages are delivered to Chief warden and other ECO members.</li> </ul> |
| <b>Post-Incident</b>          | <ul style="list-style-type: none"> <li>▪ Collect and collate all personal records and log sheets from all ECO members, including the sheet used for the headcount.</li> <li>▪ Ensure any post-emergency communication commitments are completed.</li> <li>▪ Liaise with the Chief Warden to ensure that all issues and actions are recorded in the log.</li> <li>▪ Label, retain, and seal any audio recordings with other emergency confidential files.</li> <li>▪ Participate in debrief.</li> </ul>  |

## 11.4 First Aiders

| FIRST AIDER             |  |
|-------------------------|--|
| <b>Role</b>             |  |
|                         | <ul style="list-style-type: none"> <li>▪ Provide immediate medical assistance to injured persons.</li> <li>▪ Prepare injured persons ready for emergency medical transport (Ambulance or Care Flight)</li> </ul>   |
| <b>Responsibilities</b> |  |
| Pre-Incident            |  |
|                         | <ul style="list-style-type: none"> <li>▪ Inspect and replenish first aid kits against first aid needs in each threat scenario</li> </ul>   |
| <b>Immediate Action</b> |  |
|                         | <ul style="list-style-type: none"> <li>▪ Display First Aider identification (Hard hat sticker)</li> </ul>  |
| <b>During Incident</b>  |  |
|                         | <ul style="list-style-type: none"> <li>▪ Assess first aid and/or medical attention requirements for injured persons.</li> <li>▪ Administer appropriate first aid.</li> <li>▪ Assist injured person in event of evacuation.</li> <li>▪ Communicate medical treatment and liaise with ambulance and medical personnel</li> </ul> |
| <b>Post-Incident</b>    |  |
|                         | <ul style="list-style-type: none"> <li>▪ Replenish first aid supplies.</li> <li>▪ Review first aid plan against performance in threat response</li> <li>▪ Participate in briefing</li> </ul>   |

## 12. References

| Standard      | Title  |
|---------------|--|
| AS 3745       | Planning for emergencies in facilities   |
| AS2700        | Colour Standards for general purposes  |
| AS/NZS 1841   | Portable fire extinguishers  |
| AS/NZS 1841.1 | Part 1. General requirements   |
| AS / NZS 1716 | Respiratory protective devices   |
| AS 1851       | Maintenance of fire protection equipment - Portable fire extinguishers and fire blankets                             |
| AS 2293       | Emergency Evacuation Lighting in Buildings; Part 1 - Design and Installation;<br>Part 2 - Inspection and Maintenance |
| AS 2375       | Guide to the selection, care and use of clothing for protection against heat and fire                                |
| AS 2444       | Portable fire extinguishers and fire blankets - selection and location   |

# 13. Emergency Contact List

| <b>Emergency Contact List</b>  |                                  |                       |           |
|--|----------------------------------|-----------------------|-----------|
| <b>IN THE EVENT OF AN EMERGENCY, CALL EMERGENCY THREE TIMES ON UHF CHANNEL # 33</b>  |                                  |                       |           |
| Heli Pad Coordinates for Emergency to Wollar Solar Farm – Latitude: -32.41 – Longitude: 149.94   |                                  |                       |           |
| <b>Emergency Services</b>  | <b>Address</b>                   | <b>Contact Number</b> |           |
| Police/Ambulance/Fire  | Emergency Services               | 000                   |           |
| Mudgee Police  | 94 Market St, Mudgee             | 02 6372 8599          |           |
| Mudgee Ambulance   | 71 Glasdstone St, Mudgee         | 02 9320 7777          |           |
| Mudgee Hospital: Health Service  | 30 Meares St, Mudgee             | 02 63719700           |           |
| NSW Rural Fire Service   | 54 Depot Road, Mudgee            | 02 6372 4434          |           |
| <b>Emergency Planning Committee (EPC)</b>  | <b>Position</b>                  | <b>Contact Number</b> |           |
| Bill Carmichael  | Sunterra Project Manager         | 0449 194 579          |           |
| Tyson Hargreaves   | SEPD Construction Manager        | 0477 062 993          |           |
| Ryan Pebbles   | Sunterra Construction Manager    | 0435 505 666          |           |
| Gustavo Branda   | Sunterra HSE Manager             | 0484 317 086          |           |
| Leon Liang   | SEPD Project Director            | 0431 640 832          |           |
| Bernie James - WSD   | WSD Site Representative          | 0419 011 222          |           |
| <b>Emergency Control Organization (ECO)</b>  | <b>Wardens And First Aiders</b>  | <b>Contact</b>        |           |
| Bill Carmichael – SE Project Manager   | Chief Warden & First Aider       | 0449 194 579          | UHF Ch 33 |
| Gustavo Branda - SE HSE Manager  | Chief Warden & First Aider       | 0484 317 086          | UHF Ch 33 |
| Ryan Pebbles - SE Construction Manager   | Chief Warden & First Aider       | 0435 505 666          | UHF Ch 33 |
| Daniel Mctigue - SE Deputy HSE Manager   | Chief Warden & First Aider       | 0402 615 513          | UHF Ch 33 |
| Michael Leslie - SE Logistics Manager  | Area Warden & First Aider        | 0455 468 976          | UHF Ch 33 |
| Karro Kuusberg - SE Supervisor   | Area Warden & First Aider        | 0429 932 033          | UHF Ch 33 |
| Adam Lazzo - SEPD Electrical Supervisor  | Area Warden                      | 0430 006 853          | UHF Ch 33 |
| Vincent Mallacria - SEPD Supervisor  | Area Warden                      | 0407 508 801          | UHF Ch 33 |
| Mili Noailles - SE HSE Administration  | Communications Officer           | 0455 031 815          | UHF Ch 33 |
| Troy Raines- SEPD HSE Advisor  | Warden & First Aider             | 0403 474 866          | UHF Ch 33 |
| Security Guards - UHF Ch# 33   | Emergency Escort & First Aider/s | 0492 420 069          | UHF Ch 33 |
| Meelis Marmor – SolarX Project Manager   | Area Warden & First Aider        | 0459 965 685          | UHF Ch 24 |
| Heath Watson – SolarX HSE Manager  | Area Warden & First Aider        | 0400 747 596          | UHF Ch 24 |
| Sten Maendmets – SolarX HSE Advisor  | Area Warden & First Aider        | 0400 747 596          | UHF Ch 24 |
| Renar Kivirand – SolarX Mechanical Supervisor  | Area Warden & First Aider        | 0434 635 148          | UHF Ch 24 |
| Neil Cullen – NESI Project Manager   | Area Warden                      | 0421 001 103          | UHF Ch 36 |
| Adam Shaw – NESI HSE Manager   | Area Warden & First Aider        | 0412 717 850          | UHF Ch 36 |
| Ethan MacKenzie – NESI Electrical Supervisor   | Area Warden                      | 0412 969 542          | UHF Ch 36 |
| Taylor Harvey – PSD Senior Site Construction Manager   | Area Warden & First Aider        | 0477 26 1970          | UHF Ch 29 |
| Liam Daines - PSD Senior Site Construction Manager   | Area Warden & First Aider        | 0435 303 197          | UHF Ch 29 |
| Socheath Meach – PSD Senior Site HSE Advisor   | Area Warden & First Aider        | 0428 600 168          | UHF Ch 29 |
| Hendrik Kruger – PSD Site Civil Manager  | Area Warden & First Aider        | 0437 734 031          | UHF Ch 29 |
| Stephanie Hendriks – PSD HSE Advisor   | Area Warden & First Aider        | 0409 312 766          | UHF Ch 29 |
| Only persons duly authorized under LEG- SUN-PRO-003 Crisis Management are allowed to communicate with media or other parties in the event of a crisis. |                                  |                       |           |