



LIVERPOOL HEALTH & ACADEMIC PRECINCT EMERGENCY RESPONSE MANAGEMENT SUB PLAN

20/12/2021 | Issue No: 3.4



Document Issue Status				
Date	Document Issue (in numbers)	Purpose and Summary of Amendments	Reviewed by	Approved by
30/04/2019	3.0	Change to Plan title to align all sub-plans, change to section 8 scenarios, change in plan title throughout.	Taylor Moroney	Ross Trethewy
02/05/2021	3.1	Updated the details of Emergency Response Team (ERT) membership, roles, responsibilities and training requirements, updated definitions of ERT and Emergency Service(s)	Khushalini Ulman	Ross Trethewy
29/03/2021	3.2	Participation minor NCR improvement also re-enforces the testing table in Section 4.6 of the EHS Plan	Graeme Mauger	Ross Trethewy
17/11/2021	3.3	Update to the first aid risk assessment, appendix 14 plan induction record and inclusion of the Emergency Equipment Checklist	Brooke Brittain	Ross Trethewy
20/12/2021	3.4	Updated minimum qualifications for completing emergency equipment checklist	Naomi Maughan	Ross Trethewy

*Note that all printed paper/hard copies of this document and related procedures are uncontrolled. The controlled copy of this document is found either in Aconex (or similar approved project filing system), within the Project Management Plan section, or other project specific database/server approved by the Regional EHS Manager.

Project Revision Status				
Date	Project Revision (in numbers)	Purpose and Summary of Amendments	Reviewed by	Approved by
09/12/2021	Rev 4	Template update and general review	Ian Sheils	Daniel Puljic
02/03/2022	Rev 5	Review only no changes	Ian Sheils	Daniel Puljic
02/06/2022	Rev 6	Update page 40 to Change Daisey Badel to Dylan Stewart update to emergency scenario response to include contact with underground services	Dylan Stewart	Daniel Puljic
05/09/2022	Rev 7	Update to appendix 7 to show current first aid stock, Update to Appendix 9 to show the latest emergency scenario	Dylan Stewart	Daniel Puljic
05/12/2022	Rev 8	Update to appendix 7 to show current first aid stock, Update to Appendix 9 to show the latest emergency scenario	Dylan Stewart	Daniel Puljic
05/05/2023	Rev 9	General update, inclusion of HI reporting requirements	Nigel Rose	Daniel Puljic

07/07/23	Rev 10	Updated emergency contact list	Nigel Rose	Daniel Puljic



TABLE OF CONTENTS

1.0	INTRODUCTION	5
2.0	SCOPE	5
3.0	RELATED DOCUMENTS.....	5
4.0	DEFINITIONS.....	5
5.0	PROTECTION PRIORITIES IN AN EMERGENCY	6
6.0	EMERGENCY RESPONSE	6
7.0	RESPONSIBILITIES.....	7
8.0	EMERGENCY SCENARIOS	8
9.0	TRAINING	9
10.0	PERIODIC DRILLS.....	9
11.0	EMERGENCY CONTACT NUMBERS.....	10
12.0	EVACUATION DIAGRAM, ROUTES AND ASSEMBLY AREAS.....	10
13.0	EMERGENCY EQUIPMENT AND FIRST AID LOCATIONS.....	10
14.0	ACTIVATION OF THIS PLAN	11
15.0	TERMINATION OF AN EMERGENCY	11
16.0	NOTIFICATION TO EXTERNAL AUTHORITIES.....	11
17.0	PERSONAL EMERGENCY EVACUATION PLAN.....	11
18.0	LOG OF EVENTS.....	11
19.0	ACTION SUMMARY.....	13
20.0	EMERGENCY SCENARIOS RESPONSE	14
	APPENDIX ONE – EMERGENCY CONTROL ORGANISATION (ECO) RESPONSIBILITIES AND MEMBERSHIP	35
	APPENDIX TWO – EMERGENCY RESPONSE TEAM RESPONSIBILITIES AND MEMBERSHIP	37
	APPENDIX THREE – EMERGENCY CONTACT NUMBERS	38
	APPENDIX FOUR – EVACUATION DIAGRAM.....	40
	APPENDIX SIX – PERSONAL EMERGENCY EVACUATION PLAN.....	44
	APPENDIX SEVEN – FIRST AID RISK ASSESSMENT.....	45
	APPENDIX EIGHT – EMERGENCY EQUIPMENT ASSESSMENT	47
	APPENDIX NINE – LOG OF EVENTS.....	48
	APPENDIX TEN – CODE YELLOW.....	49
	APPENDIX ELEVEN – HEALTH INFRASTRUCTURE INCIDENT MANAGEMENT FRAMEWORK.....	50
	APPENDIX TWELVE – PLAN INDUCTION RECORD	51

1.0 INTRODUCTION

This Emergency Response Management Sub Plan (ERMSP) outlines the general requirements for initiating an emergency response that could occur as a result of a workplace incident, condition, external threat or natural causes. This Management Sub Plan also outlines the subsequent management and communications response requirements for any potential and actual emergencies which may occur on or impact this Project/Workplace.

2.0 SCOPE

This ERMSP applies to all personnel at the workplace identified above including all employees, contractors, visitors or other workers.

3.0 RELATED DOCUMENTS

Background documents that support the detail outlined in this Emergency Response Management Sub Plan are:

- Emergency Response Procedure
- Emergency Call Ambulance Poster
- Evacuation / Emergency Drill Evaluation form
- Emergency Planning Committee Charter
- AS3745 Planning for Emergencies in Facilities
- First Aid in the Workplace – Code of Practice (Safe Work Australia)
- First aid facilities and services; Workplace amenities and facilities; Personal protective clothing – Code of Practice (WorkSafe WA)
- First Aid in the Workplace – Compliance Code (WorkCover Victoria)

4.0 DEFINITIONS

Emergency

Any event involving the need for or presence of trained emergency services such as ambulance, police or fire brigade. Examples include:

- bomb threat;
- failure of temporary containment structures (e.g. erosion and sediment control structures);
- externally triggered events (such as terrorist activity);
- fall arrest/suspension in a safety harness – emergency retrieval plan;
- fire or explosion;
- flooding;
- gas leak or toxic emission (from workplace or an adjoining property);
- medical emergencies;
- major equipment failure;
- natural disasters (e.g. cyclone, flooding, tsunami, earthquake);
- pollution or incidents involving the potential for pollution;
- leaks or spill;
- storage of dangerous goods and hazardous substances;
- stretcher access/egress;
- structural collapse;
- vehicular/plant collision (public or project); and

- any other risk situation that is applicable to the workplace with the potential to require an emergency response.

Emergency Control Organisation (ECO)

Workplace Manager and nominated representative(s) responsible to direct and control the implementation of the emergency response plan, e.g. chief warden, communications officer, floor/area warden(s) and first aid personnel.

Emergency Planning Committee (EPC)

Persons responsible for the documentation and maintenance of the pro-forma emergency plan i.e. Head Office Service Function for Environment, Health & Safety.

HOSF

Means the EHS Head Office Service Function located within the LLC head office.

Emergency Response Team (ERT)

Personnel appointed in the workplace who have specific training or competency to attend to different types of emergency, e.g. trained first aid personnel to attend to a medical emergency, personnel trained in rescue from heights and equipment used for rescue from heights, rescue from a confined space, use of a spill kit or use of breathing apparatus. The ERT will be set up if deemed necessary by the ECO or the Workplace Manager dependent on the credible emergency scenarios applicable to the specific workplace.

Emergency Service(s)

The State or Territory authority responsible for emergency response or recovery, e.g. fire brigade, ambulance service or paramedic.

Incident

Any occurrence which results in actual, or has the potential to cause, injury or ill health or damage to property or the environment. The term 'accident' is not used at Lendlease Construction.

Workplace Manager

Means the Construction Manager (construction site), Project Manager, General Manager, Practice Manager (Lendlease [Integrated Solutions](#)), or any other workplace or department specific manager of Lendlease Construction with the responsibility for day-to-day management or control of a workplace(s).

5.0 PROTECTION PRIORITIES IN AN EMERGENCY

Lendlease have the following protection priorities in the event of an emergency:

- Safety of People; then
- Protection of the Environment; and then
- Safeguarding of commercial considerations.

6.0 EMERGENCY RESPONSE

Lendlease has an Emergency Response Management Sub Plan and a nominated Emergency Control Organisation Leader at each of its workplaces. The primary role of the workplace ECO Leader is to direct and control the implementation of the Emergency Response Management Sub Plan and render personnel and facilities safe by the application of local resources and liaison with the Emergency Response Team and the external Emergency Service(s).

The initial response to an emergency and the implementation of the Emergency Response Management Sub Plan may include the following actions:

- R Remove** workers from immediate danger (if safe to do so)
- A** Raise the **Alarm** by contacting appropriate emergency services advising the nature, status and exact location of the incident/condition/external threat and advise what action has been taken or is underway
- C Contain** the incident and its effects and make the area safe (if safe to do so) – preserve the scene for investigation; and
- E Evacuate** workers if required and undertake a head count.

7.0 RESPONSIBILITIES

Various sections of this ERMSP detail roles and responsibilities allocated to specific position holders for different activities to be undertaken at a specific time or in response to specific events. Principal responsibilities are as follows:

Role	Responsible Person
Emergency Planning Committee (EPC)	Chaired and managed by HOSF
Emergency Control Organisation (ECO)	Chaired and managed by the Workplace Manager
Emergency Service(s)	State or Territory Authority e.g. fire brigade, ambulance service or paramedic.
Emergency Response Team (ERT)	Personnel appointed to attend specific emergency scenarios until the Emergency Service(s) arrive(s)

8.0 EMERGENCY SCENARIOS

The Project/Workplace Impacts and Hazards Risk Assessment has identified emergency response at this Project/Workplace as high risk. The following have been identified as credible emergency scenarios:

Type of emergency	Credible Emergency	
	Yes	No
Bomb threat	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Contact with overhead wires	<input type="checkbox"/>	<input type="checkbox"/>
Contact with in-ground services	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Excavation failure, e.g. partial collapse, ingress of water, contaminated air/water	<input checked="" type="checkbox"/>	<input type="checkbox"/>
External threat (e.g. terrorist activity, hostages, demonstration or civil unrest)	<input type="checkbox"/>	<input type="checkbox"/>
Failure of temporary containment structure (e.g. erosion and sediment control)	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Fall arrest - Rescue from a suspended safety harness	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Fire or explosion	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Flooding (rain event, king tides, groundwater)	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Ground or other major subsidence	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Immersion of a person(s) in water or a water-body	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Internal emergency - electrical power failure, water supply failure, hoist/lift/plant failure or structural collapse, odour/gas leak/toxic emission)	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Medical emergency	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Natural disaster (e.g. cyclone, bushfire, earthquake);	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Personal Threat / Robbery / Intruder	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Pollution or the potential for pollution, e.g. significant leaks or spills, or runoff	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Roll over of mobile plant	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Rescue from tower crane	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Rescue from jump form	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Rescue from swinging stage scaffold	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Storage of hazardous chemicals (products, materials and substances) or Dangerous Goods	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Stretcher access/ egress and first aid	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Structural collapse, e.g. tilt up/precast/prop failure or formwork collapse;	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Vehicular/plant collision (public or project)	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Other (List) –	<input type="checkbox"/>	<input checked="" type="checkbox"/>



Refer to Section 20 for specific emergency response details for the above emergency scenarios. These response details may be printed and placed on notice boards at the workplace at the discretion of the ERT Leader.

9.0 TRAINING

ECO

Training requirements of the ECO members can be identified from the LLC EHS&Q training matrix and planner. They shall be reviewed by the Workplace Manager when this Management Sub Plan is first established and thereafter at maximum 12 monthly intervals for offices and plant yards and maximum 6 monthly intervals for construction projects.

Responsibilities of ECO members are provided in [Appendix One](#). The Workplace Manager is responsible for ensuring that the ECO members are competent to fulfil their appointed ECO roles related to the direction and control of the implementation of the emergency response plan. The training and competency records of the ECO members should be maintained on the EHS&Q training matrix and planner and on Workday Training.

ERT

Training requirements of the ERT members can be identified from the EHS&Q training matrix and planner and from the applicable credible emergency scenarios, e.g. spillage, rescue from heights and confined space). They shall be reviewed by the Workplace Manager and the ECO Team Leader when this plan is first established and thereafter at maximum quarterly intervals for offices, plant yards and construction projects. Responsibilities of ERT members have been provided in [Appendix Two](#).

The Workplace Manager and ECO Team Leader are responsible for ensuring that the ERT members are competent to fulfil their appointed ERT roles related to the direction and control of the implementation of the emergency response plan. The training and competency records of the ERT members should be maintained on the EHS&Q training matrix and planner and on Workday Training.

10.0 PERIODIC DRILLS

This ERMSP shall be tested to determine its effectiveness at maximum (delete non-applicable)

- 12-month intervals for an office
- 12-month intervals for a Plant Yard
- Construction projects
 - maximum 6 monthly intervals for a trial of an evacuation; and
 - formally evaluate at least two separate credible emergency scenarios from your project Emergency Response Management Sub Plan at least twice per year; e.g. medical emergency; trench cave in; spill to the environment – (preferred at least one) or other as outlined in the Table below or your Project Emergency Response Management Sub Plan; or
 - Alternatively, a project can take the opportunity to formally evaluate a couple of 'actual' incident events and emergency response scenarios and document the findings.

Each emergency exercise shall:

- Be consistent with GMR 3.2.6 Emergency Planning and Evacuation Procedures and the above-mentioned requirements. All projects are required to formally test and evaluate a credible emergency scenario at least twice per year; and separately evaluate a site emergency evacuation or partial evacuation of an area at least every 6 months.

- Test emergency planning and preparedness and response to a particular pre-determined scenario that has been identified in this Management Sub Plan including at least one environmental scenario every 6 months during the life of a construction project or occupancy of the asset.
- Include a documented description of the scenario which is communicated to all emergency exercise participants.
- Evaluate the drill and document this on the Emergency Event Evaluation Form in the Enablon Inspection App. Alternatively, for non-App users, the hardcopy form on Source - Emergency Event Evaluation Form can be used or equivalent where the exercise is managed by a 3rd party.
- Evaluation for effectiveness shall include where available review by the Project Team Meeting and EHS Committee or HSR or other agreed consultative mechanism.

*Examples of Emergency Events:

Contact with overhead services	Immersion of a person(s) in water or water body
Contact with in-ground services	Internal emergency
Excavation failure	Natural disaster/hazard
External threat	Personal threat/ Robbery/ Intruder
Failure of temporary containment structure	Pollution (actual or the potential for e.g. water or air)
Failure of fixtures or fittings	Rescue from height
Fall arrest in a Safety Harness	Roll over of plant, equipment or materials
Fire or explosion	Structural collapse
Hazardous chemicals (products, materials, and substances)	Vehicular/Plant collision
Medical Emergency	

11.0 EMERGENCY CONTACT NUMBERS

Emergency contact numbers are listed in [Appendix Three](#) of this ERMSP and must be displayed in prominent locations at this Project/Workplace.

12.0 EVACUATION DIAGRAM, ROUTES AND ASSEMBLY AREAS

An emergency Evacuation Diagram that complies with AS3745 must be displayed in prominent locations where workers and visitors can view the diagram. A copy of this Evacuation Diagram is contained in [Appendix Four](#) of this ERMSP.

Evacuation Diagrams shall be reviewed at maximum monthly intervals for all construction workplaces and updated to reflect any change. Evacuation Diagrams shall comply with the Evacuation Diagram Checklist contained in [Appendix four](#).

13.0 EMERGENCY EQUIPMENT AND FIRST AID LOCATIONS

An Emergency Equipment Diagram that details the location of fire-fighting and spill response equipment plus first aid facilities shall be displayed in prominent locations where workers and visitors can view the diagram. A copy of this diagram is contained in [Appendix Five](#) of this ERMSP.

At the discretion of the ECO Team Leader, the emergency Evacuation Diagram and Emergency Equipment Diagram may be combined.

A First Aid Risk Assessment shall be conducted upon commencement of works at the workplace and reviewed at maximum 3 monthly intervals for construction projects and where material changes occur at offices or plant yards using the pro-forma included in [Appendix Seven](#). This risk assessment will assist in determining the requirements for first aid facilities and the number of competent first aiders to be provided at the workplace.

The inspection and testing of first aid facilities and equipment shall be undertaken as outlined in Section 19.



14.0 ACTIVATION OF THIS PLAN

This plan may be activated by:

- A member of the ECO at any time
- The sounding of the workplace emergency siren
- The advent of an emergency of the kind identified within this plan

In deciding whether to notify the Lendlease Construction Crisis Management Team, the site ECO Team Leader must consider the following:

1. Is external help required beyond project/workplace resources e.g. emergency services?
2. Could the public image of the Company be affected?
3. Could the incident impact on the Company's business or relationship with clients or government?
4. Could the incident have a major adverse impact on the environment?

If the answer to any of the above is "YES" then the requirements of the Lendlease Construction Australia Crisis Management Handbook should be followed.

The decision of whether to activate the Lendlease Crisis Management Plan is the responsibility of the Lendlease Construction ECO Leader.

15.0 TERMINATION OF AN EMERGENCY

An emergency may be terminated by one of the following:

- By the ECO Team Leader; or
- By the Emergency Services(s) Leader; e.g. Fire Brigade Commander
- If the emergency has been escalated to LLC Crisis Management Team, by the LLC Crisis Management Team.

16.0 NOTIFICATION TO EXTERNAL AUTHORITIES

Formal notification to external authorities / regulators (other than emergency services) must be timely and undertaken by the ECO Team Leader after consultation with the relevant Regional EHS Manager and/or Head of EHS. Where the project holds an environmental licence, the incident/emergency reporting and notification requirements documented in the licence (as per relevant legislation) must be met.

17.0 PERSONAL EMERGENCY EVACUATION PLAN

The ECO is responsible for developing, implementing and testing at regular intervals, Personal Emergency Evacuation Plan(s) (PEEPs) for people identified at the workplace with disabilities. These plans are attached where applicable at [Appendix Six](#).

18.0 LOG OF EVENTS

The ECO Team Leader shall be responsible for appointing a Communications Officer who shall be responsible for completing the log of events during an emergency as contained in [Appendix Nine](#).

This log shall be used to recording the following events:

- Time emergency was declared
- Time 000 call made to emergency services
- Time head count of workers at evacuation assembly point was finalised

- Time emergency services arrived at the workplace
- Time and detail when incident control was handed over to emergency services
- Time and detail of incoming calls from emergency services, LLC, client and other 3rd parties
- Time and detail of all outgoing calls to emergency services, LLC, client and other third parties
- Time and detail when Regulators/Authorities attended the workplace
- Time and detail when union or other third parties attended the workplace
- Other actions taken relevant to the emergency scenario
- Time and details when emergency services handed back the workplace or incident control
- Time the emergency was terminated.



19.0 ACTION SUMMARY

The ECO Team Leader is responsible for ensuring the following actions are undertaken in line within the designated timeframe:

Action Required	Other	Monthly	Quarterly	6 Monthly	Annually
Review this plan (as per requirements of Project/workplace EHS Management Plan)			<input checked="" type="checkbox"/>		
Emergency Control Organisation Member Training Needs Analysis Offices/Plant Yards					<input checked="" type="checkbox"/>
Emergency Control Organisation Member Training Needs Analysis Construction Projects				<input checked="" type="checkbox"/>	
Emergency Response Team Member Training Needs Analysis Offices/Plant Yards			<input checked="" type="checkbox"/>		
Emergency Response Team Member Training Needs Analysis Construction Projects			<input checked="" type="checkbox"/>		
Conduct emergency scenario drills Offices/Plant Yards					<input checked="" type="checkbox"/>
Conduct emergency evacuation scenario drills Construction Projects				<input checked="" type="checkbox"/>	
Conduct emergency event scenario drills Construction Projects (including one environment scenario drill)				<input checked="" type="checkbox"/>	
Review and update Evacuation Diagram, Routes and Assembly Areas Offices/Plant Yards					<input checked="" type="checkbox"/>
Review and update Evacuation Diagram, Routes and Assembly Areas, Construction Projects		<input checked="" type="checkbox"/>			
Review First Aid Risk Assessment Construction Projects			<input checked="" type="checkbox"/>		
Routine Check of Evacuation Alarm/Siren (minimum requirement)		<input checked="" type="checkbox"/>			
Check of Evacuation Alarm/Siren after relocation, repair or the like	<input checked="" type="checkbox"/>				
Check Nurse Call system (minimum requirement)		<input checked="" type="checkbox"/>			
Check fire-fighting equipment	Refer to Project EHS Management Plan				
Weekly Cyclone Checklist	Required weekly during cyclone season by Projects/Workplaces situated within cyclone affected regions (refer Cyclone Plan section 20)				



20.0 EMERGENCY SCENARIOS RESPONSE

Bomb Threat

IF YOU RECEIVE A BOMB THREAT

REMAIN CALM	<ul style="list-style-type: none"> ▪ Always treat the call as genuine. ▪ Prolong the conversation & do not hang up.
ATTRACT ATTENTION OF SECOND PERSON	<ul style="list-style-type: none"> ▪ Do not alert the caller to your actions. ▪ Get a second person to call your Manager or Emergency Control Organisation Member.
BE ATTENTIVE	<ul style="list-style-type: none"> ▪ Note any distinguishing background noises, music, traffic/other. ▪ Note the voice characteristics of the caller. ▪ Does the caller indicate knowledge of your workplace or building?
RECORD	<ul style="list-style-type: none"> ▪ As soon as possible the details are to be recorded in the Bomb Threat Checklist
NOTIFY	<ul style="list-style-type: none"> ▪ Your Direct Manager. ▪ The Manager of the Project/Workplace ▪ Emergency Services [where determined necessary].
PREPARE	<ul style="list-style-type: none"> ▪ To follow instructions from the Emergency Control Organisation Team Leader, security, Emergency Response Team, e.g. police or other emergency service personnel. ▪ To evacuate if necessary. ▪ To assist in a search if necessary (i.e. only staff trained to do so). The aim of any search is to look for: <ul style="list-style-type: none"> > a suspiciously labelled object. > an object like that described in the threat; > an object of unusual size, shape and sound; OR > the presence of pieces of tape, wire or explosive wrapping, or other unfamiliar wrappings.
IF OBJECT FOUND	<ul style="list-style-type: none"> ▪ Do not touch it. ▪ Report that you have found a suspicious object.
PROCEDURE	<ul style="list-style-type: none"> ▪ Report in line with the requirements containing within the Incident Reporting and Management Procedure
OTHER WORKPLACE SPECIFIC	<ul style="list-style-type: none"> ▪ Health Infrastructure Incident Management Framework

Bomb Threat Checklist

Exact wording of threat			
Sex of Caller			
<input type="checkbox"/> Male		<input type="checkbox"/> Female	
Question to ask			
When is it going to explode (release the substance)?			
What will make it explode (release the substance)?			
What does it look like?			
Where did you put it?			
Did you put it there?			
When did you put it there?			
Why did you put it there?			
Callers voice			
Accent	<input type="checkbox"/> Asian <input type="checkbox"/> Australian	<input type="checkbox"/> English <input type="checkbox"/> American	<input type="checkbox"/> NZ <input type="checkbox"/> European <input type="checkbox"/> Other
Voice	<input type="checkbox"/> Loud	<input type="checkbox"/> Soft	<input type="checkbox"/> Other
Speech	<input type="checkbox"/> Fast <input type="checkbox"/> Clear	<input type="checkbox"/> Slow <input type="checkbox"/> Muffled	<input type="checkbox"/> Other:
Impediment	<input type="checkbox"/> Lisp	<input type="checkbox"/> Stutter	<input type="checkbox"/> Other:
Manner	<input type="checkbox"/> Calm	<input type="checkbox"/> Emotional	<input type="checkbox"/> Other:
Additional information			
Threat relating to chemical, biological or radiation			
What kind of substance is in it?			
How much substance is in it?			
How will the substance be released?			
In what form is the substance (liquid, gas or powder)?			
Bomb threat questions			
What type of bomb is it?			
What is in the bomb?			
Did you recognise the voice?	<input type="checkbox"/> Yes	<input type="checkbox"/> No	
If Yes who do you think it was?			
Was the caller familiar with the building or workplace?	<input type="checkbox"/> Yes	<input type="checkbox"/> No	
Threat language			
Well Spoken	<input type="checkbox"/> Yes	<input type="checkbox"/> No	
Incoherent	<input type="checkbox"/> Yes	<input type="checkbox"/> No	
Taped	<input type="checkbox"/> Yes	<input type="checkbox"/> No	
Message read by caller	<input type="checkbox"/> Yes	<input type="checkbox"/> No	
Abusive	<input type="checkbox"/> Yes	<input type="checkbox"/> No	
Other:			
Background sounds			
<input type="checkbox"/> Local Call	<input type="checkbox"/> STD	<input type="checkbox"/> Music	
<input type="checkbox"/> Voices	<input type="checkbox"/> Street Noise	<input type="checkbox"/> Aircraft	
<input type="checkbox"/> House Noise	<input type="checkbox"/> Machinery	<input type="checkbox"/> Other	
Call taken			
Time:	Date	Duration of Call	Number Called
Recipient			
Name:	Recipient Tel No:		
Checklist completed by			
Name:	Date:	Signature:	

Fire or Explosion

IF YOU SEE FIRE OR SMOKE DO NOT PANIC OR SHOUT!

REMAIN CALM & REMEMBER R.A.C.E.

RESCUE PEOPLE	From immediate danger – if safe to do so.
ALARM	Alert Emergency Control Organisation Team Member Sound the Alarm.
CONTAIN FIRE & SMOKE	If safe to do so, close all doors and windows.
EXTINGUISH	Only attempt to extinguish the fire if trained and safe to do so by using the appropriate firefighting equipment, e.g. an extinguisher suitable for the type of fire encountered. Workers should not attempt to use firefighting water hoses unless special training has been provided.

- Prepare to evacuate if necessary, to the Evacuation Assembly Area/ Muster Point(s).
- Follow instructions from Emergency Control Organisation Members, security or other Emergency Response Team, e.g. emergency services personnel.
- Ensure any visitors are accompanied from the workplace when evacuation is ordered.
- Do not allow people to enter the building/ structure/project until the all clear is given.
- Do not allow vehicles to enter/leave the car park of the building/structure/project until the all clear is given.
- Leave lights on.
- **Obey all instructions – do not return to the**

THE ORDER IN WHICH THESE ACTIONS ARE PERFORMED WILL DEPEND UPON THE PARTICULAR FIRE OR SMOKE INCIDENT.

Note: In the event of witnessing evidence of a fire any employee may call the fire brigade – such action does not need another person’s permission.

OTHER WORKPLACE SPECIFIC	▪ Health Infrastructure Incident Management Framework
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Evacuation

EVACUATION IS THE RAPID REMOVAL OF PEOPLE FROM IMMEDIATE OR THREATENED DANGER IN A SAFE AND ORDERLY MANNER.

NOTICE TO EVACUATE IS INDICATED BY:	<ul style="list-style-type: none"> Evacuation Signal – (Enter Alarm Sound).
REMAIN CALM	<ul style="list-style-type: none"> Do not panic, calm persons around you who appear agitated.
NOTIFY	<ul style="list-style-type: none"> ECO Leader/ Warden in charge of the area. Fire Brigade where instructed.
EVACUATION ASSEMBLY AREA	<ul style="list-style-type: none"> Inform staff and other personnel of the location of the Emergency Evacuation Assembly Area/Muster Point. Mobility, vision or hearing-impaired personnel are to be assigned to a Warden or other. Contact any contractors or others working in remote/isolated areas. Visitors are to be accompanied by their host to the Assembly Area. Deputy ECO Leader to retrieve any visitor/induction/diary/register/floor lists to assist in a head count.
EVACUATE	<ul style="list-style-type: none"> Evacuation of personnel and visitors to the Emergency Assembly Area is to be carried out in the following staged order: <ul style="list-style-type: none"> > From immediate danger [e.g. out of the room or area or floor]. > Total evacuation of the building/structure/workplace. Note: People in immediate danger first, then in the following order: <ul style="list-style-type: none"> > Able bodied personnel, visitors and their hosts; > Accompanied mobility, vision or hearing-impaired persons.
CHECK	<ul style="list-style-type: none"> All rooms, especially change rooms, toilets, behind doors, storage areas or other concealed or remote areas.
HEADCOUNT	<ul style="list-style-type: none"> Conduct a head count at the Emergency Evacuation Assembly Area. Assigned personnel to account for contractors or visitors. If person(s) are missing, report this immediately to the person in charge, i.e. security, floor warden/manager/supervisor. Do not re-enter the workplace until the 'All Clear' is given.
REPORT	<ul style="list-style-type: none"> To the ECO Team Leader at the Emergency Evacuation Assembly Area. Notify the Fire Brigade of any persons remaining unaccounted. Report in line with the requirements containing within the Incident Reporting and Management Procedure
OTHER WORKPLACE SPECIFIC	<ul style="list-style-type: none"> Health Infrastructure Incident Management Framework



Medical Emergency

Medical/first aid incident or emergency call:

FIRST AID OFFICER/AMBULANCE SERVICE

IN THE EVENT OF MEDICAL/FIRST AID INCIDENT OR THE NEED FOR URGENT MEDICAL ASSISTANCE

REMAIN CALM	Do not panic!
ASSESS	<p>Danger – to you, to others, to the patient. Response – conscious or unconscious? Send - for help as early as possible. Airway – clear of objects and open? Breathing – chest rising/falling? hear/feel air from mouth/nose? Circulation – do they have a pulse? Defibrillation – apply Automated External Defibrillator (AED)</p>
NOTIFY	<ul style="list-style-type: none"> ▪ Alert the First Aid Officer(s). ▪ Alert your Manager. ▪ Alert the Ambulance Service where instructed.
CONDITIONS	Advise your exact location, nearest cross street, number of patient(s) age/sex, symptoms & signs, any prior medical illness or medication.
ACTION PLAN	<ul style="list-style-type: none"> ▪ Make patient comfortable and area safe [if required barricade area]. ▪ If no breathing/pulse and trained to do so undertake Cardiopulmonary Resuscitation (CPR) or other first aid as required. ▪ Apply a Defibrillator and follow voice prompts. ▪ Direct someone to wait at the escort point to accompany the emergency services to the exact location of the patient or emergency. ▪ ECO Team Leader to consult with Regional EHS Manager to determine if the incident area needs preservation for investigation by Authorities. ▪ Manager to consult with Regional EHS Manager to determine the requirement for Counsellors.
REPORTING	<ul style="list-style-type: none"> ▪ Report in line with the requirements containing within the Incident Reporting and Management Procedure
OTHER WORKPLACE SPECIFIC	<ul style="list-style-type: none"> ▪ Health Infrastructure Incident Management Framework

External Threat/Incident

NAME: Damien Smith

PHONE: 0437 559 361

IN THE EVENT OF AN ANNOUNCEMENT OF AN EXTERNAL THREAT

REMAIN CALM	Do not panic!
AWAIT ADVICE	Do not leave the workplace – shelter in place. Await advice of the ECO Team Leader.
ASSESS	Danger – to people.
NOTIFY	Alert ECO Team Leader Alert Regional EHS Manager. Alert workers.
CONDITIONS	Advise Workers of exact location where the incident has occurred and the nature of the incident if known.
ACTION	Alert All Staff of any required action which may include: <ul style="list-style-type: none"> ▪ Shelter in Place (remain in the building/project until further notice); OR ▪ Evacuate when directed to a safe location
PROCEDURE	<ul style="list-style-type: none"> ▪ Report in line with the requirements containing within the Incident Reporting and Management Procedure
OTHER WORKPLACE SPECIFIC	<ul style="list-style-type: none"> ▪ Health Infrastructure Incident Management Framework

Environment Spill/Leak/Release of pollutant (air/ waste/ contamination) Incident

NAME: Damien Smith

PHONE: 0437 559 361

REMAIN CALM	Do not panic!
ASSESS	<p>Danger – to people or the environment. Potential – for material harm (not trivial) or serious irreversible harm to the environment or people resulting from a leak, spill or escape of a substance, or circumstances in which this is likely to occur.</p>
NOTIFY	<ul style="list-style-type: none"> ▪ Alert your Manager, ECO Team Leader and the nominated ERT member (who has been trained in Spill Response). ▪ Alert Workplace Manager and Regional EHS Manager. ▪ Alert relevant Environment Authority or Local Government Officer (as appropriate) [when instructed]. ▪ Alert Emergency Services [fire brigade when instructed]. ▪ Alert others who may be affected, e.g. neighbours, other building occupants.
CONDITIONS	<ul style="list-style-type: none"> ▪ Advise the exact location where the pollution is occurring or is likely to occur, the nature, estimated quantity or volume and the concentration of any pollutants involved, the circumstances in which the incident occurred (including the cause of the incident if known), the action taken or proposed to be taken to deal with the incident and any resulting pollution or threatened pollution.
ACTION	<ul style="list-style-type: none"> ▪ Make the area safe [if required barricade area]. ▪ Install temporary bunding or other environmental barriers to contain/slow the effect of the spill [contained in a Spill Kit]. ▪ If safe, close any valve or tap where relevant. ▪ Select appropriate personal protective equipment from Safety Data Sheet information. ▪ Remove all sources of ignition e.g. smoking or mobile telephone. ▪ Instigate all necessary action to minimise the size, spread and any adverse effects of actual/potential environmental harm if safe to do so. ▪ Supervisor/manager to determine if the incident area needs preservation for investigation by Authorities.
PROCEDURE	<ul style="list-style-type: none"> ▪ Report in line with the requirements containing within the Incident Reporting and Management Procedure
OTHER WORKPLACE SPECIFIC	<ul style="list-style-type: none"> ▪ Health Infrastructure Incident Management Framework

Internal Emergency

NAME: Damien Smith

PHONE: 0437 559 361

AN INTERNAL EMERGENCY (OTHER THAN FIRE/SMOKE), COULD BE CAUSED BY AN:
 ELECTRICAL POWER FAILURE
 WATER SUPPLY FAILURE
 ALIMAK/HOIST/LIFT/PLANT FAILURE
 STRUCTURAL COLLAPSE

ELECTRICAL POWER/WATER SUPPLY FAILURE	<ul style="list-style-type: none"> Notify your Manager and the ECO Team Leader.
HOIST/LIFT/PLANT FAILURE – PERSONS TRAPPED	<ul style="list-style-type: none"> Notify your Manager and the ECO Team Leader. Identify hoist/lift/plant number and location and likelihood or number of persons trapped.
STRUCTURAL COLLAPSE	<ul style="list-style-type: none"> Remain calm Evacuate the immediate area. Make the area safe (if required barricade area to prevent further inadvertent access). Notify your Manager and the ECO Team Leader. Prepare to evacuate the building/structure immediately if instructed.
ODOUR / GAS LEAK / TOXIC EMISSION	<ul style="list-style-type: none"> Notify your Manager and the ECO Team Leader Advise if persons are injured. Evacuate the immediate area. Contain the area – close doors & windows if possible. Identify the substance and obtain its Safety Data Sheet (SDS) if available. If persons are injured remove them from affected area and treat appropriately with first aid as detailed in the Safety Data Sheet. Isolate injured person(s) from other non-affected persons and call emergency services. Prepare to evacuate the building if instructed.
PROCEDURE	<ul style="list-style-type: none"> Report in line with the requirements containing within the Incident Reporting and Management Procedure

DO NOT ATTEMPT ANY ACTION WHICH PUTS YOU OR OTHERS IN DANGER

- Follow the Instructions of the SCO Team Leader
- Prepare to evacuate if necessary

OTHER WORKPLACE SPECIFIC	<ul style="list-style-type: none"> Health Infrastructure Incident Management Framework
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Personal Threat/Robbery/Intruder

CALL DIRECT MANAGER/POLICE SERVICE

PERSONAL THREATS INCLUDE ASSAULT, ARMED HOLD-UPS, ROBBERY OR OTHER.

STAND STILL	<ul style="list-style-type: none"> Keep your hands where they can be seen and do not make any sudden or quick movements. Stand slightly side on [submissive] to the robber/assailant/offender.
OBEY INSTRUCTIONS	<ul style="list-style-type: none"> Do exactly what you are told. Do not volunteer any other information. Handover whatever is requested without question and let the offender leave.
REMAIN CALM & QUIET	<ul style="list-style-type: none"> Do not panic or shout, avoid staring and making eye contact.
DO NOT TAKE RISKS	<ul style="list-style-type: none"> Do not do anything which may antagonise the offender(s). Do not chase the offender(s).
OBSERVE THE OFFENDER'S CHARACTERISTICS, SUCH AS	<ul style="list-style-type: none"> Sex, height, weight, eyes/hair colour, facial appearance, voice, clothing, tattoos, speech pattern, type of weapon, jewellery, what they are carrying, and items touched. If safe to do so note the make and colour of any vehicle used, its registration number if possible and last known direction.
NOTIFY	<ul style="list-style-type: none"> Retain emergency contact list at hand. Your Direct Manager. Police Service and ask any witnesses to remain. Other staff if safe to do so without risk. Contain yourself in a secure area, by locking your office door, closing blinds and staying out of sight. Consult with Regional EHS Manager to determine the requirement for Post Trauma Counsellors.
RECORD	<ul style="list-style-type: none"> Seal off the area to preserve evidence. Immediately report the offender's description, what they may have taken, models and serial numbers, descriptions of any distinguishing items they may have, or any other relevant details.
PROCEDURE	<ul style="list-style-type: none"> Report in line with the requirements containing within the Incident Reporting and Management Procedure
OTHER WORKPLACE SPECIFIC	<ul style="list-style-type: none"> Health Infrastructure Incident Management Framework

Threat/Robbery/Intruder Identification

Threat/Robbery/Intruder Identification Form

Fill out this form to assist the police with their investigation.

First impressions are important.

Fill out the form alone.

Do not discuss the offence with anyone else first [this may alter your observations and first impressions of what happened].

Witness Details:		Lendlease Construction	
Surname:		Location:	
Given names:		Address:	
Address:			
Post code:		Post code:	
Phone (work):			
Phone (home):			
Mob:			
Details of Event [Include every detail of the offence from start to finish]			
Date:		Time:	
Details:			
Description of Offender			
Physical		Clothing/Other	
Height:	Age:	Upper body:	
Weight:		Lower body:	
Hair:		Shoes:	
Eyes:		Glasses:	
Eyebrows:		Weapon/item carried:	
Race:		Other:	
Skin:			
Scars/Tattoos:			
Speech:			
Vehicle Description			
Make:	Licence Plate No:	Year:	
Colour:	Direction of travel:		
Distinctive Features: [e.g. dents, roof racks, bull bar, colour]			
Identification completed by			
Name:	Signature:	Date:	

Bushfire

PLANNING	<ul style="list-style-type: none"> ▪ Contact the local council / shire and confirm their bushfire planning requirements ▪ Download the bushfire planning guide appropriate to your region/state and implement requirements ▪ Ensure all workers are briefed on bushfire risk during workplace inductions and at other appropriate times ▪ Subscribe to the National Alert System: http://www.emergencyalert.gov.au/
OBEY INSTRUCTIONS	<ul style="list-style-type: none"> ▪ Do exactly as you are advised via the National Alert System

STAGES OF BUSHFIRE RESPONSE AT WORKPLACES

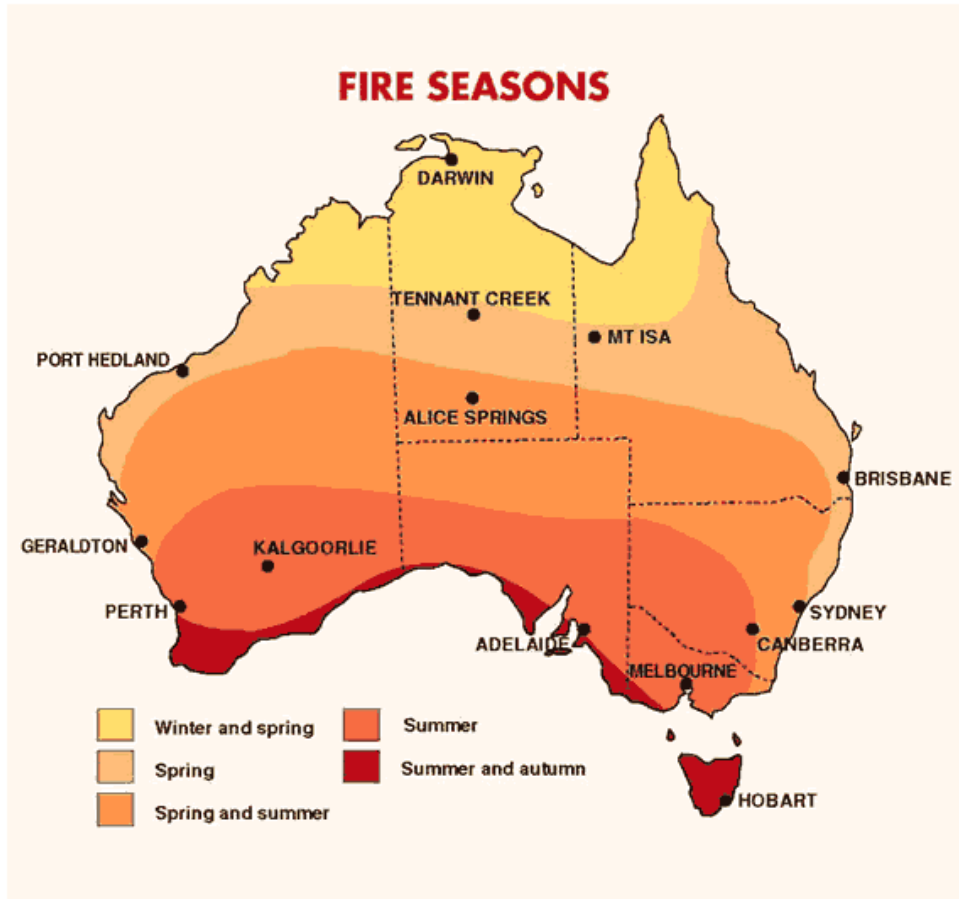
CATASTROPHIC / CODE RED	<p>For your survival, leaving early is the only option.</p> <p>Leave bush fire prone areas the night before or early in the day – do not just wait and see what happens.</p> <p>Make a decision about when you will leave, where you will go, how you will get there and when you will return.</p>
EXTREME	<p>Leaving early is the safest option for your survival.</p>
SEVERE	<p>Leaving early is the safest option for your survival.</p>
VERY HIGH	<p>Keep yourself informed and monitor conditions - Be ready to act if necessary.</p> <p>Subscribe to the National Alert System: http://www.emergencyalert.gov.au/</p>
HIGH	
LOW MODERATE	
OTHER WORKPLACE SPECIFIC	<ul style="list-style-type: none"> ▪ Health Infrastructure Incident Management Framework



For further information:
<http://www.bom.gov.au/weather-services/bushfire/about-bushfire-weather.shtml>

<http://www.abc.net.au/news/emergency/>
<http://www.abc.net.au/radio/frequency-finder/>

Australian Fire Seasons



Flooding

PLANNING

- Contact the local council / shire and confirm flooding risk and planning requirements
Check Geoscience Australia website: <http://www.ga.gov.au/flood-study-web/#/searchApp/searchBasic>
- Download the flooding planning guide appropriate to your region/state and implement requirements
- Ensure flood response materials are available for immediate use e.g. sand and sandbags, plastic sheeting, loudhailer first aid kit
- Ensure all workers are briefed on flooding risk during workplace inductions and at other appropriate times
- Subscribe to the National Alert System: <http://www.emergencyalert.gov.au/>
- Ensure the [hazardous chemicals register](#) is up to date and all storage is located in non-flood prone areas
- Ensure the workplace can be effectively secured from intruders if abandoned during a flood event
- Ensure all IT systems are backed up regularly to off-site servers
- Ensure all isolation points for water, electricity and gas are communicated to all ECO members and included on the Evacuation Diagram or Emergency Equipment Diagram

OBEY INSTRUCTIONS

- Do exactly as you are advised via the National Alert System
- Follow **Evacuation** guidelines as outlined in this ERMSP.
- Isolate all services when leaving site
- Eliminate unnecessary travel

For further information:

<http://www.abc.net.au/news/emergency/>
<http://www.abc.net.au/radio/frequency-finder/>

OTHER WORKPLACE SPECIFIC

- Health Infrastructure Incident Management Framework

Immersion of a Person(s) in Water or Water Body

PLANNING

- A work specific rescue plan must be developed and appended to this document that accounts for the following as a minimum:
 - The nature of the water body e.g. lake, river, lagoon, bay or ocean
 - The likely impact of wave, wash and wind action
 - Water turbidity and ability to locate a submerged worker
 - PPE to be worn e.g. personal flotation devices, their rating and safety boot types
 - Weather workers proposed to undertake the works are able to swim
 - The nature and duration of the work activity including time of day and length of shift
 - The nature of work platform that will be used e.g. jetty, work boat, scow, pontoon or the like
 - Equipment to be used when undertaking the task and effect on the risk of a worker becoming immersed in water
 - Availability of third party emergency services e.g. Water Police or Harbour Authority
- Reference should be made to relevant Council/Shire/Harbour regulations on required safety equipment; emergency response equipment could include:
 - Rubber non-motorised rescue dinghy with grab ropes, two oars and life buoy with lanyard attached moored adjacent to work face
 - Gotcha rescue kit complete with retrieval hook, retrieval rope and carabineers, extension pole and load reducing pulley located and is set up ready for use at the nominated rescue point
 - Ladder located within 10m of work face of a length such that at least the last 2 rungs are under water at low tide
 - Life buoy with lanyard affixed located within 10m of work face
 - Identified unobstructed rescue point
 - Identified alternative means of access/egress
 - First aid kit at workplace
 - Defibrillator located at workplace
 - Fully charged mobile phone at workplace
 - Stretcher at work site
 - Training
 - The nominated ERT member (including first aid person) should be trained in the rescue equipment mentioned above such as the Gotcha kit and life buoy.

PROCEDURE

- Report in line with the requirements containing within the Incident Reporting and Management Procedure

A WORK SPECIFIC RESCUE PLAN IS APPENDED TO THIS DOCUMENT:

ALL ECO AND ERT MEMBERS HAVE BEEN BRIEFED ON THE CONTROLS WITHIN THIS SCENARIO AND WORK SPECIFIC RESCUE PLAN:



Rescue from Tower Crane

IN THE EVENT OF MEDICAL/FIRST AID INCIDENT OR THE NEED FOR URGENT MEDICAL ASSISTANCE IN A TOWER CRANE

PLANNING	<ul style="list-style-type: none"> ▪ Preparation for an emergency of this kind should commence in advance of the use of a tower crane and the appropriate emergency scenario tested and preparations made for a response immediately upon commencement of tower crane operations ▪ Emergency preparations shall consider the type of tower crane: electric or diesel; and plan rescue operations accordingly. E.g. diesel tower cranes shall require an emergency plan for fire suppression and/or fire rescue. Similarly, electric fires or shocks shall be considered for an electric tower crane. ▪ Training The nominated ERT member and the first aid person shall have completed the nationally accredited training unit Work Safely at Heights. They shall also be trained in the height rescue equipment in place for the project (e.g. first aid or rescue cages, or height rescue kits such as Gotcha, Davit Arms, or other rope rescue kits). All crane operators shall be formally trained in the use of a fire extinguisher (Demonstrate first attack fire). Each Crane Crew worker shall be briefed in the operation and use of the first aid cage / Workbox. The briefing shall include reference to and the requirements of AS 1418:17.
RESPOND	<ul style="list-style-type: none"> ▪ Refer to the Medical Emergency Procedure contained in this EPG

Single Crane Project

RECOVER	<ul style="list-style-type: none"> ▪ Contact emergency services; or ▪ Use Gotcha Kit¹ (or similar proprietary system) to lower worker to ground level for further medical attention if determined necessary
PROCEDURE	<ul style="list-style-type: none"> ▪ Report in line with the requirements containing within the Incident Reporting and Management Procedure

Multiple Crane Project

RECOVER	<ul style="list-style-type: none"> ▪ Use other crane to manoeuvre medical work box² to the crane where worker is located and evacuate worker into the workbox using a stretcher or similar
PROCEDURE	<ul style="list-style-type: none"> ▪ Lower workbox to ground level for further medical attention if determined necessary ▪ Report in line with the requirements containing within the Incident Reporting and Management Procedure

¹Use of a rescue kit requires a permit to work to ensure that there are no unintended consequences for the worker being lowered

²Use of a workbox requires a permit to work to ensure that there are no unintended consequences for the rescue party.

OTHER WORKPLACE SPECIFIC	<ul style="list-style-type: none"> ▪ Health Infrastructure Incident Management Framework
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Rescue from Jump Form

IN THE EVENT OF MEDICAL/FIRST AID INCIDENT OR THE NEED FOR URGENT MEDICAL ASSISTANCE IN A JUMP FORM

PLANNING	<p>Design of jump forms must include:</p> <ul style="list-style-type: none"> ▪ emergency access doors in the jump form cladding to allow emergency retrieval from lower jump form decks; or ▪ trapdoors of a sufficient size to allow retrieval of a non-ambulant worker from a lower deck; or ▪ a method of retrieval of non-ambulant workers from lower jump form decks; ▪ a first aid crane box located at the project; and ▪ a workbox¹ located at the project <p>Areas identified on the top deck for the landing of materials, e.g. bundled steel reinforcement, must be approved by a Structural Engineer and noted on design drawings displayed on the Jump Form cladding inner walls.</p> <p>A work specific rescue plan shall be developed. It shall include the following as a minimum:</p> <ul style="list-style-type: none"> ▪ The nature of the works ▪ The work height ▪ Accessibility for rescue ▪ Equipment required for rescue <p>Training Note: The members included in the rescue plan shall be briefed on the safe use of First Aid Cage/ Workbox. They shall have completed the nationally accredited training unit Work Safely at Heights and First Aid Training. They shall also be trained in the height rescue equipment in place for the project.</p>
RESPOND	<ul style="list-style-type: none"> ▪ Refer to the Medical Emergency Procedure contained in this EPG
RECOVER	<ul style="list-style-type: none"> ▪ Use crane to manoeuvre medical work box¹ to the jump form where worker is located and evacuate worker into the workbox using a stretcher or similar ▪ Lower stretcher to ground level for further medical attention
PROCEDURE	<ul style="list-style-type: none"> ▪ Report in line with the requirements contained within the Incident Reporting and Management Procedure
OTHER WORKPLACE SPECIFIC	<ul style="list-style-type: none"> ▪ Health Infrastructure Incident Management Framework

¹Use of a workbox is classified as a ‘special lift’ under 2021 GMR and requires independent review by a qualified engineer and a permit to work authorised by the Head of EHS for the Region to ensure that there are no unintended consequences for the rescue party.



Rescue from a Swinging Stage Scaffold

PLANNING	<ul style="list-style-type: none"> ▪ A work specific rescue plan must be developed and appended to this document that accounts for the following as a minimum: <ul style="list-style-type: none"> ▪ The nature of the works ▪ The work height ▪ Accessibility for rescue ▪ Equipment required for rescue <p>Note: The nominated ERT member(s) shall have completed the nationally accredited training unit Work Safely at Heights. They shall also be trained in the height rescue equipment in place for the project</p>
RESPOND	<ul style="list-style-type: none"> ▪ Refer to the work specific rescue plan appended to this document ▪ Refer to the Medical Emergency guidelines contained in this ERMSP
PROCEDURE	<ul style="list-style-type: none"> ▪ Report in line with the requirements containing within the Incident Reporting and Management Procedure

A WORK SPECIFIC RESCUE PLAN IS APPENDED TO THIS DOCUMENT:	<input type="checkbox"/>
ALL ECO AND ERT MEMBERS HAVE BEEN BRIEFED ON THE CONTROLS WITHIN THIS SCENARIO AND WORK SPECIFIC RESCUE PLAN:	<input type="checkbox"/>

Note:

Rescue capability at the workplace must be considered in the developed workplace rescue plan e.g. via workbox. It is not sufficient to rely upon emergency services.



Rescue from a Suspended Safety Harness

<p>PLANNING</p>	<ul style="list-style-type: none"> ▪ A work specific rescue plan must be developed and appended to this document that accounts for the following as a minimum: <ul style="list-style-type: none"> ▪ The nature of the works ▪ The likely suspension height ▪ Accessibility for rescue ▪ Equipment required for rescue <p>Note: The nominated ERT member(s) shall have completed the nationally accredited training unit Work Safely at Heights. They shall also be trained in the height rescue equipment in place for the project (Gotcha, Davit Arms, other rope rescue kits).</p>
<p>RESPOND</p>	<ul style="list-style-type: none"> ▪ Refer to the work specific rescue plan appended to this document ▪ Refer to the Medical Emergency guidelines contained in this ERMSP
<p>PROCEDURE</p>	<ul style="list-style-type: none"> ▪ Report in line with the requirements containing within the Incident Reporting and Management Procedure

<p>A WORK SPECIFIC RESCUE PLAN IS APPENDED TO THIS DOCUMENT:</p>	<input type="checkbox"/>
<p>ALL ECO AND ERT MEMBERS HAVE BEEN BRIEFED ON THE CONTROLS WITHIN THIS SCENARIO AND WORK SPECIFIC RESCUE PLAN:</p>	<input type="checkbox"/>



Storage of Hazardous Chemicals (Products, Materials and Substances) or Dangerous Good

<p>PLANNING</p>	<ul style="list-style-type: none"> ▪ Ensure that the requirements of the Hazardous Chemicals (Hazardous Products, Materials, Substances, and Dangerous Goods) Procedure and Management Sub Plan are in place and briefed to ECO and ERT members ▪ Do not store hazardous chemicals (products, materials and substances) in flood prone areas, close to an ignition source or any sensitive receptors. Store them appropriately and with compatible materials. ▪ Maintain a Hazardous Chemicals (products, materials, substances) Register and keep it up to date.
<p>RESPOND</p>	<ul style="list-style-type: none"> ▪ Follow Evacuation guidelines as outlined in this ERMSP. ▪ Follow Medical Emergency guidelines as outlined in this ERMSP. ▪ Follow the Fire or Explosion guidelines as outlined in this ERMSP ▪ Follow the Environmental Spill/leak Incident as outlined in this ERMSP
<p>PROCEDURE</p>	<ul style="list-style-type: none"> ▪ Report in line with the requirements containing within the Incident Reporting and Management Procedure. ▪ For projects with an environmental licence, provide notification to the relevant authority as per the licence requirements.
<p>OTHER WORKPLACE SPECIFIC</p>	<ul style="list-style-type: none"> ▪ Health Infrastructure Incident Management Framework



Vehicle / Plant Collision (Public or Project)

REMAIN CALM	Do not panic!
ASSESS	<p>Danger – to people or the environment. Potential – for material harm (not trivial) or serious irreversible harm to people or the environment resulting from the accident e.g. fire, explosion, fuel spill.</p>
NOTIFY	<ul style="list-style-type: none"> ▪ Alert your Manager and Emergency Team Leader. ▪ Alert Manager or Premises & Facilities and Regional EHS Manager. ▪ Alert Emergency Services [ambulance, fire brigade police when instructed]. ▪ Alert others who may be affected, e.g. neighbours.
CONDITIONS	<ul style="list-style-type: none"> ▪ Advise the exact location of the incident, the number of vehicles and people involved, and nature of any injuries or damage to property.
ACTION	<ul style="list-style-type: none"> ▪ Make the area safe [if required barricade area]. ▪ Follow Medical Emergency guidelines as outlined in this ERMSP. ▪ Follow the Fire or Explosion guidelines as outlined in this ERMSP ▪ Follow the Environmental Spill / Incident as outlined in this ERMSP ▪ Supervisor/manager to determine if the incident area needs preservation for investigation by Authorities.
PROCEDURE	<ul style="list-style-type: none"> ▪ Report in line with the requirements containing within the Incident Reporting and Management Procedure
OTHER WORKPLACE SPECIFIC	<ul style="list-style-type: none"> ▪ Health Infrastructure Incident Management Framework

Other

THE FOLLOWING ADDITIONAL EMERGENCY SCENARIOS HAVE BEEN IDENTIFIED AND THE FOLLOWING EMERGENCY RESPONSE PLANS ARE APPENDED TO THIS DOCUMENT:

ALL ECO MEMBERS HAVE BEEN BRIEFED ON THESE SCENARIO EMERGENCY RESPONSE PLANS:



APPENDIX ONE – EMERGENCY CONTROL ORGANISATION (ECO) RESPONSIBILITIES AND MEMBERSHIP

Role	Responsibilities
Emergency Control Organisation Team Leader	<ul style="list-style-type: none"> ▪ Ensure this Plan is completed, regularly reviewed, implemented and tested. ▪ Review and approve all modifications to the emergency response system, facilities, ECO and ERT members (including action on any post incident or exercise report recommendations) ▪ Establish and maintain an Emergency Control Centre (ECC) and support facilities ▪ Establish an emergency response exercise schedule as required by this plan. ▪ Integrate the emergency response exercise schedule with the Lendlease ECO, ERT and workplace EHS Committee/EHS Consultation Group in order to ensure the effectiveness of site - ECO communications interface ▪ Ensure any third party (non-Lendlease) personnel who may be co-opted in an emergency response are fully aware of expectations on them and are prepared to become immediately effective in an Emergency ▪ Promote the Lendlease Emergency Response arrangements to all site personnel ▪ Maintain familiarisation with obligations under this plan including reporting requirements, notifications etc. ▪ Project team shall be briefed on the emergency response management sub plan ▪ Ensure that all ECO and ERT members receive an awareness session on their roles, responsibilities and requirements of this plan ▪ Provide single point of contact with the Emergency Services and any related Client ▪ Other
Deputy ECO Team Leader	<ul style="list-style-type: none"> ▪ Undertake duties delegated by the ECO Team Leader; and ▪ In the absence of the ECO Team Leader, fulfil the role of ECO Team Leader ▪ Other
Communications Officer	<ul style="list-style-type: none"> ▪ Responsible for managing all incoming calls ▪ Responsible for managing outgoing calls as delegated by ERO Team Leader ▪ Completing log of events ▪ Other
Area Warden(s)	<ul style="list-style-type: none"> ▪ Ensuring the safe evacuation of all site personnel in the event of an emergency. ▪ Conduct a head count and advise the ECO Team Leader/Deputy of the results ▪ Establish a watch for arriving emergency vehicles and provide an initial brief to the responding agency Emergency Response Team Controller ▪ Undertake traffic control duties ▪ Other
First Aider	<ul style="list-style-type: none"> ▪ Proceed to the Emergency Assembly Area/Muster Point and provide first aid as required ▪ Other

Name	ECO Position	Contact Details
Daniel Puljic	Communications Officer	0477 393 259
Damien Smith	ECO Team Leader	0437 559 361
James Hall	Muster Point Manager	0429 801 618 / Two-way radio
Matthew Maycock	Area Warden	0437 878 804 / Two-way radio
Ben Kennedy	Area Warden	0436 389 353 / Two-way radio
Ross Coleman	Area Warden	0458 195 903 / Two-way radio
Brad Rix	Area Warden	0428 115 030 / Two-way radio
Nigel Rose	ECO Deputy Leader	0428 741 878
Matthew Attard	First Aid – Bigge Park / running kit / Sign in register	Two-way radio
Alex Fin	Turnstile gate	Two-way radio
Neville Ingram	Gate 2	Two-way radio
Louis Do	Amenities	Two-way radio
Amanda Rostrum	First Aider	Two-way radio
Daniel Pittman	Amenities	Two-way radio
Daniel La Manna	Warden - roaming	Two-way radio
Paul Massarotto	Elizabeth Street	Two-way radio



APPENDIX TWO – EMERGENCY RESPONSE TEAM RESPONSIBILITIES AND MEMBERSHIP

ERT Members:

Personnel appointed in the workplace who have specific training or competency to attend to different types of emergency, e.g. a trained first aider, personnel trained in rescue from heights, equipment used for rescue from heights, rescue from confined spaces, spill kits and breathing apparatus.

Primary Responsibilities of ERT Members:

- Attend required training
- Practice use of specialized equipment
- Maintain specialized equipment as per manufacturers' specifications

Note: Examples of specialized equipment include, Gotcha kits, rescue from heights kit, spill kits and breathing apparatus

- Ensure that personal protective equipment is maintained and available.
- Ensure personal ERT identification is available (colour coded hard hats or vests).
- Participate in Pre-emergency planning and emergency scenarios and drills

Note: The training and competency records of the ERT shall be maintained in the EHS&Q training matrix and planner and on Workday Training by the Workplace Manager and the ECO Team Leader.

APPENDIX THREE – EMERGENCY CONTACT NUMBERS

Name	Workplace Position	Contact Number
Vincent Michael	Operations Manager	0414 984 855
Lovro Smolijo	Project Director	0419 126 168
Daniel Puljic	Senior Construction Manager	0477 393 259
Damien Smith	Senior Site Manager	0437 559 361
Nigel Rose	Senior EHS Coordinator	0428 741 878
Brooke Brittain	Regional EHS Manager	0429 553 637
Damien Smith	ECO Team Leader	0437 559 361
Nigel Rose	ECO Deputy Team Leader	0428 741 878
Shafraz Ali	Services Manager	0400 762 293
Overall Senior Project Engineer	Sebastian Bartholomeusz	0437 635 696
Senior Project Engineer	Jonathon Mallos	0411 212 810
Senior Services Engineer	Steve Hurley	0488 727 770
James Hall	Senior Site Supervisor	0429 801 618
Ben Kennedy	Site Supervisor	0436 389 353
Brad Rix	Site Supervisor	0428 115 030
Ross Coleman	Site Supervisor	0458 195 903
Matthew Maycock	Site Supervisor	0437 878 804



Name	Workplace Position	Contact Number
SES	Hotline	132 500
Gas	Jemena	131 909
Electricity	Endeavour Energy	131 003
Hospital - Liverpool	Cnr Elizabeth St & Goulburn St Liverpool	02 8738 3000
Medical Centre – My Health	Shop 2090 Macquarie Street Liverpool NSW 2170	02 7200 5430
Poisons Information	Hotline	131 126
EPA	14/59-61 Goulburn Street Sydney NSW 2000	02 9995 5000
RMS – Service NSW	Liverpool Megacentra, Shop R19, 2-20 Orange Grove Rd, Liverpool, NSW 2170	13 77 88
Liverpool Council	Shop R1, 33 Moore Street Liverpool NSW 2170	1300 36 21 70
Police	148 George Street Liverpool NSW 2170	000
Ambulance	Liverpool Superstation, 1 – 3 Hoxton Park Rd	000
Fire	Anzac Road corner Delfin Drive, Moorebank, NSW 2170	000 / 02 9493 1008



APPENDIX FOUR – EVACUATION DIAGRAM

Symbols used in evacuation diagrams

	CO ₂ extinguisher		Fire blanket		Automated external defibrillator
	Water extinguisher		Spill kit		Manual call point
	Powder extinguisher		First aid kit		Emergency call point
	Foam extinguisher		Fire hydrant		Emergency Warning and Intercommunication System
	Wet chemical extinguisher		Fire hose reel		Emergency phone (WIP)
	Vaporizing liquid extinguisher		Smoke doors		Specialized evacuation devices, including stairwell evacuation devices, if provided
	Emergency exit		Fire doors		
	Emergency exit		Smoke walls		
	Assembly area		Fire walls		You are here
	Refuge area		Mimic panel		
			Fire indicator panel		



EVACUATION DIAGRAM CHECKLIST

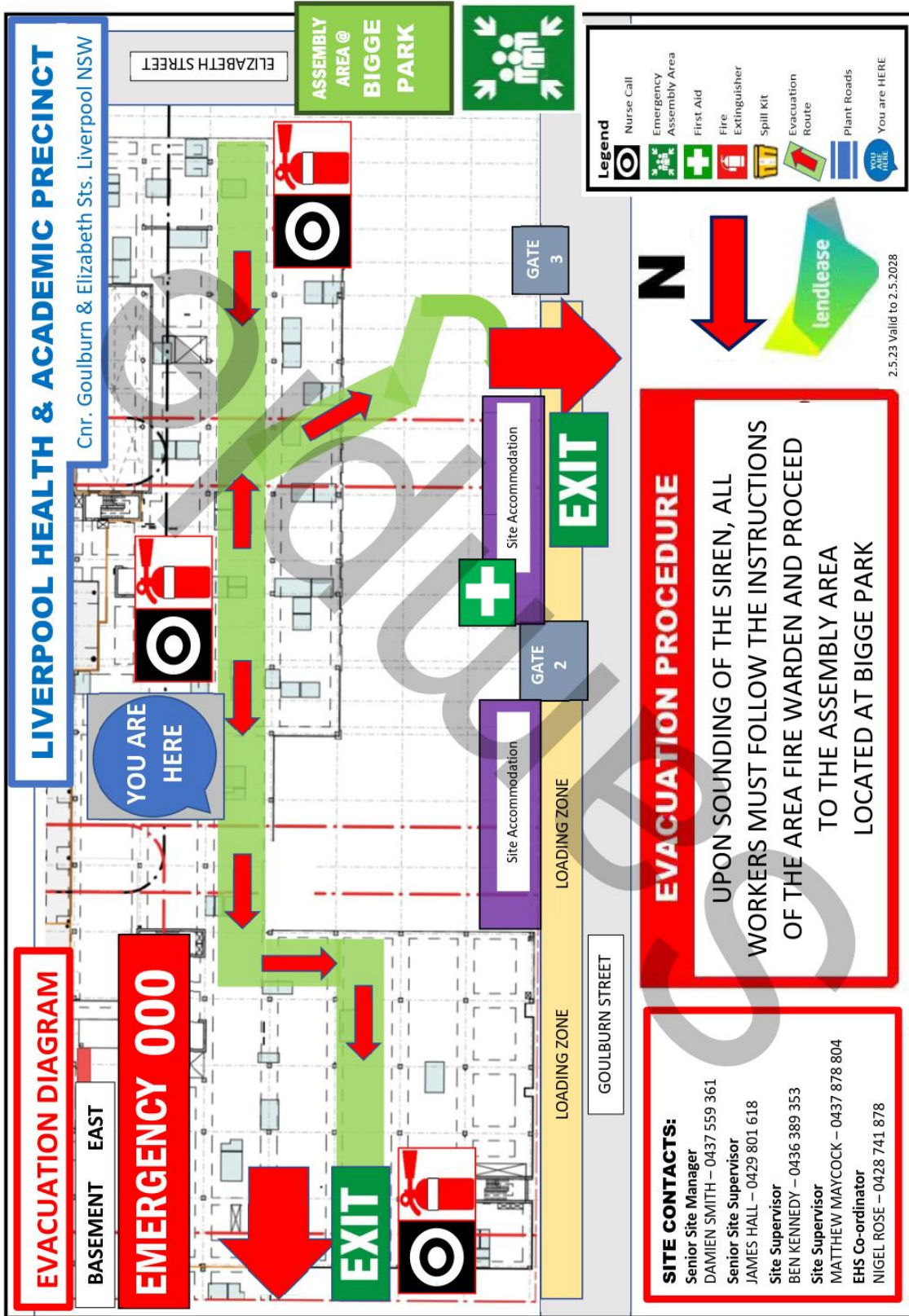
This checklist provides information to enable compliance evaluation of Evacuation Diagrams displayed at Lendlease Construction workplaces in the event of an emergency. The checklist outlines the minimum requirements set out in AS3745 Planning for Emergencies In Facilities and AS/NZS1841.1 Portable Fire Extinguishers General Guide.

Minimum Requirements	Yes	
Position of Diagram		
Between 1200mm to 1600mm above the finished floor surface	<input checked="" type="checkbox"/>	
Visible to visitors/workers	<input checked="" type="checkbox"/>	
Correct orientation to the direction of egress (i.e. not upside down), it must reflect the building/site layout regarding the direction of egress	<input checked="" type="checkbox"/>	
Size of Diagram		
Floor plan size in diagram is min. (200mm x 150mm)	<input checked="" type="checkbox"/>	
Overall size of diagram is min (210mm x 297mm) (i.e. A4)	<input checked="" type="checkbox"/>	
Written Words on Diagram		
Title must be: EVACUATION DIAGRAM	<input checked="" type="checkbox"/>	
Workplace name and address of the premises displayed	<input checked="" type="checkbox"/>	
Date Issued: Date diagram is authorised for use	<input checked="" type="checkbox"/>	
Validation Date: Date diagram no longer valid for use (max 5 years from date of issue)	<input checked="" type="checkbox"/>	
Required identification points (written words) on diagram		
YOU ARE HERE – with correct orientation	<input checked="" type="checkbox"/>	
Required identification points (the use of diagrams with a legend on the bottom)		
Hose reel locations identified – symbol in red	<input checked="" type="checkbox"/>	
Hydrant locations identified – symbol in red	<input checked="" type="checkbox"/>	
Extinguisher locations identified (as per AS/NZS 1841.1)	<input checked="" type="checkbox"/>	
Designated exit locations identified - symbols in green	<input checked="" type="checkbox"/>	
Where installed and applicable the following are located on the Diagram:	N/A	Yes
Warden Intercommunication Points (WIPs) – symbol in red	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Manual Call Points (MCP) including nurse call – symbol in red	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Emergency Call Points (ECPs) – symbol in red	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Emergency Warning & Intercommunication System (EWIS) – symbol in red	<input checked="" type="checkbox"/>	<input type="checkbox"/>

Minimum Requirements (continued)	N/A	Yes
Warden Intercommunication Points (WIPs) – symbol in red	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Manual Call Points (MCP) including nurse call – symbol in red	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Emergency Call Points (ECPs) – symbol in red	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Emergency Warning & Intercommunication System (EWIS) – symbol in red	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Fire Blanket locations identified - symbol in red	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Fire Indicator Panels (FIP) – symbol in red	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Refuge locations identified – (refuge definition - an area on a floor that is specifically designed to protect people from heat, smoke & toxic gases & which provides direct access to an exit)	<input checked="" type="checkbox"/>	<input type="checkbox"/>

Additional Non-Mandatory Items Included	N/A	Yes
Floor Plan size in diagram is min A4 (210mm x 297mm)	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Total size of diagram is min A3 (297mm x 420mm)	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Direction of opening doors on designated exits	<input type="checkbox"/>	<input checked="" type="checkbox"/>
North	<input type="checkbox"/>	<input checked="" type="checkbox"/>
First Aid Stations and/or Kits, white cross on green background	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Hazardous chemicals (products, materials, substances) storage location/s	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Spill Kits	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Emergency information i.e. 000	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Warden Details	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Paths of travel, coloured green	<input type="checkbox"/>	<input checked="" type="checkbox"/>

Example of a (compliant) Evacuation Diagram with minimum elements listed: (Size A4)



APPENDIX SIX – PERSONAL EMERGENCY EVACUATION PLAN

Nil



APPENDIX SEVEN – FIRST AID RISK ASSESSMENT

Review Details		
Name of Person(s) completing assessment	Nigel Rose	
Qualification of Persons(s) completing assessment (Minimum Senior First Aid and Fire Warden training)	First Attack Fire Fighting / Operate as Part of Emergency Control Organisation / Respond to Workplace Emergencies	
Date of initial completion	9.12.2022	
Date of current review	7.07.2023	
The size and location of the workplace		
Scope of workplace	Construction of new ISB & refurbishment of areas within the existing CSB	
Access between floors	Alimak & stairs / lifts & stairs	
Geographic size of workplace	71,000 m2	
Nearest Hospital	Liverpool Hospital	
Maximum time to medical service	4 minutes	
The number and composition of the workers and other persons at the workplace.		
Number of workers	400 at peak	
Number of other persons	N/A	
Shifts worked	Day & night shifts	
Overtime worked	To be minimised wherever possible	
Remote or isolated workers	No lone working	
Known health conditions effecting risk	RCS, noise	
Injuries, illnesses and incidents		
Last 12 months incident data	Refer to Enablon	
Incidents not resulting in injury	Refer to Enablon	
Other	N/A	
Nature of the work carried out and the nature of the hazards at the workplace		
Hazards	How the hazard could cause harm	Likelihood of occurrence and degree of harm
Work at Height	Falls of material/people	Possible risk of daily exposure. Major injuries
Electricity	Electric shock, electrocution	Possible risk of daily exposure.

Hazardous chemicals: <ul style="list-style-type: none"> • Solvents • Hydrocarbons • Disinfectants • Cement slurries 	Respiratory illness, cancer, dermatitis, chemical burn/other SDS confirms a first aid response is required	Possible risk of daily exposure to hazardous chemicals or substances.
Plant & Equipment	Contact with, operator error, failure of, exposure to flash or grinding sparks or other	Possible risk of daily exposure.
Manual handling	Muscular strain, cuts lacerations, puncture wounds and the like	Possible risk of daily exposure.
Housekeeping	Slips/Trips/Falls	Possible risk of daily exposure.
Afternoon shift	Worker fatigue Reduced visibility (hours of darkness)	Possible risk of daily exposure. Major injuries
Radiation	Welding activities; and Work in direct sunlight	Possible risk of daily exposure.
Infection risk for First Aiders	Application of first aid	Risk of exposure to infectious disease
Covid-19	Social distancing not being adhered too / masks not being worn in Hospital	Possible risk of contracting Covid 19

Required First Aid	
Number of first aid personnel needed	4
Training and competencies for LLC first aid personnel	Provide advanced First Aid / Provide First Aid
Number and location of kits	First aid room GF gate 2 - 1 x first aid kit, 1 x mobile running kit 1 x defib, 1 x oxy viva kit Level 2 – 1 x mobile kit south side Level 1 north - leading deck 1 x mobile running kit. Ausco sheds - 1 x mobile running kit + 1x first aid kit Ground floor leading deck 1 x first aid kit, 1 x mobile running kit, 1 x defib, 1 x oxy viva kit Site office - 1 x first aid kit, 1 x defib, 1 x oxy viva kit
Contents of first aid kits and modules	Class A First Aid Kit
Other First Aid Items	Stretcher, defibrillator, oxygen kit and mobile first aid kits
Kit maintenance	EHS Committee & First Aiders on the weekly walk to check all First Aid Kits

Consultation Arrangements



Risk Assessment	Conducted with EHS Committee
Subcontractors	Requirements for subcontractor first aid confirmed during Works to Proceed meeting
Workers	Via workplace induction

APPENDIX EIGHT – EMERGENCY EQUIPMENT ASSESSMENT

Review Details

Qualification of Persons(s) completing assessment (Minimum Senior First Aid and Fire Warden training)	Nigel Rose - First Attack Fire Fighting / Operate as Part of Emergency Control Organisation / Respond to Workplace Emergencies
Date of Completion	5.05.23
Date of Review	5.11.23

Using the applicable credible scenarios selected in section 2.0 of this plan, identify the emergency equipment required at the time of plan review.

This emergency equipment checklist needs to be update at the time of the Emergency Response Plan review in conjunction with:

- the current Emergency Response Plan Diagram (e.g. considers the number and location of the equipment) and
- the First Aid Risk Assessment

Emergency Equipment

Yes	N/a		Yes	N/a	
<input checked="" type="checkbox"/>	<input type="checkbox"/>	Authority contacts emergency phone numbers (Ambulance, fire and Police, Utilities)	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Adequate grab and go first aid kit and/or bleed kit.
<input checked="" type="checkbox"/>	<input type="checkbox"/>	Telephone and backup radio communications	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Bio-hazard container
<input checked="" type="checkbox"/>	<input type="checkbox"/>	Nurse Call or equivalent emergency contact system.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Emergency Alarm/Siren
<input checked="" type="checkbox"/>	<input type="checkbox"/>	Electronic log out device for evacuation purposes.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Defibrillator
<input checked="" type="checkbox"/>	<input type="checkbox"/>	Oxy viva	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Stokes Litter (emergency stretcher)
<input checked="" type="checkbox"/>	<input type="checkbox"/>	Torch and spare batteries	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Fire Extinguisher(s)
<input type="checkbox"/>	<input checked="" type="checkbox"/>	Emergency Access vehicle	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Spill Kit(s)
<input checked="" type="checkbox"/>	<input type="checkbox"/>	First Aid Cage	<input type="checkbox"/>	<input type="checkbox"/>	Loudspeaker/Megaphone
<input type="checkbox"/>	<input checked="" type="checkbox"/>	Float preserver buoy (ring)	<input type="checkbox"/>	<input type="checkbox"/>	Personal Floatation Device (PFD) or Buoyancy Control Device (BCD)
<input checked="" type="checkbox"/>	<input type="checkbox"/>	Fire blankets	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Smoke alarms
<input type="checkbox"/>	<input checked="" type="checkbox"/>	Decontamination shower	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Fire hose reel(s)



APPENDIX TEN – CODE YELLOW

'Code Yellow' Incident Procedure

A "Code Yellow" incident may include:

- Actual or suspected gas leak
- Chemical spill or hazardous substance leakage or spill
- Failure of vital supply systems such as emergency power-supply, Information Communication Technology (ICT), switchboard or gas supply-oxygen, medical air
- Person trapped
- Flooding
- Building Collapse
- Illegal occupancy

Once a Code Yellow Incident has been identified (i.e. service disruption), notify as per the Notification Actions and in the diagram below for any disruption to an active service including natural gas, medical gases, power, communications, water, fire and mechanical disruptions.



Notes:

If the 'Contractors' Site Manager is unable to provide the immediate notifications in accordance with the diagram above and the Notification Actions below, then the Services Manager, Project Manager, WHSE Manger (in this order) will provide these initial notifications



APPENDIX ELEVEN – HEALTH INFRASTRUCTURE INCIDENT MANAGEMENT FRAMEWORK

3. Incident Management Framework

Category 1 – Critical Incident	Category 2 – Significant Incident	Category 3 – Minor Incident	Category 4 – Local Incident
<p>Trigger: Incident involving fatality or severe injury or incident resulting in potential severe corporate reputational damage, or major impact to critical hospital operations</p>	<p>Trigger: Incident involving major detrimental impact to project, including damage to civil structures, extreme weather impacts, and threats to life or property or major environmental impact, or significant impact to critical hospital operations</p>	<p>Trigger: Incident involving impact on project delivery which may involve regulatory investigation eg. injury resulting in hospitalization, or minor environmental impact</p>	<p>Trigger: Routine incident on worksite, eg minor LTI not requiring hospitalization, workers not wearing correct PPE, etc</p>
<p>Step 1 – Immediate</p> <p>Contractor informs: Project Manager Regulators HI Senior Project Directors</p>	<p>Step 1 – Immediate</p> <p>Contractor informs: Project Manager Regulators HI Senior Project Directors</p>	<p>Step 1 – Within 1 hour</p> <p>Contractor informs: Project Manager Regulators HI Senior Project Director</p>	<p>Step 1 – Within 4 hours</p> <p>Contractor informs: Project Manager HI Project Directors</p>
<p>Step 2 – Immediate</p> <p>Senior Project Director informs: HI Chief Executive Executive Director Delivery</p>	<p>Step 2 – Immediate</p> <p>Senior Project Director informs: HI Chief Executive Executive Director Delivery</p>	<p>Step 2 – Within 1 hour</p> <p>Senior Project Director / Project Director and Inform Minister, Ministry, Local Health District's engage with Director Communications and Engagement</p>	<p>Step 2 – Within 8 hours</p> <p>Project Director: Engage with HI Communications as required</p>
<p>Step 3 – Immediate</p> <p>Chief Executive and Executive Director: Inform Minister, Ministry, Local Health District's Engage with Director Communications and Engagement</p>	<p>Step 3 – Immediate</p> <p>Chief Executive and Executive Director: Inform Minister, Ministry, Local Health District's Engage with Director Communications and Engagement</p>	<p>Step 3 – Within 4 hours</p> <p>HI Communications: Deploy communications strategy as required</p>	<p>Notes: Incident Management Team not required – managed through routine project governance and reporting</p>
<p>Step 4 – Immediate</p> <p>HI Chief Executive / Executive Director Delivery officially declare incident</p>	<p>Step 4 – Immediate</p> <p>HI Chief Executive / Executive Director Delivery officially declare incident</p>	<p>Step 4 – If required Incident Management Team not required Managed through routine project governance and reporting Employee status monitored and incident escalated if condition becomes serious</p>	
<p>Step 5 – Within 1 hour</p> <p>Upon CE / ED officially declaring incident, a HI Incident Management Team is formed – see Section 2 below</p>	<p>Step 5 – Within 1 hour</p> <p>Upon CE / ED officially declaring incident, a HI Incident Management Team is formed – see Section 2 below</p>		
<p>Step 6 – Ongoing</p> <p>Incident Management Team assumes control of incident response</p> <p>Media and stakeholder communication managed in line with Section 3 – Stakeholder Relationship Managers and Appendix 1 – Incident Media Protocols</p>	<p>Step 6 – Ongoing</p> <p>Incident Management Team assumes control of incident response</p> <p>Media and stakeholder communication managed in line with Section 3 – Stakeholder Relationship Managers and Appendix 1 – Incident Media Protocols</p>		



APPENDIX TWELVE – PLAN INDUCTION RECORD

LLC project/workplace employees that are required to manage and participate in emergency response management as a key part of their roles and responsibilities at the project are to be inducted in this Plan; evidenced by completing the Table below.

I acknowledge that I have read and understood this Emergency Response Management Plan relevant to my role.

Name	Date	Signature

(Print additional pages as required)

