

Emergency Recovery & Waste Management	
Cleanaway	1800 774 557 (Emergency 24 Hrs)

DGL 24 Hrs. Emergency Contacts	
Mekdad Mohamad – Site Manager	0408 000 948
DGL Senior Management	
Dinesh Gadela– Warehousing General Manager	0407 195 627

DGL HSEQ Representative	
Sean Read – HSEQ Manager ANZ	0436 348 589

EMERGENCY RESPONSE PLAN

28 PERCIVAL ROAD, SMITHFIELD.

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1. Site and Hazard Details

1.1 Site Details

Company Name: DGL Industries Pty Ltd
Location: 28 Percival Road Smithfield, Australia NSW, 2164
GPS Co-Ordinates: -33.84319, 150.94841

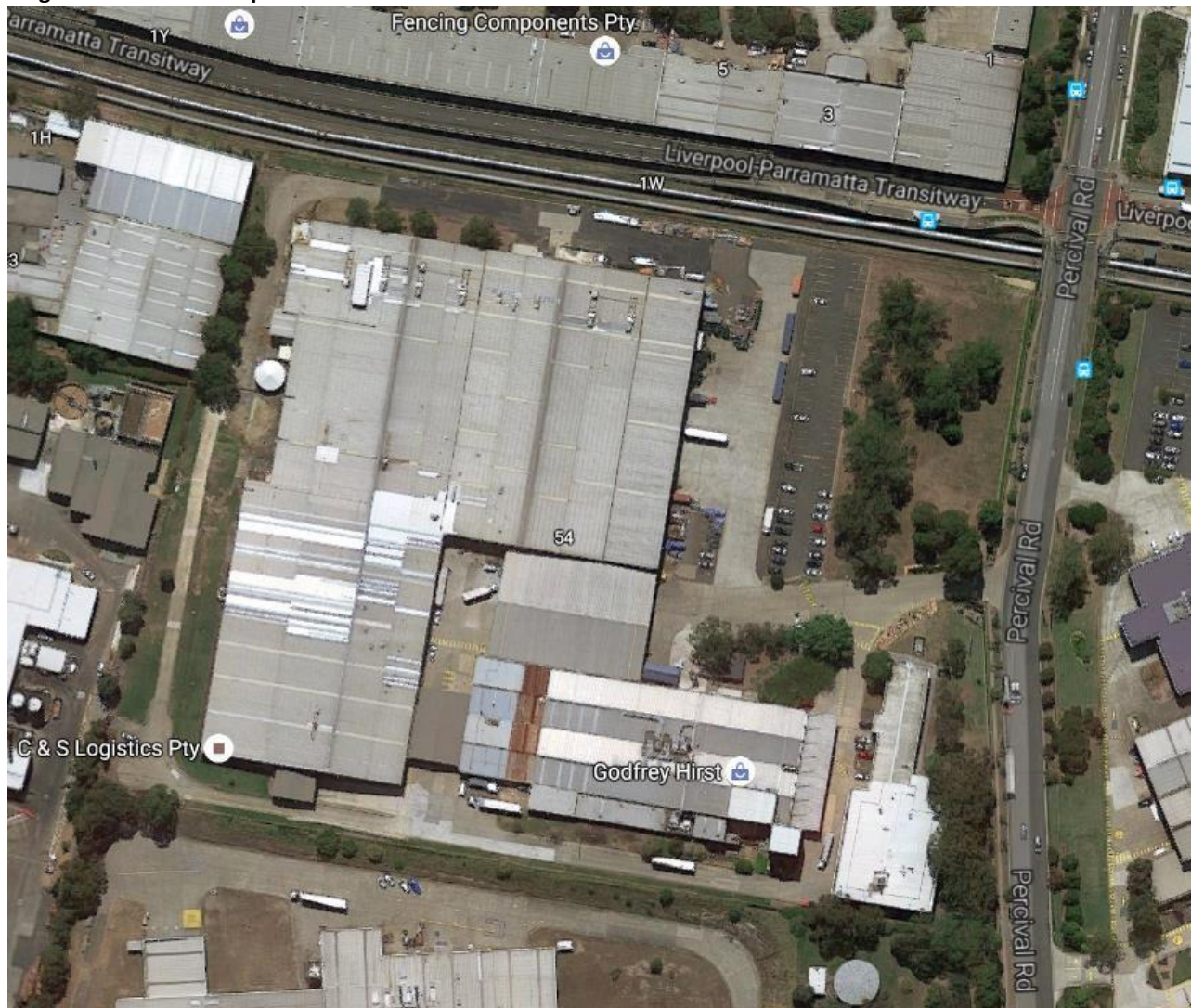
Nature of DGL Operations

DGL Industries Pty Ltd (DGL) is a Public-Owned Company operating third party dangerous good and other chemical warehousing and distribution facilities in Victoria, New South Wales, Queensland, South Australia, and Western Australia.

In New South Wales, DGL operates the dangerous goods storage facility at 28 Percival Road Smithfield. The facility is purpose built for the storage for Dangerous Goods.

The nature of the business involves the receiving of inward goods, the appropriate storage of goods and the retrieval of goods from storage for their loading onto transport vehicles for delivery. DGL does not manufacture or process dangerous goods other than in the event of damaged or leaking containers where Emergency Response Procedures may require recovery of product. The Site consists of storage warehouses and storage area consisting of 5 refrigerated freight containers. The premises are licensed to store dangerous goods of Classes 2.1, 2.2, 3, 4.1, 5.1, 5.2, 6.1, 8,9 and combustibles.

Image 1 – Local Area Map



In the event of a fire, it is expected that up to premises up to 500 meters may be affected

Image 2 – Site Map/ Traffic Management Plan
Site Plan

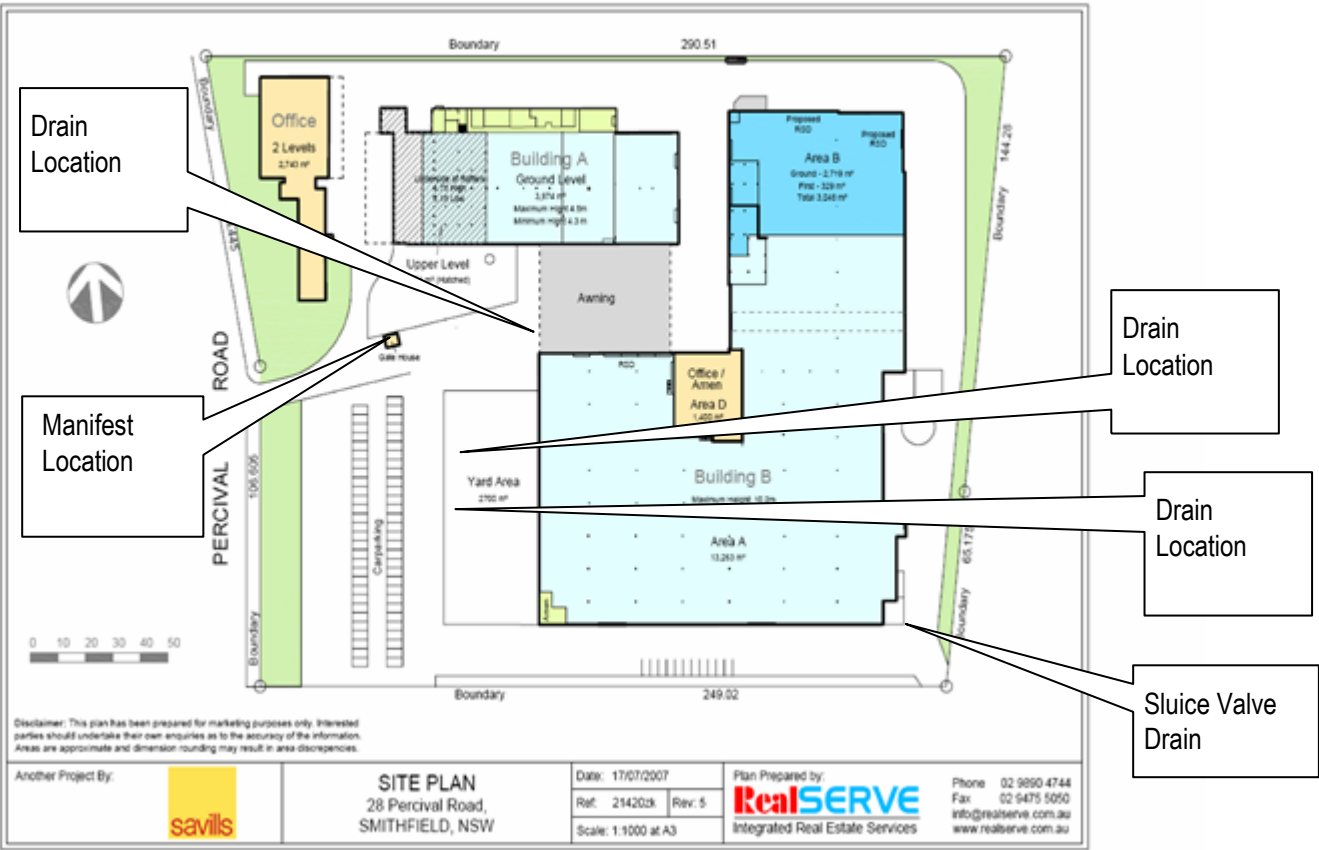
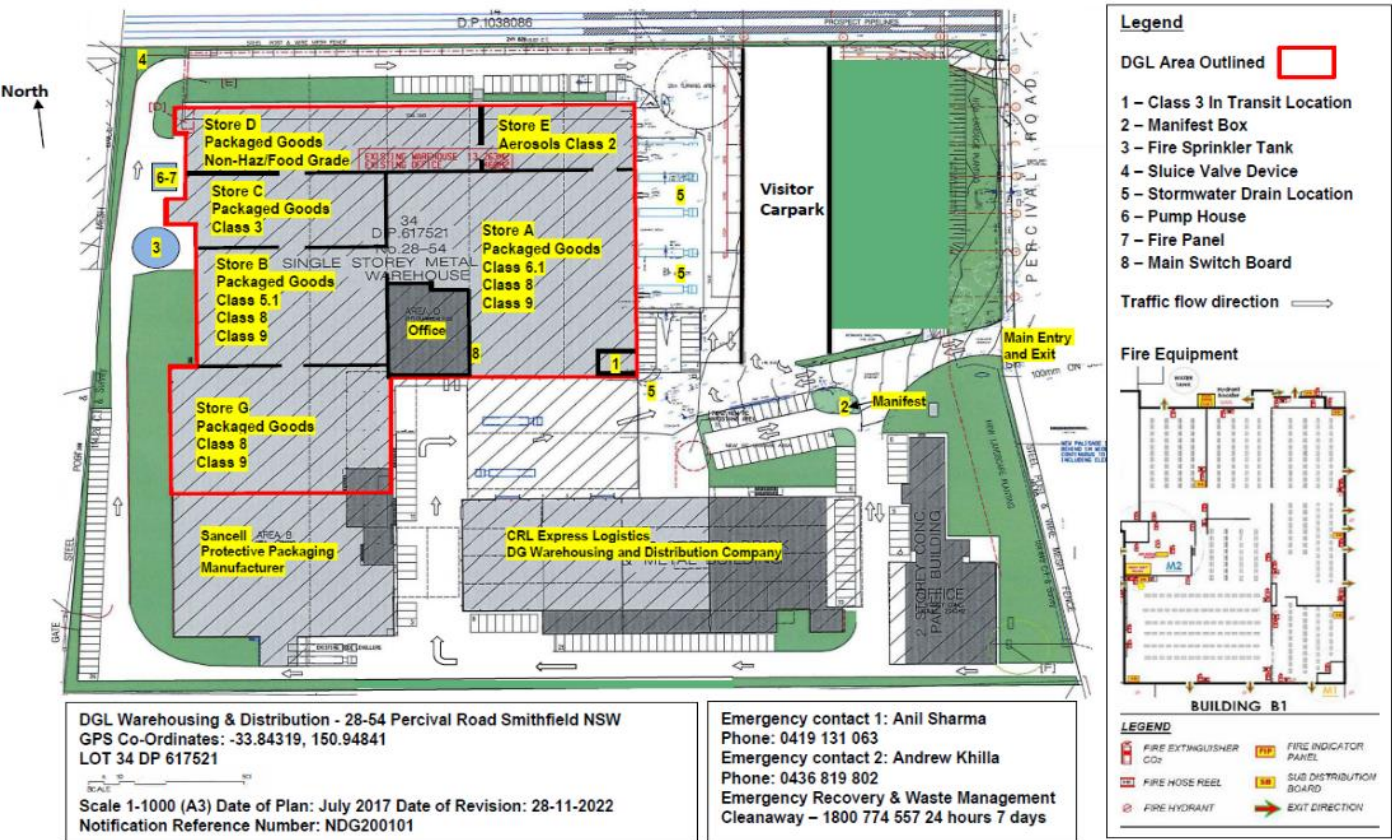
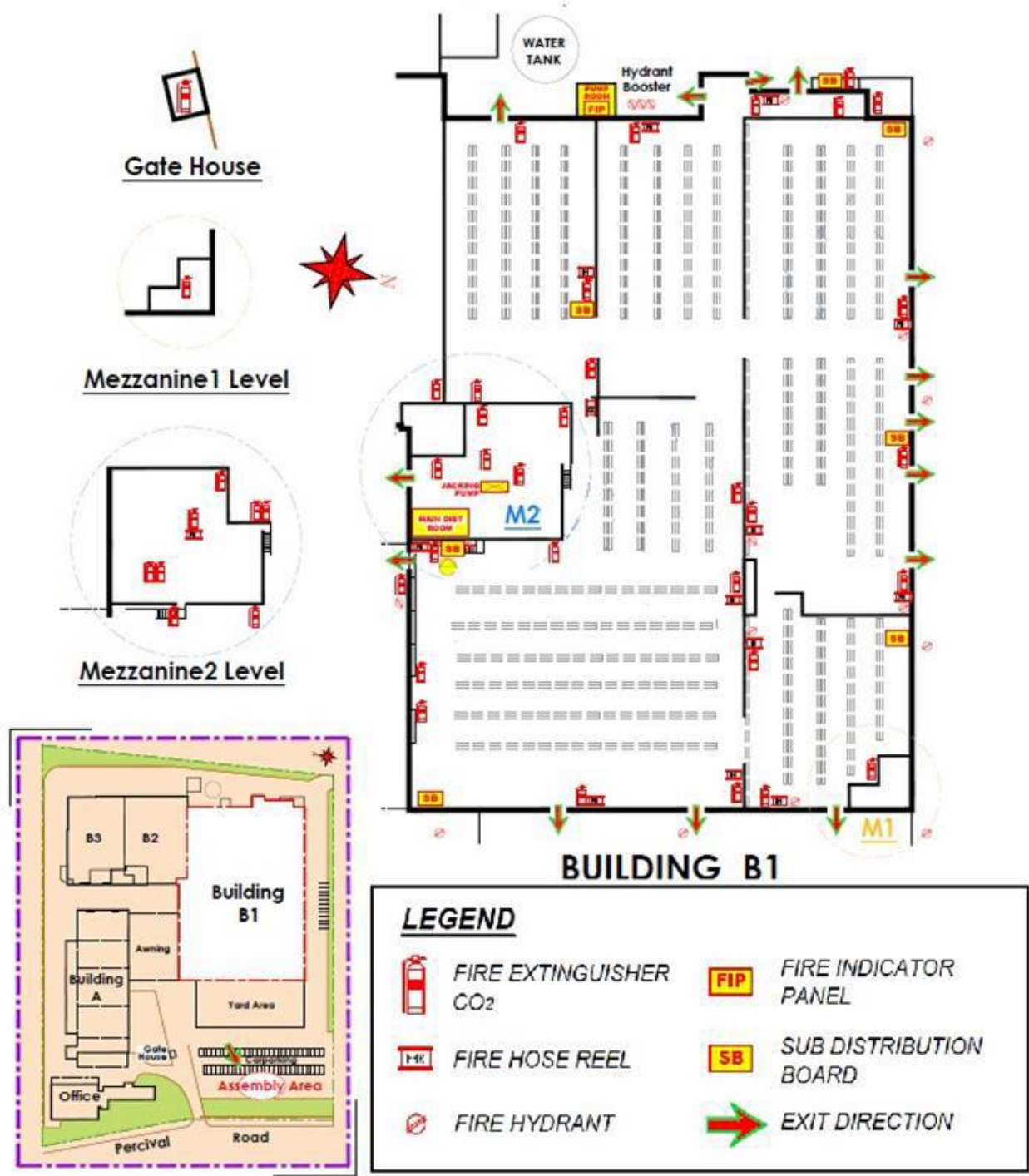


Image 3 – Warehouse Map occupied by DGL

DGL Warehousing & Distribution Pty Ltd - 28-54 Percival Road Smithfield NSW - Site Map





Manifest Qty Dangerous Goods

As per current onsite Schedule 11 Notification document

1.2 Staff

The maximum and minimum number of DGL employees and visitors expected to be on site at any given time is as follows:

Maximum number of DGL employees	15 approximately (during working hours)
Maximum number of total people*	20 approximately (during working hours)
Average number of total people on site*	15 approximately (during working hours)
Minimum number of people:	10 people (during working hours) Nil outside working hours

*Total people include casuals, visitors, contractors, transport vehicle drivers and customers.

The location of people on the site during working operating hours is variable and includes the Administration office, Individual Warehouses, Yard Areas and the Change Rooms/Showers (front ground floor attached to Store H).

All employees regardless of start and finish times have access to all Spill, PPE and Fire Fighting Equipment.

1.3 Major Incident Effect on Infrastructure

Local infrastructure will not be affected by a major incident unless there is release of fire generated toxic smoke. NSWFB will make the decision as to the extent to which local infrastructure has been impacted.

In the event of fire generated toxic smoke, the following infrastructure may be affected:

- Neighbouring access roads and paths being;
 - Liverpool Parramatta Transit way 250m north
 - Cumberland highway located approximately 300m south

The nearest residential premises are approximately 1km in a north-east direction

1.4 Emergency Planning Assumptions

The following assumptions have been made:

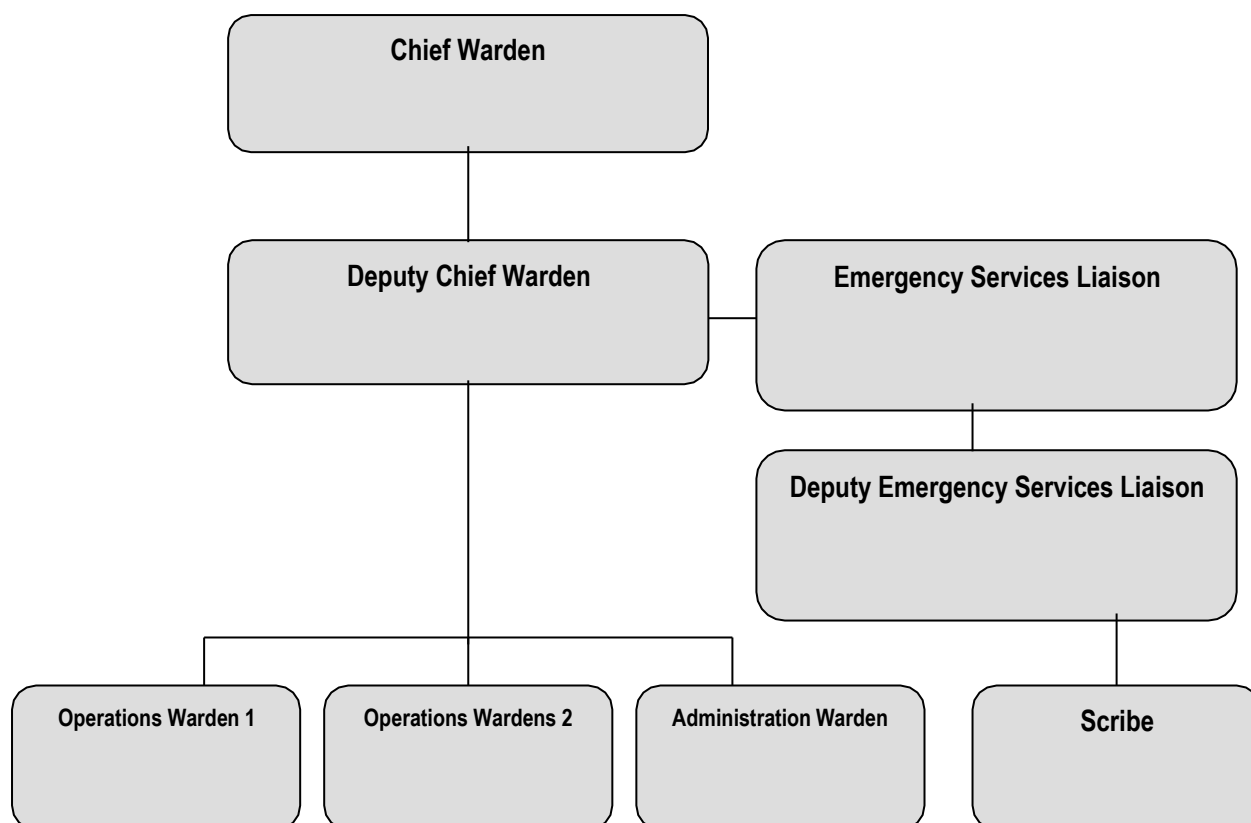
- The only incident that is likely to result in off-site event is fire
- During operating hours, Wardens are responsible for managing incidents until Emergency Services arrive
- Outside operating hours, Chief Warden, Deputy Chief Warden or Emergency Services Liaison Officer(s) will be available and in attendance, if required, to provide information and assistance to Emergency Services
- Chief Warden, Deputy Warden, Emergency Services Liaison Officer(s) and Operation and Administration Wardens will fulfil responsibilities within the Emergency Response Procedures
- Chief Warden, Deputy Warden and Emergency Services Liaison Officer(s) will be on site at the time of an emergency. In the event one or more identified personnel are off-site, the chain of command will move up from the position and responsibility below.
- Local Fire Brigade (Smithfield) will arrive on site 8-10 minutes after notification. DGL personnel are trained in Emergency Procedures with the assumption that the NSWFB will require assessment timeframe prior to commencing combating measures. Procedures identified in Section 5 continue until otherwise directed by NSWFB.
- Any chemical release and firewater will be contained by the sites spill containment compounds
- Automatic Sprinklers will operate as designed where installed and will extinguish or significantly slow the spread of fire within the store
- SDS will be made available for all chemicals stored on the premises
- One Assembly Point is deemed suitable due to:
 - Can be accessed from both warehouse sites without pass through any buildings
 - Identifying one Assembly Point maximizes the potential for people to attend the correct point. This is especially relevant to the nature of this business for many external Drivers attend this site for the first time each day.

1.5 Measures to Control or Limit the Major Incident Consequences

Class of Dangerous Goods	Hazards	Major Incidents
Class 2 Flammable Gases	Loss of Containment Ignition sources	Fire, Explosion, Adverse Exposure to Substance
Class 3 Flammable Liquid	Loss of Containment Ignition sources	Fire, Explosion, Adverse Exposure to Substance
Class 4.1 Flammable Solid	Loss of Containment Ignition sources	Fire, Explosion, Adverse Exposure to Substance
Class 5.1 Oxidizing Agent	Loss of Containment Ignition sources Increases risk and intensity of fire by contributing oxygen	Fire, Explosion, Adverse Exposure to Substance
Class 6.1 Toxic	Loss of Containment Ignition sources	Fire, Explosion, Adverse Exposure to Substance (Will release toxic smoke when in fire)
Class 8 Corrosive	Loss of Containment Ignition sources Reaction of Acids and Alkalis	Fire, Explosion, Adverse Exposure to Substance (May release toxic fumes when in fire)
Class 9 Miscellaneous	Loss of Containment Ignition sources	Fire, Explosion, Adverse Exposure to Substance

Controls	
Preventative Controls	
Work Permit Guidelines	
Training, induction and instruction	
Control of ignition sources on site	
Segregation of incompatible substances	
Temperature controlled and alarmed/monitored stores (Area J)	
Personal Protective Equipment	
Mitigating Controls	
Fire hydrants and fire hose reels (water & foam)	
Portable fire extinguishers (dry chemical, foam & water)	
Warden Team for initial control of fire and assistance to Emergency Services	
Store/ Site spill and firewater containment capacities:	
- Internal pit in C – 2000ltr - Internal pit in D – 2000ltr - External spill compound – 50,000ltr	
Emergency Spill Stations in each Store containing equipment for spill management and recovery	
Personal Protective Equipment (PPE) Kits in each Store	
Emergency safety showers and eyewash stations	
Calcium Gluconate gel and tablets (for Hydrofluoric Acid exposure)	
First Aid facility & Level 2 Senior First Aid Personnel	
Emergency Response Procedures:	
- Refer to Section 5.	
Stores constructed of non-combustible materials	

2. Command Structure & Site Personnel



2.1 Command Philosophy & Structure

DGL's Command Philosophy is one that allows for both leadership and shared responsibility (Refer to Section 2.4). The command structure listed below will be activated in the case of an emergency. In the event a person/s of responsibility is absent at the time of an emergency, the chain of command will move up from the position and responsibility below.

Note: Warden Team includes Chief Warden, Deputy Chief Warden, Operation and Administration Wardens. See Section 5.

2.2 Plan Content Clarification

For Emergency Plan Content Clarification contact:

Mekdad Mohamad

Site Manager

Phone: 0408 000 948

Name	Role	Contact Numbers
Mekdad Mohamad	Chief Warden	AH 0408 000 948 BH: 02 9756 8000
Caleb Sriratanakoul	Deputy Chief Warden	BH: 02 9756 8000
Ashika Lata	Emergency Services Liaison	BH: 02 9756 8000
Daniel Nissan	Deputy Emergency Services Liaison	BH: 02 9756 8000
Jake Hallmann	Operations Warden 1	BH: 02 9756 8000
Robert Bell	Operations Warden 2	BH: 02 9756 8000
Daniel Nissan	Administration Warden/Scribe	BH: 02 9756 8000

2.3 Emergency Services Liaison & 24-Hour Emergency Contacts

Refer to names and contact details of people assigned to the Emergency Response Structure in Section 2.2.

2.4 Responsibilities

Roles	Responsibilities
Chief Warden	Manage and control an emergency incident by: 1. Sounding the Alarm 2. Directing site personnel 3. Assessing the emergency 4. Assessing the need for evacuation 5. Provide Scribe with details of key actions, discussions and outcomes of events 6. Ensuring Emergency Services are notified as required 7. Determine whether assembly point is safe to assemble at 8. Determine whether to move staff in the event main assembly points are not deemed safe 9. Contact neighbouring properties as required 10. Control vehicle movement on and off the site 11. Account for, and ensure safe evacuation of all people onsite 12. Debrief people involved
Deputy Chief Warden	1. Assume responsibilities of the Chief Warden in their absence 2. Assisting the Chief Warden in their Responsibilities listed above to manage and control an incident 3. Assume the responsibilities of the Scribe in their absence
Emergency Services Liaison Officer	1. Determine accountability for employees, visitors and contractors 2. Assist Emergency Services as required 3. Make a secondary 000 call in event of people unable to be accounted for/ any casualties 4. Assume responsibilities of the Operations Warden 1 and Administration Warden, in their absence
Deputy Emergency Services Liaison Officer	1. Assist Emergency Services Liaison Officer as required 2. Assume responsibilities of the Emergency Services Liaison Officer in their absence
Scribe	1. Take notes and record events as directed by the Chief Warden 2. Establish regular contact with Chief Warden, Deputy Chief Warden, Emergency Services Liaison, Emergency Services representatives on site.

Operations Warden 1	1. Alert personnel, visitors and/ or contractors of the emergency and isolate the area, only if safe to do so 2. Store Inspection: Inspect toilets, lunchroom, change rooms and collect employee clock cards 3. Conduct Roll Call at the assembly point and report findings immediately to Emergency Services Liaison Officer and Chief Warden
Operations Wardens 2	1. Alert personnel, visitors and/ or contractors of the emergency and isolate the area, only if safe to do so In event of fire: 1. If safe to do so, shut down all equipment in use and close doors 2. If safe to do so, attack fire using correct extinguishers and equipment In event of chemical spill: 1. If safe to do so, retrieve spill/ PPE equipment from stores and/or equipment shed if required 2. Contribute to the decision-making process for management of incidents 3. Coordinate vehicle movements with Chief Warden 4. Escort visitors and contractors to assembly points, provide instruction not to re-enter site 5. Notify Chief Warden/ Emergency Services Liaison Officer once area of responsibility is secured and staff accounted for
Administration Warden	1. Alert personnel, visitors and/ or contractors of the nature of the emergency 2. Inspect administration office, toilets and lunchroom 3. Retrieve First Aid kit from administration office, take to assembly point 4. Retrieve Visitor and Employee Sign In/Out books from administration office 5. Assist with relocation of all people during evacuation, advise assembly point location/s 6. Notify Chief Warden/ Emergency Services Liaison Officer upon securing administration office area

2.5 Off-Site Emergencies

In the event of an offsite emergency, DGL will assist Emergency Services, as required, to ensure harm to neighbouring properties and members of the public is mitigated.

This includes:

- Direction to Emergency Responder
- Provide SDS to emergency services

3. Notifications

3.1 Early Warning of Major Incident to Emergency Services

Non-Automatic Emergency Services Contact

For any Major Incident, DGL will call 000 in accordance with Emergency Response Procedures.

The responsibility for ensuring Emergency Services are contacted and provided with details of the incident resides with the Chief Warden. The type of information to be initially provided to Emergency Services via a 000 call includes:

- Nature of emergency
- Location and magnitude
- Injuries to people
- Details of chemicals involved

3.2 On-Site and Off-Site Warning Systems

The On-Site emergency warning system consists of 2 Air Horn blows as follows:

Air-Horn

- Sound: 2 loud blasts
- Location: Coates Place Office & Leading Hand Desk Coates Road Site
- Signal: Two types of sounds – continuous short bursts & long sounding burst.

The Off-Site emergency warning system consists of verbal warning via telephone to 3 groups where an incident is deemed to have the potential for off-site consequences:

1. Emergency Services (Fire, Police, Ambulance)
2. Local Councils (Fairfield)
3. Neighbouring Premises

All neighbouring properties will be provided with information about what to do in the event of a serious emergency.

3.3 Contact Details- Emergency Services & Assistance Providers

Contacts		Contact Phone Numbers
Emergency Services		
Emergency Services: Fire, Police, Ambulance		000
Councils		
Cumberland Council		BH: 02 9725 0222
Neighbouring Premises	NATURE OF BUSINESS	PHONE NUMBER
Godfrey Hirst (South in complex)	Commercial Carpets	1300444778
Kemppi Australia (North - Past Transit way)	Welding Supply	02 9605 9500
ABC Bearings (North - Past Transit way)	Bearings	02 9725 5944
Fencing Components (North -Past Transit way)	Fencing	02 8069 8807
Vulcan Stainless (East Across Percival road)	Steel	02 9828 0600
Snack Brands (West at Back of Property)	Food	02 9609 0444
Emergency Medical Assistance		
Poisons Information Centre		131 126 (24 Hrs)
Fairfield Hospital Prairie Vale Rd & Polding St, Prairiewood NSW 2176		(02) 9616 8111
Sonic Health Address: 702 Woodville Rd, Old Guildford NSW 2161		BH: (02) 9897 7699
Emergency Support		
NSW Work Cover Authority Workplace Emergencies		13 10 50 02 9214 9220 (AH Hrs)
EPA – Tenille Lawrence +61 2 9995 6207		131 555 (24 Hrs)
Local council (Cumberland City Council)		02
NSW Ministry of Health		02 9391 9000
Traffic Hazards / Road Conditioning Reporting		13 17 00 (24 Hrs)
Integral Energy Local electricity supply faults & difficulties		13 10 03 (24 Hrs)
Weather Bureau (Weather Service) Weather Warning Service		1196 1300 659 218 (e.g. flood warnings)
Sydney Water Faults and emergencies		13 20 90 (24 Hrs)
Emergency Recovery & Waste Management		
Cleanaway Response time: Within 3hrs during and outside of operational hours		Cleanaway - 1800 774 557 24 hours 7 days
Site Fire Protection Systems Monitoring and Servicing		
Australian Essential Services Compliance		08 6555 3213 0434 409 794 (Emergency 24Hrs)
Emergency Equipment Providers		
KELLS Training & Safety Supplies PPE & Spill Containment Equipment		02 9834 1391 0418 669 080 John Kells Response time: Within 1 hr approx. (24hrs)

3.4 On-Site Communication Systems

Site communication mechanisms consist of:

1. Telephone

Main number 9756 8000 has 4 incoming lines. Dial 0 for an external line. All landline telephones are in the administration office.

2. Mobile Phones

Company supplied mobile phones to identified personnel. Mobile phones are prohibited on site (other than Operations/ Administration Office and Car Park area) due to ignition source hazards.

3. Email

Accessible on each computer terminal.

4. Resources

4.1 On-Site Emergency Resources

4.1.1 Safety Data Sheets

Hard copies of SDS's are not kept onsite, however are stored in the Logistics Management System (LMS) and made available on request.

4.1.2 Fire Fighting Equipment

Location	Equipment
Store A	• Portable Dry Chemical Fire Extinguishers • Water Fire Hose Reels • Water Sprinkler Suppression system
Store B	• Portable Dry Chemical Fire Extinguishers • Water Fire Hose Reels • Water Sprinkler Suppression system
Store C:	• Portable Dry Chemical Fire Extinguishers • Water Fire Hose Reels • Water Sprinkler Suppression system
Store D	• Portable Dry Chemical Fire Extinguishers • Water Fire Hose Reels • Water Sprinkler Suppression system
Store E	• Portable Dry Chemical Fire Extinguishers • Water Fire Hose Reels • Water Sprinkler Suppression system
Store G	• Portable Dry Chemical Fire Extinguishers • Water Fire Hose Reels • Water Sprinkler Suppression system
Store S	• Portable Dry Chemical Fire Extinguishers • Water Sprinkler Suppression system

The Site Map (Image 2) provides detail and location of firefighting equipment on site.

4.1.3 Spill Stations

The site has 3 Spill Station for the containment and clean-up of a spill. The Spill Stations are equipped with material, equipment and tools to manage spills in the store or area. All Spill Stations include:

- Spill bin
- Absorbent Material
- Broom
- Shovel
- Recovery Bags/ Recovery Drums
- PPE Box
- Spill / Response Instructions
- Safety Helmet (for Fire Wardens)

Spill Stations are designed in such a way that they can be relocated by Forklift or by wheelie bin as required. Spill Stations are inspected monthly as part of the Monthly Store & Safety Equipment Inspection Checklist and are replenished as required.

4.1.4 Emergency PPE Kits

Each Store is equipped with an Emergency Personal Protective Equipment Kit. These are located next to the Spill Stations for use in the event of an emergency. The PPE Kits include:

- Full-face or Half-face Respirator
- Chemical Goggles
- Face Shield
- Chemical Resistant Gloves
- Rubber Apron
- Disposable Overalls
- Respirator Cartridges
- Air Horn

PPE Kits are inspected monthly as part of the Monthly Store & Safety Equipment Inspection Checklist to ensure specified items are readily available and in good condition.

4.1.5 Non-Emergency Equipment

DGL retains additional spill equipment and PPE outside the Warehouses which could be used a resource in the event of an emergency.

4.1.6 Personnel

As detailed in Section 2 of the Emergency Response Plan, DGL has an identified command structure to deal with a site emergency.

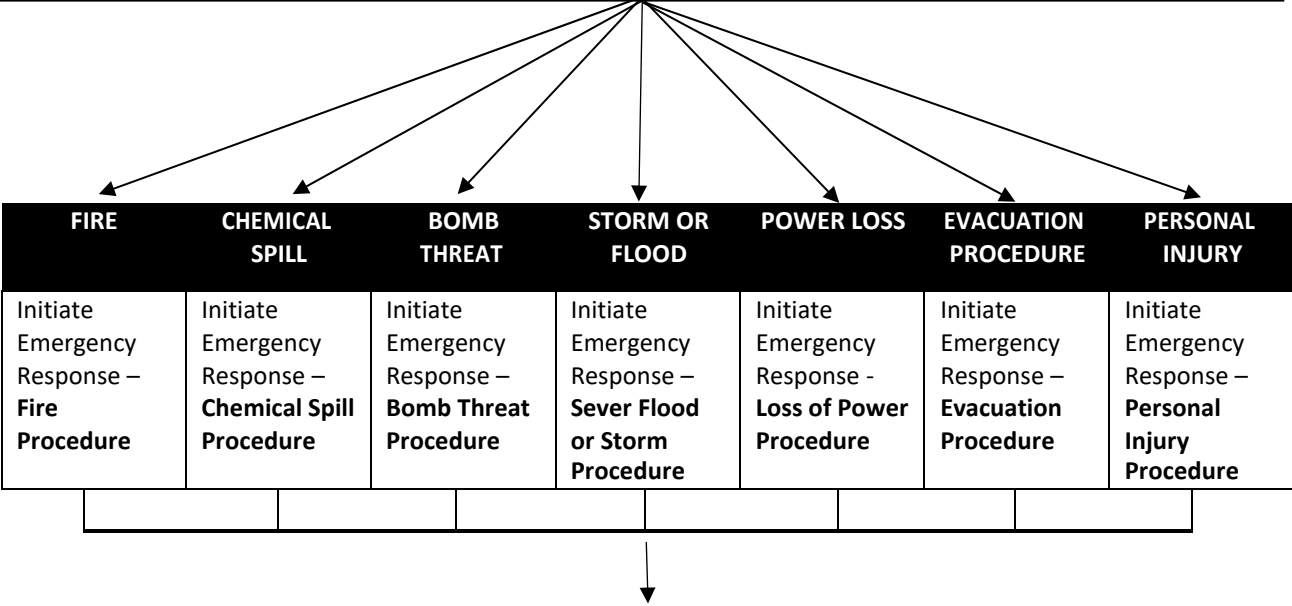
4.2 Additional External Resources

In the event of an emergency where additional resources are required, DGL has access to a range of providers as listed in Section 3.3 of the Emergency Response Plan.

Emergency Response Procedures

Aim: To ensure that in an event of an emergency, the correct procedures are followed in accordance with Fire, Chemical Spill, Bomb Threat, Evacuation and, Chemical Spill Procedure, Bomb Threat Procedure and Evacuation Procedure in a manner that minimises risks to people, environment, and the business.

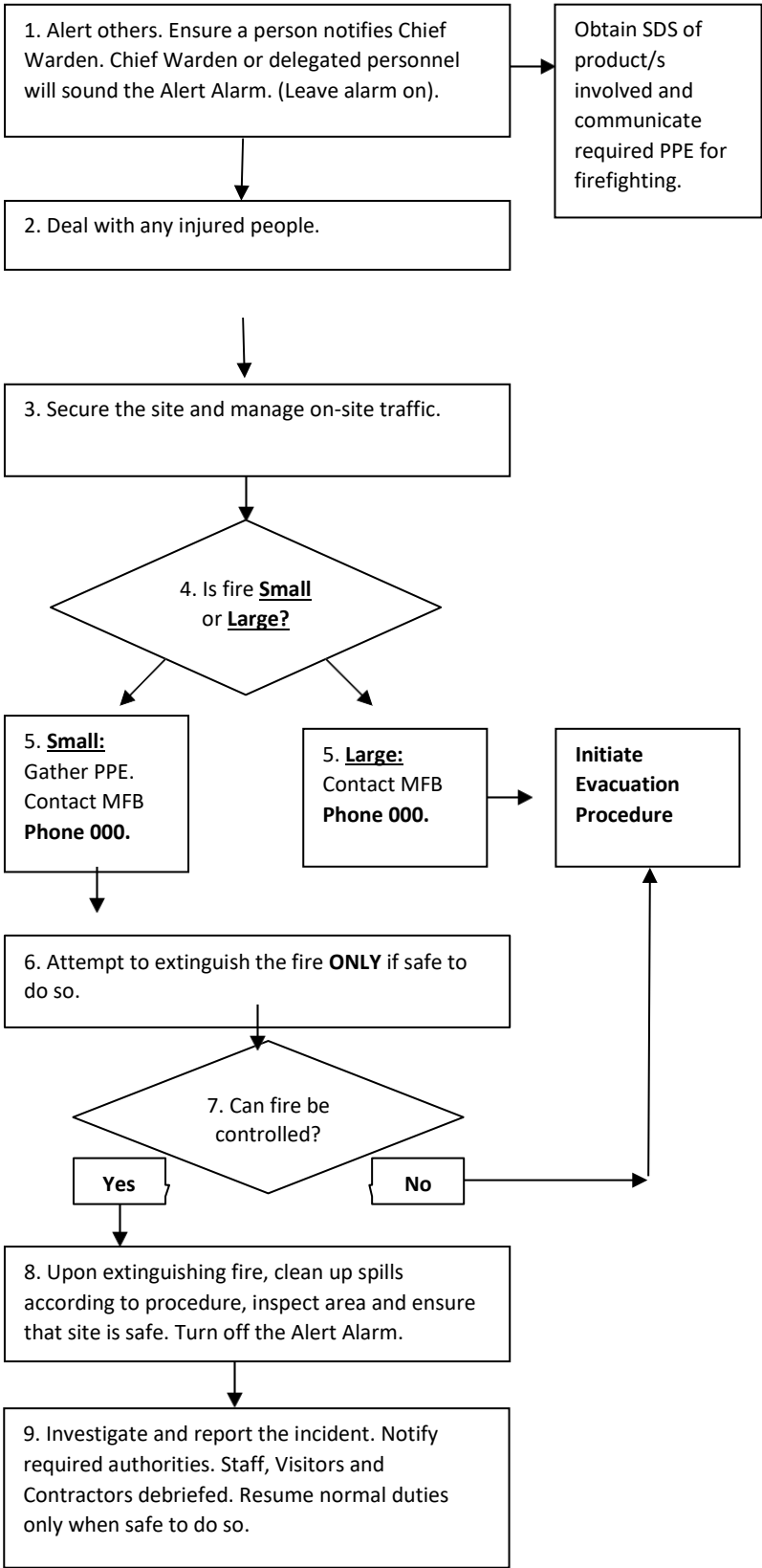
The incident is identified as **Fire, Chemical Spill or Bomb Threat** or Area J or Evacuation. Person first on the scene alerts other personnel of incident type and extent. Correct procedure is Initiated.



- Post implementation of correct procedure ensure the incident has been fully Investigated and documented.
- Review for stock damages and potential stock contamination (Food grade products)
- Notify relevant authorities if required (i.e. WorkSafe).
- Implement corrective action to eliminate or minimize reoccurrence.

Emergency Response – Fire Procedure

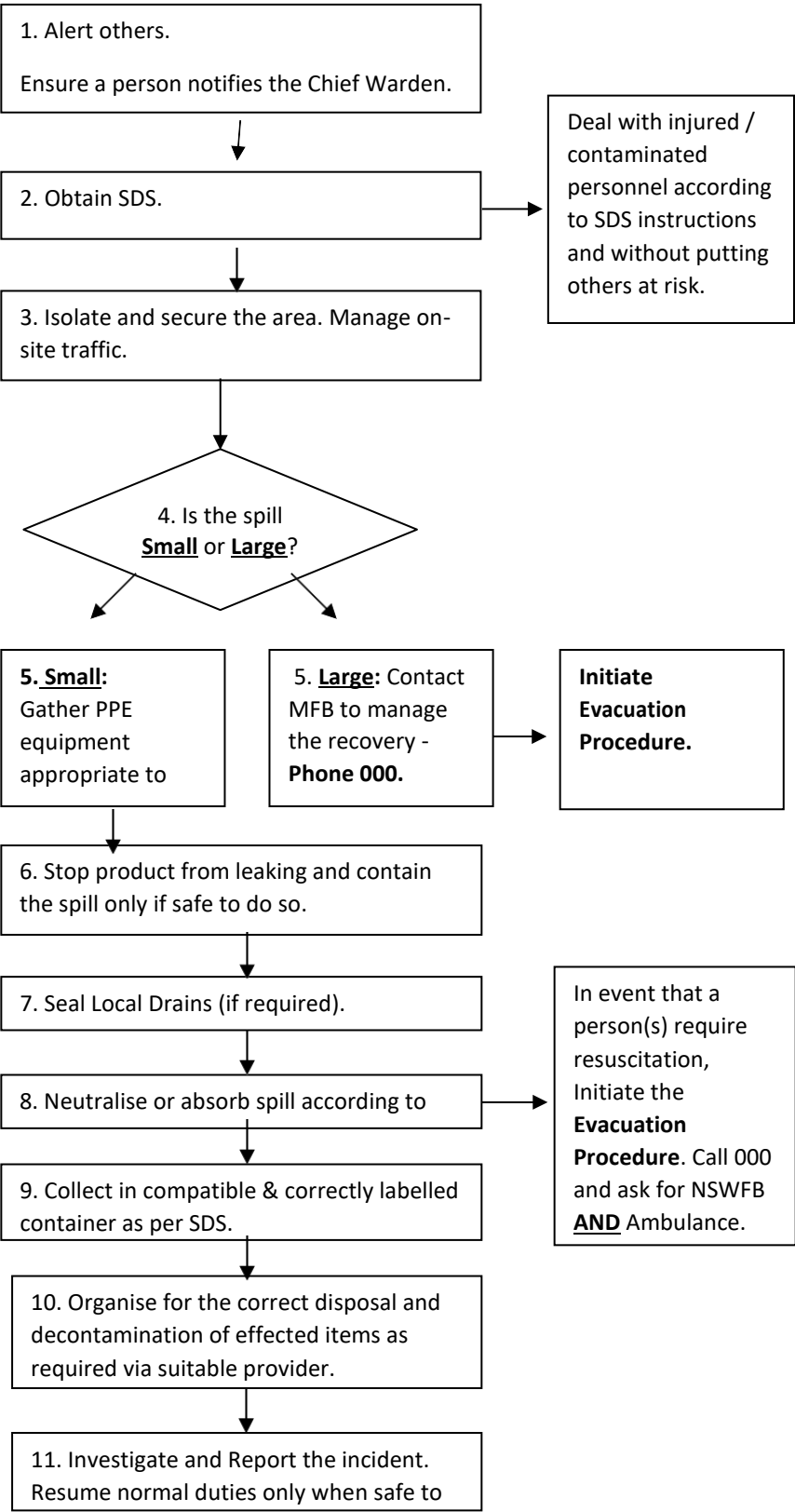
Aim: To ensure that in an event of Fire, the correct procedure is followed to manage an incident and its recovery in a manner that minimises the risks to people, environment and the business.



RESPONSIBILITIES	
1.	Wardens/ Chief Warden. Wardens may use Air Horn or shout FIRE; FIRE to alert people before the Alert Alarm (repeated short blasts) is sounded. SDS's are in Administration office. Scribe to commence documenting events
2.	Wardens/ First Aider. Consider the following when assessing whether it is safe to deal with injured people: • The chemicals involved • Is there chance that fire could block your exit? • Do you have assistance? • Deal with contaminated people as per SDS instructions.
3.	Wardens. Shut off all equipment in use in the area. Close the doors to non-affected stores to prevent the spread of fire. Ensure additional vehicles or people do not enter site. Direct any vehicles already on site to exit site and remain in Assembly Point area, if safe to do so. Shut off pumps, valves and electricity. For Fire in Area J: Turn monitor/s on to control a fire or to cool adjacent containers if safe to do so. Chief Warden to take control and delegate responsibilities.
4.	Warden Team will decide whether the fire is <u>small</u> or <u>large</u> taking the following into consideration: • Do we know what chemicals are involved? • Can the fire be safely and quickly extinguished? • Do we have the required PPE? • Chief Warden has ultimate decision-making authority.
5.	Warden Team. Small Fire: Chief Warden will contact MFB 000. If correct PPE is not available, the fire is immediately classified as Large . Chief Warden to Dial 000 and Initiate Evacuation Procedure. Large Fire: Chief Warden will contact MFB 000 and Initiate Evacuation Procedure.
6.	Warden Team: Attack with correct extinguishing media only if safe to do so.
7.	Warden Team: If the attack is failing quickly, Initiate Evacuation Procedure.
8.	Warden Team. Chief Warden has ultimate responsibility for ensuring the site is safe before normal operations resume and for turning off the alert alarm.
9.	Chief Warden has ultimate responsibility for ensuring these requirements are fulfilled.

Emergency Response - Chemical Spill Procedure

Aim: To ensure that in an event of a Chemical Spill, the correct procedure is followed to manage an incident and its recovery in a manner that minimises the risks to people, environment and the business.

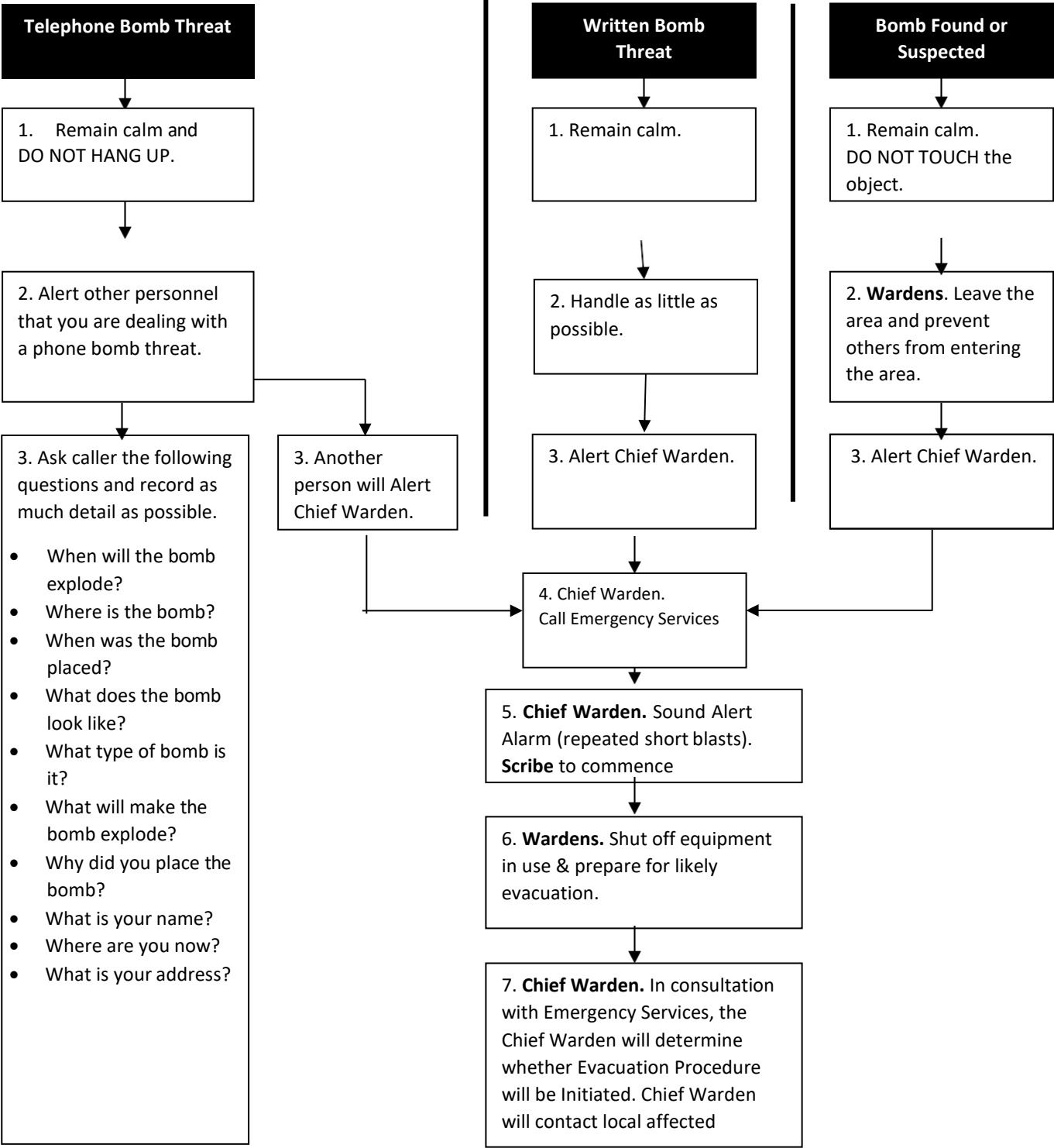


RESPONSIBILITIES

- 1. Wardens. Scribe** to commence documenting events.
- 2. Wardens/ Chief Warden.** SDS files are located in administration office.
First Aiders to provide aid as per SDS Procedures for decontamination will be as per SDS instructions
- 3. Wardens.** Shut off equipment in the affected area if safe to do so. Prevent additional people/ vehicles from entering area. If necessary, direct any vehicle already on site to park near the Assembly Point and close gates to prevent further access.
- 4. Warden Team** will decide whether the spill is Small or Large taking the following into consideration:
 - Do we know what Chemicals are involved?
 - Do we have the required PPE?
 - Are we able to manage the recovery as per SDS instructions?Chief Warden has ultimate decision-making authority.
- 5. Warden Team.** If correct PPE is not available, the spill is immediately classified as Large. **Chief Warden to Dial 000** and Initiate Evacuation Procedure.
- 6. Warden Team** to attend
- 7. Warden Team** to attend
- 8. Warden Team** to attend
- 9. Warden Team** to attend
- 10. Chief Warden:** to attend. Affected items may include Forklift, drums, uniform, concrete.
- 11. Chief Warden:** has ultimate responsibility for ensuring these requirements are fulfilled.

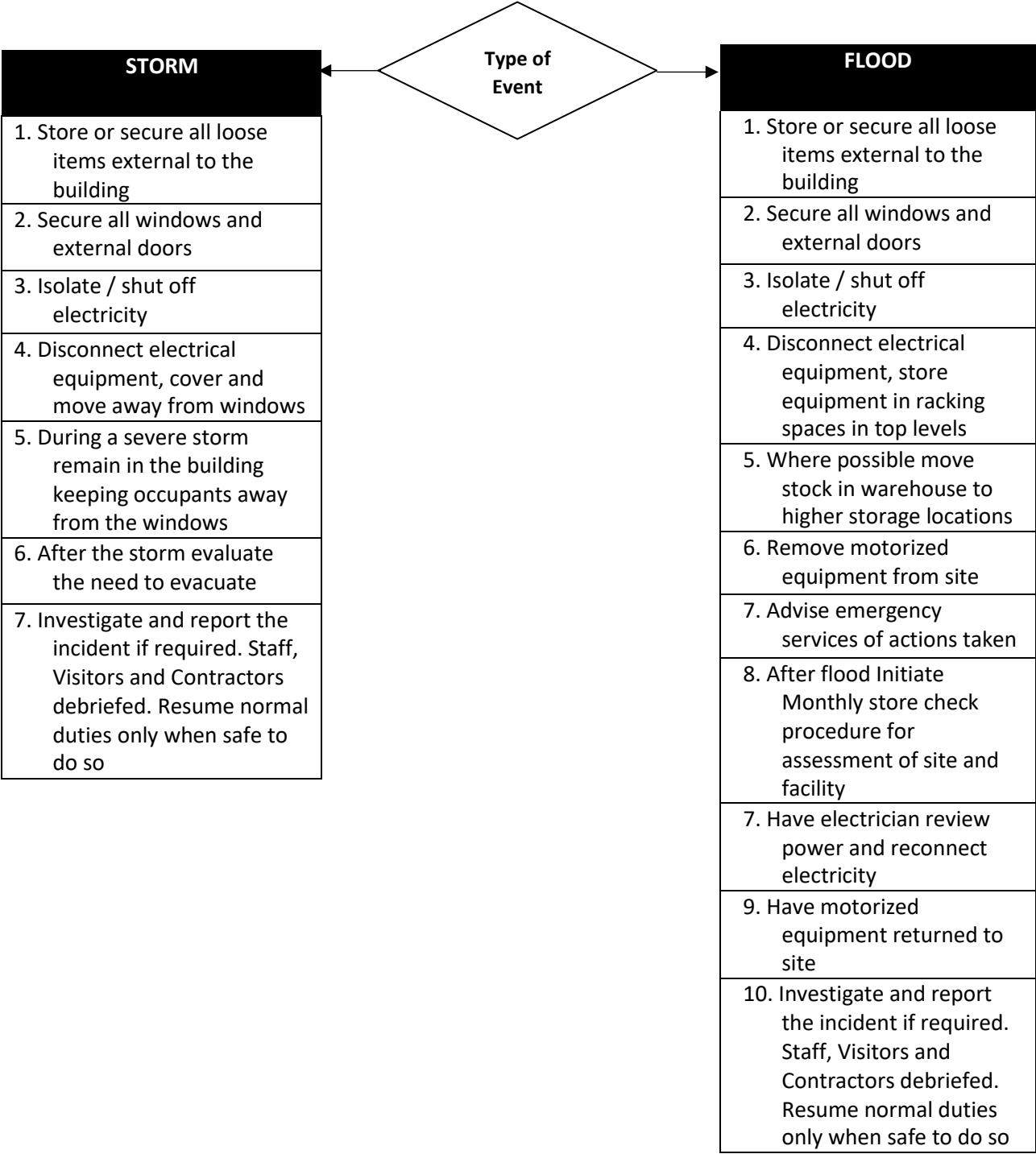
Emergency Response - Bomb Threat Procedure

Aim: To ensure that in an event of a Bomb Threat, the correct procedure is followed to deal with the threat in a manner that minimises the risks to people, environment and the business.



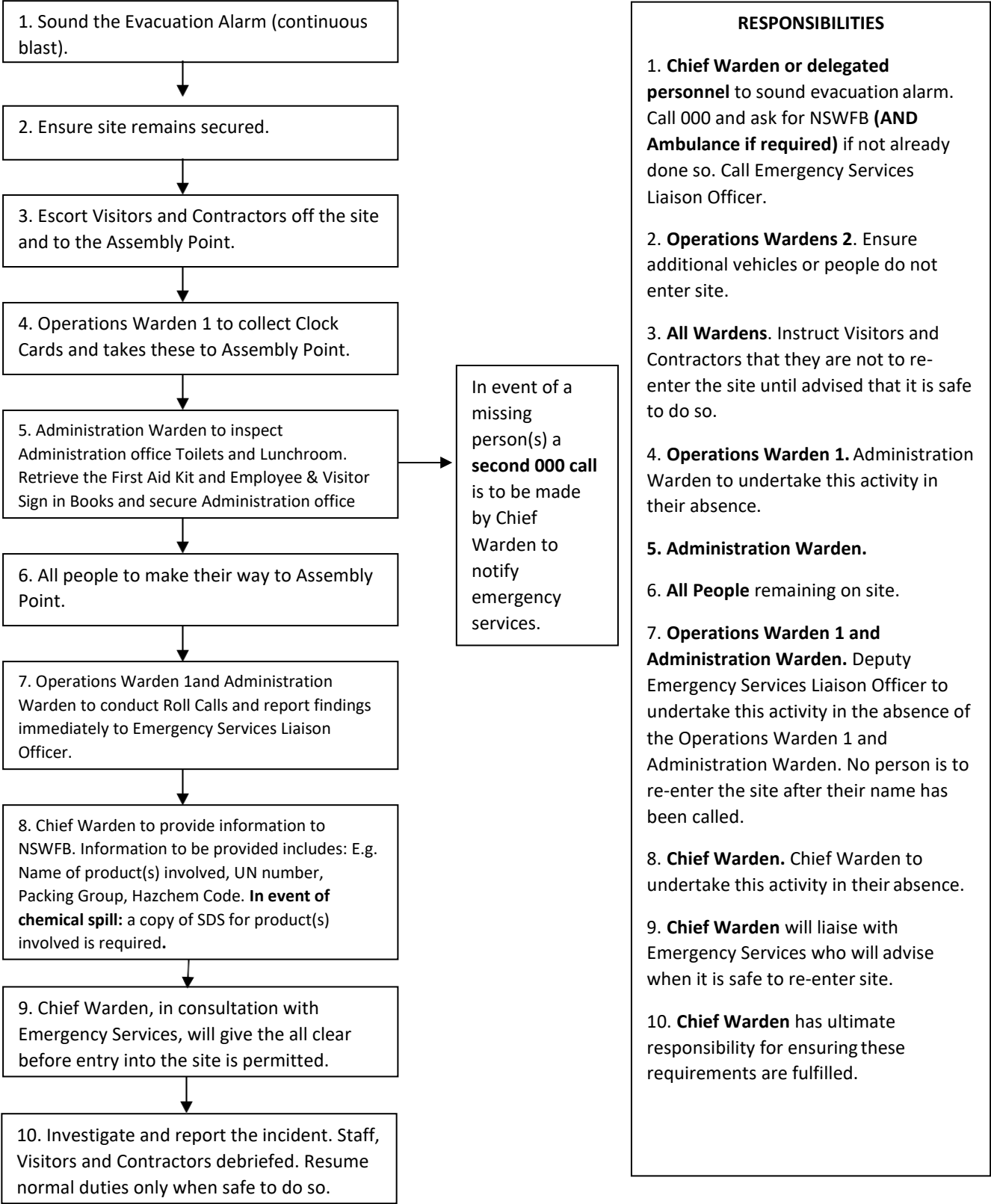
Emergency Response – Severe Storm or Flood

Aim: To ensure that in an event of Severe Storm or flood, the correct procedures are followed to maintain the safety of people, the site and community.



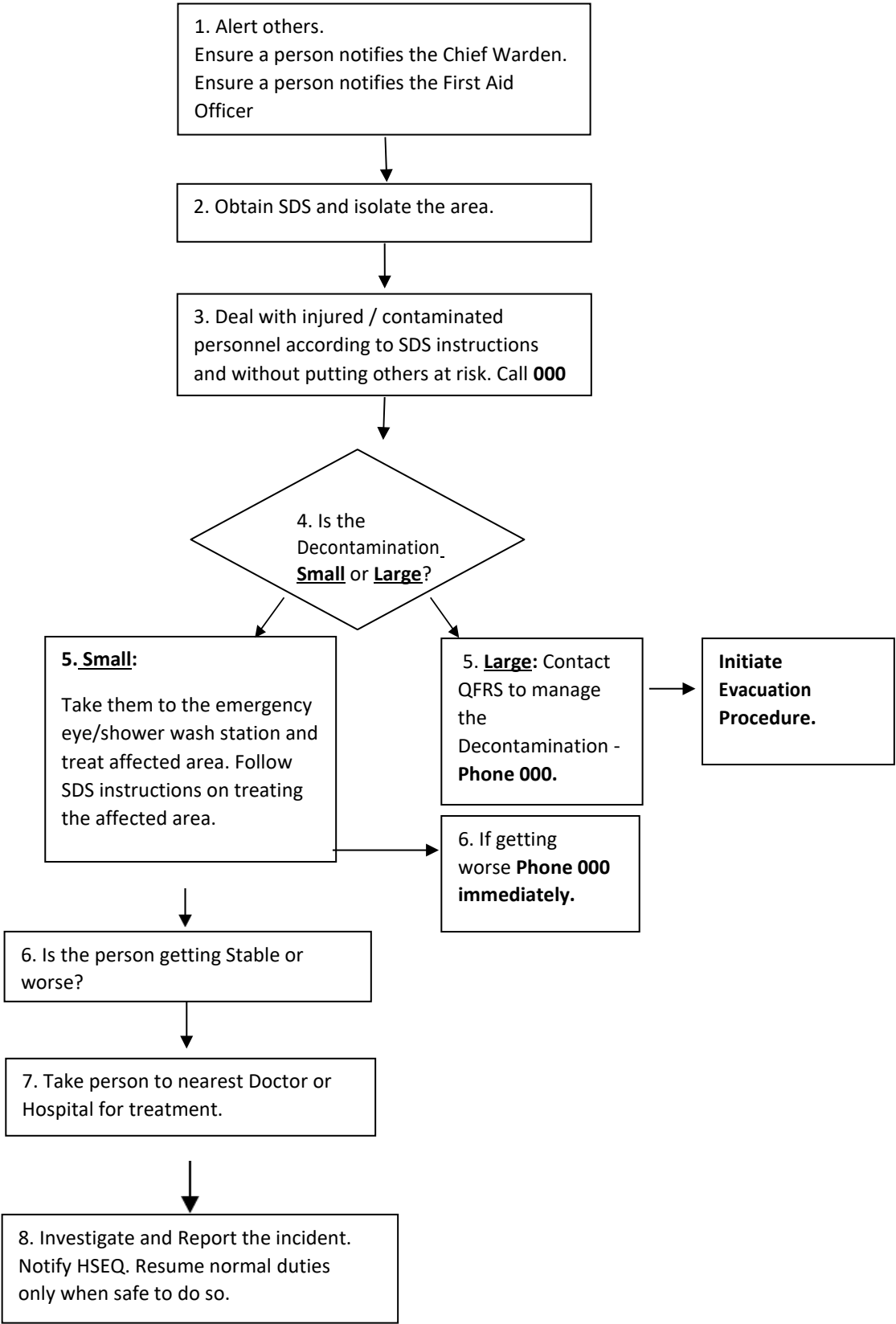
Emergency Response – Evacuation Procedure

Aim: To ensure that in an event of Fire, Chemical Spill or Explosion or bomb threat, the correct procedures are followed to evacuate the site in a manner that ensures the safety of all people.



Emergency Response - Decontamination Procedure

Aim: To ensure that in an event of a Chemical Spill requiring Decontamination, the correct procedure is followed to manage an incident and its recovery in a manner that minimises the risks to people, environment and the business.



5. Incident & Injury Management

PERSONAL INJURY & NEAR MISS PROCEDURE

Notification:- Must be made when Injury occurs to Head of OHS & Compliance

Aim: To provide instruction for the reporting, recording and management of Personal injury to Empl visitors, with the aim of managing incident and preventing recurrence. A **Personal Injury & Near Miss** includes the following but is not limited to:

- LTI, MTI & FAI
- Near Miss
- Occupational Illness
- Occupational exposure

1. Injury Occurs. Notify HSE Manager when, First Aid &/or Medical Treatment initiated.



2. Determine if the event is notifiable to the authorities of work place health and safety in the state or territory where the incident occurred. Information sheet on what is notifiable can be found [here](#)



3. Employee, contractor & visitor is to complete **Section 1 & 2** Personal Injury & Near Miss Form ([F-110](#)) with a Worker Authorisation form ([T-710](#)) and submit it to the Manager on the same day of incident. Manager is to complete **Section 3** of the Form



4. Manager to forward the original Form ([F-110](#)) to the National HSE Manager **within 24 hours of incident**. If it is not possible to forward the completed original Form within 24hrs, a part completed copy of the form is to be faxed/emailed and the completed original form sent within 5 working days. Site is to retain a copy of the completed Form ([F-110](#)) on file. The National HSE Manager will register in the Incident Database & issue the reference number.



5. HSE manager handles the injury through the [P-1020](#) Injury and insurer management procedure



6. National HSE Manager to complete **Section 4** of the Personal Injury & Near Miss Form ([F-110](#)) in order to close the incident. A copy of the completed Personal Injury & Near Miss will be forwarded by the National HSE Manager to the Manager/Supervisor. Where appropriate a safety alert is issued to the DGL group via the company's intranet



7. All incidents to be recorded in IMS system and corrective actions monitored

RESPONSIBILITIES

1. Person involved in injury or site management responsible for notification.

Injured Employees requiring medical treatment are to be taken to an approved medical supplier as per [T-264](#). Call an ambulance in cases of emergency.

For all MTI and LTI's injuries [T-263](#) can be used as a guide for alternative duties for return to work plans

2. HSEQ manager to determine if event is notifiable

3. Person involved in Injury responsible for Section 1 & 2 of Personal Injury & Near Miss Form Manager/ Supervisor to assist where necessary. Manager/ Supervisor are responsible for Section 3 of the

4. Manager/ Supervisor responsible for ensuring form are submitted within specified time-frame. The National HSE Manager responsible for registration in the Incident Database.

5 National HSE manager

6. National HSE Manager responsible for completing Section 4 of Form ([F-110](#)). National Claims Coordinator is responsible for officially closing in the Incident Database and adding to corrective actions register. Should statements be required in a safety investigation [F-1090](#) is to be used

7. National HSE Manager

This is an uncontrolled document when printed.

Before using a printed copy of this document the version needs to be verified against the QMS system on the DGL Intranet

Should this procedure be changed a review of the site specific risk assessment is required.

Standard Operating Procedure – Sluice Valve Usage

Aim: To define the process for ensuring that appropriate spill containment is implemented at DGL Smithfield Depot

This Standard Operating Procedure relates to this site only and is not applicable to other site operations.

Steps	What is acceptable	Why
Place absorbent material at the drainage points Contain Spill using absorbent materials Turn sluice valve to closed if there is risk of it entering the drains	That when a spill occurs absorbent material is used and then the main sluice valve closes the outlet to the storm water drain	This will stop any material from leaving the site, then a waste removal company can come on site and vacuum any spill that is at the outlet to the storm water drain

6. Liaison, Reporting, Review and Training

6.1 Liaison with Emergency Services Agencies

Fire

The Fire Department is the lead response agency in the event of an Emergency. They will take control of the incident site and will benefit from the receipt of timely information.

The site manager will act as the primary liaison with the Fire Department, however, may allocate the role of Fire Warden to another person.

The Fire Warden will:

- Collect the Site Manifest and Emergency Plan
- Wait at MAIN ENTRANCE TO SITE and attract the attention of the responding units
- Hand the manifest and Emergency Plan to the Fire Brigade Officer in charge and briefly explain evacuation status (completed or missing personnel) if known and nature of incident
- Stay with the first unit and direct them to the incident location
- Assist where possible (details of product/people involved, equipment available)
- Make certain of rollcall/ evacuation status and pass this information to emergency services

Police

In an emergency, the police act in the capacity as communications coordinators.

Other Authorities (Workplace Health and Safety, EPA, Health Department)

There may be a statutory investigation into any emergency and Relevant Government Authorities may undertake their own investigations.

Although communications with these authorities will primarily be through Senior Management, the ERTL and Team members must ensure that there is no interference with evidence.

Any clean up, repairs or movement of deceased person(s) must not occur without approval of the investigating authority's representative.

The only exceptions to this rule are actions necessary to bring the emergency under control.

6.2 Public Relations / Media Response

In the event of an emergency on site the Emergency Response Team Leader is to assign an individual to traffic control role.

Traffic Controller

- Close the gate to all traffic except for emergency services. (Fire, Police, Ambulance). Do not allow parked vehicles to block access.
- Advise anyone wanting to enter that *"The site is temporarily closed because of an emergency ("exercise")"*.
- DO NOT GIVE ANY OTHER DETAILS
- Record the arrival times of emergency services.
- Do not leave the gate.
- You will be advised when to re-open the site.

Media Liaison

Only senior management are to make statements to the media regarding an emergency.

Adjoining Sites

Depending on the nature of the emergency, it may be relevant for companies on neighbouring sites to be notified.

Contact phone numbers for companies on adjoining sites are listed on the Site Emergency Contact List a copy of which will be kept at reception and another copy will remain with this plan.

Contact details will be reviewed on a six-monthly basis to confirm that details are still current.

6.3 Incident Investigations & Written Reports

Incident investigations are to be completed for all reportable incidents including;

- Fires
- Spills
- Motor vehicle accidents
- Personal injury/occupational illness
- Near misses
- Service incidents at Customers premises

All incidents are entered into LMS.

6.4 Debriefing Activities / Trauma Counselling

Personnel involved in emergency response activities are to be involved in a debriefing session to enable the assessment of the response activities and identify opportunities for improvement.

Trauma counselling shall be made available at the discretion of Senior Management.

6.5 Drills and Response Review Activities

Fire drills are held annually and scheduled by the Site Manager in consultation with the Group Compliance & HSEQ Manager. Emergency Response Procedures will be reviewed annually or when changes in structure or site operations occur.

Review activities will be the responsibility of the Site Supervisor.

6.6 Training Requirements / Specifications

The Emergency Response Team (ERT), shall be trained in the following;

- Fire Response
 - Use of Extinguishers (water, foam, dry powder, CO2)
 - Use of Fire Hoses (water)
- Spill Response
 - Dangerous Goods and Hazardous Substances Awareness
 - Product Specific Training for High-Risk Substances
- First Aid Response