



**FIRE** 

**REMOVE** others from the area: set off the alarm or tell them to evacuate to the assembly area.

Occupants to go to the assembly area. Second assembly area should be used if uncontrollable fire (away from surrounding vegetation).

If safe First Aider to grab the first aid kit and bring it to the assembly area.

2

**ALERT** the Fire Brigade: ask someone to call 000.

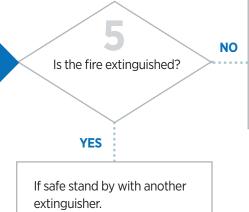
3

If safe **CONTAIN** the fire by shutting doors and windows.

4

If safe **EXTINGUISH** the fire, if you are trained, using an extinguisher or blanket.

It is not recommended to use water from a hose or sink where electricity is present. Guideline - 3m approach distance for IkV.



f safe close the

If safe close the door and evacuate. Do not put yourself in danger. Go to assembly area and wait for the Fire Brigade.

Report the incident: Site Manager & SMC

1300 260 889.

SMC personnel to start communication to BAI Management. 9

Follow the directions of the Fire Brigade.

10

Complete an incident report and participate in the investigation.





R REMOVE others from the area: set off the alarm or tell them to evacuate to the assembly area.

Occupants to go to the assembly area, via a safe route.

If safe First Aider to grab the first aid kit and bring it to the assembly area.

➤ **ALERT** the Emergency Services, Call 000.

If safe **CLOSE** the affected area.

If safe assist the injured to **EVACUATE.** 

Ensure that the assembly area is safe from falling debris and other hazards.

5

Go to assembly area and wait for the Emergency Services.

6

Report the incident: Site Manager & SMC 1300 260 889.

SMC personnel to start

communication to

BAI Management.

7

Follow the directions of the Emergency Services.

8

Complete an incident report and participate in the investigation.





# SPILL KIT USE INSTRUCTIONS:

**PPE** - Don the gloves and eye protection to protect yourself.

**Stop -** Attempt to stop the spill at the source.

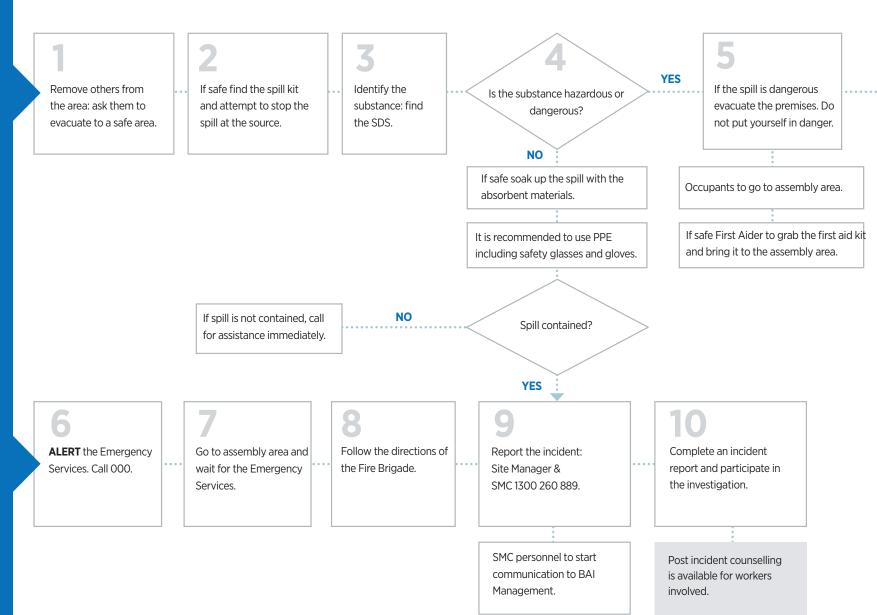
**Contain -** Use the booms to contain the spill.

**Absorb -** Use powder or pads to absorb the spill.

**Dispose -** Use the plastic bags to collect the used absorbent materials.

**Report -** Report the incident.

**Restock -** Replace the used items in the kit.







REMOVE others from the area: set off the alarm or tell them to evacuate to the assembly area.

Occupants to go to the assembly area, via a safe route.

If safe First Aider to grab the first aid kit and bring it to the assembly area.

ALERT the Emergency
Services, Call 000.

If safe **CLOSE** the affected area.

If safe assist any injured to **EVACUATE.** 

Ensure that the assembly area is far enough away from the gas leak and safe from any other hazards.

5

Wait at assembly area for the Emergency Services. 6

Report the incident: Site Manager & SMC 1300 260 889.

7

Follow the directions of the Emergency Services.

8

Complete an incident report and participate in the investigation.

Post incident counselling is available for workers involved.

SMC personnel to start communication to BAI Management.





If safe **REMOVE** the injured person from immediate danger and stay with them.

ALERT the Emergency Services, Call 000.

If safe **CONTAIN** the area - give the injured person privacy and get rid of onlookers.

First Aider to **EVALUATE** the injured person and provide first aid.

000

#### **HOW TO CALL TRIPLE ZERO**

**Stay Calm -** be aware of the situation and call from a safe place.

Which Service - The operator will ask if you need Police, Ambulance or Fire Brigade.

**Stay on the line -**answer the operators questions. Don't hang up until they tell you to.

Where are you? - give the exact location of where you are, street address, cross street, landmarks, roads etc. Latitude and Longitude co-ordinates and other critical info for the site are available in the red Site safety Folder and in the Appian Site Access App.

**Meeting Point** - Arrange a place to meet the emergency services.

**112** -This number is an international emergency call service - will connect to 000, only from a digital mobile.

5

Send someone to meet the Ambulance and guide them to the area. 6

Report the incident: Site Manager & SMC 1300 260 889. ollow

Follow the directions of the Ambulance Officers.

8

Complete an incident report and participate in the investigation.

Post incident counselling is available for workers involved.

SMC personnel to start communication to BAI Management.





REMAIN calm and if safe try to identify the animal (type of snake, spider) and take a picture.

ALERT the Emergency Services. Call 000.

C

the area -minimise the movement of the person.

**EVALUATE**the injured person and provide first

aid.

Do not suck the
venom out. Do not
apply ice\*. Do not cut
the wound. Do not
wash the bite.

Remove any jewellery or tight clothing in case any swelling occurs.

\* If Redback Spider identified apply ice.

Apply a pressure bandage to the area and mark the location of the bite on the outside.

Lay the person down, keeping the bite area at body level. Do not raise or lower.

Manage the symptoms using First Aid techniques until help arrives.

Follow the directions of the Ambulance Officers.

Report the incident: Site Manager & SMC 1300 260 889.

Complete an incident report and participate in the investigation.

SMC personnel to start communication to BAI Management.





ARMED INTRUDER

If safe **REMOVE** others to a safe area away from the

intruder.

If safe **ALERT** the Emergency Services: Call 000, without alerting the intruder.

Wait until the intruder has gone to call 000, if you are on your own.

If safe **CLOSE** off and secure the affected area.

If safe assist the other occupants to **EVACUATE** to an area out of sight of the intruder.

If safe First Aider to grab the first aid kit and bring it to the assembly area.

5

DO NOT look the intruder in the eye, DO NOT make any sudden moves, DO NOT attempt to press an alarm. Calmly, give them what they want.

6

Attempt to notice significant characteristics of the person: tattoos, scars, height, haircut, colour of clothing, accent etc. to identify them.

Follow the directions of the Emergency Services.

Report the incident: Site Manager & SMC 1300 260 889.

SMC personnel to start communication to BAI Management.

9

Complete an incident report and participate in the investigation.





REMOVE others from the area: set off the alarm or tell them to evacuate to higher ground.

ALERT the Emergency Services. Call 000. If safe **CLOSE** the affected area.

If safe assist by **ELEVATING** important items to prevent damage.

Occupants to go to the assembly area, via a safe route.

If safe First Aider to grab the first aid kit and bring it to the assembly area.

5

If safe disconnect the electricity supply to prevent damage.

6

Go to the assembly area and wait for further instructions.

Follow the directions of the Emergency Services.

8

Report the incident: Site Manager & SMC 1300 260 889. 9

Complete an incident report and participate in the investigation.

Ensure that the assembly area is safe from other hazards.

SMC personnel to start communication to BAI Management.





**REMOVE** others from the area: or tell them to evacuate

to higher ground.

Ensure that the area is safe from falling debris and other hazards.

2

Take the most direct route.

3

Take a radio, first aid kit and emergency supplies with you.

4

DO NOT go to the shore to watch the Tsunami. If you can see it, you are too close to escape.

5

Stay out of floodwaters and avoid debris.

6

Follow the directions of the Emergency Services.

7

Report the incident: Site Manager & SMC 1300 260 889.

SMC personnel to start communication to BAI Management.

8

Complete an incident report and participate in the investigation.





TRAFFIC ACCIDENT

Pull over in a safe area and do not leave the scene.

ALERT the Emergency Services. Call 000.

If safe send someone to warn oncoming traffic.

If safe turn off the vehicle engines.

If safe assist the injured by providing first aid.

Keep well clear if there are fallen power lines.

Keep clear if fuel is leaking from any vehicle and DO NOT SMOKE.

Use warning lights, hazard lights and indicators to warn other drivers and make yourself more visible.

8

DO NOT move anyone from the vehicles unless they are in immediate danger. 9

Lift the visor of a helmet wearer, DO NOT remove the helmet unless they are vomiting or require first aid. 10

Support broken limbs and be careful not to twist the neck or back if someone has to be moved. 11

Follow the directions of the Emergency Services.

12

Report the incident: Site Manager & SMC 1300 260 889. 13

Complete an incident report and participate in the investigation.

SMC personnel to start communication to BAI Management.





REMOVE others from the area near the disturbance: advise tell them to move to the middle of the building.

Stay away from windows and doors.

If safe First Aider to grab the first aid kit.

Follow the directions of the Emergency Services.

It may take a while for the situation to be resolved. The Emergency Services will advise when the lockdown can finish.

2

ALERT the Emergency Services, Call 000.

Report the incident: Site

Manager & SMC 1300 260 889.

If safe **CLOSE** off the building and lock any

windows and doors.

First

First Aider to **EVALUATE** any injured and provide first aid.

Co

Complete an incident report and participate in the investigation.

SMC personnel to start

communication to

BAI Management.

Post incident counselling is available for workers involved.





# BOMB THREAT

Remain calm: place the item on the desk and calmly notify someone in charge.

Place it into a sealable plastic bag to preserve any evidence. Do not touch the item again.

SUSPICIOUS ARTICLE FOUND

DO NOT TOUCH THE ITEM: warn others in the area and notify someone in charge.

Remain c

Remain calm: listen to the caller and write down the information they say. 3

Ask them questions from the bomb threat checklist: Where is the device? What does it look like? Why did you put it there? What is your name? Where do you live?

4

Record distinguishing characteristics of their voice: Accent, gender, age, background noises, repeated words or phrases.

5

DO NOT HANG UP: leave the phone off the hook, even if they hang up.

6

**ALERT** the Emergency Services. Call 000.

**PHONE** 

ovacuate occupan

If safe evacuate occupants to the assembly area, taking their bags and belongings with them. 8

If safe wardens or others to search the premises for suspicious articles. 9

Follow the directions of the Emergency Services.

10

Report the incident: Site Manager & SMC 1300 260 889. 11

Complete an incident report and participate in the investigation.

Ensure the assembly area is searched for suspicious devices before evacuating.

If safe First Aider to grab the first aid kit and bring it to the assembly area.

SMC personnel to start communication to BAI Management.





#### **TOWER RESCUE KIT CONTENTS**

#### **TYPE A MILAN RESCUE KIT**

1x Tatonka Kit Bag - Red

1 x Skylotec - Milan Rescue Device with 150m of rope 1 x Endless Sling - Blue 25mm x 1.2m long

2 x Endless Sling - Red 25mm x 900mm long

3 x Karabiner - Steel > 50 KN Rating

1x Prusik rope - 7mm x 0.6m

1 x Prusik rope - 7mm x 1m

# TYPE B ROPE ACCESS TOWER RESCUE KIT

1 x 6 to 1 mini hauler with Ascender - SRT Trac Hauler RMMicHk or similar

2 x Rope: 100m

1x Back-up Ascender - Suitable for 2 person

2 x Slings: Sewn web 60 cm

2 x Slings: Sewn web 1.2m

4 x Karabiner - Alloy SG > 30 KN Rating

3 x Karabiner - Steel > 50 KN Rating

1x Prusik rope - 7mm x 0.6m

1 x Prusik rope - 7mm x 1m

1x First Aid Kit - First Response

1x Gear Bag

1 x Descender - Noworries or similar suitable for 2 person descent

1

Climbers work out who is going to perform the rescue if more than one person available. 2

The tower rescue kit is given to that climber. It is usually located at the base of the tower during a climb. 3

Alert the Emergency Services: Call 000 or 112 from a mobile phone. 4

Look for danger before proceeding. Each rescue situation is different. Use your training and the tower rescue kit to determine the best way to rescue the climber. 5

If the injured climber is conscious, continue talking to them, provide reassurance that help is on the way.

Request a rescue helicopter if in a remote area. The rescue timing is vital, the longer the injured climber remains in suspension the risk of suspension trauma increases. This could be as little as 5 minutes.

6

If the climber has suspension straps or other aid, encourage their use to help prevent suspension trauma.

Keep in mind the climber

injuries during and as a

may have suffered

result of the fall.

7

The injured climber is lowered safely to the ground or to a safe platform.

8

Commence first aid to manage any injuries from the fall and the suspension. 9

Follow the directions of the Emergency Services.

10

Report the incident: Site Manager & SMC 1300 260 889. 11

Complete an incident report and participate in the investigation.

Post incident counselling is available for workers involved.

SMC personnel to start communication to BAI Management.





# SPACE RESCUE

1

Alert the Emergency Services: Call 000 or 112 from a mobile phone. 2

The standby person is to initiate confined space rescue.

3

If the worker in the confined space is attached to a retrieval line, commence retrieval using the winch or retractor.

4

Each rescue situation is different. Use your training and the retrieval gear provided to determine the best way to rescue the worker. 5

DO NOT enter the confined space, unless you have SCBA (Self Contained Breathing Apparatus) and are trained in its use.

Explain that a person has been injured in a confined space.

6

The rescue timing is vital, the longer the person remains in the potentially hazardous atmosphere, the risk of asphyxiation increases.

7

Raise the person to a safe area, free from danger and contaminants. 8

Commence first aid to manage any injuries and lack of oxygen. 9

Follow the directions of the Emergency Services.

10

Report the incident: Site Manager & SMC 1300 260 889. 11

Complete an incident report and participate in the investigation.

Keep in mind the person may have suffered injuries during the work in the confined space. If the person is conscious, talk to them providing reassurance that help is coming.

SMC personnel to start communication to BAI Management.





1

If safe isolate low voltage supplies. If required, arrange for high voltage supplies to be isolated. 2

If isolation is not practicable, pull or push the casualty clear of the electrical contact using material, such as wood, rope, clothing, plastic or rubber. Do not use metal or anything moist. 3

Attempt to keep others away from possibly energised parts.

4

**ALERT** the Emergency Services, Call 000.

Do not put yourself at risk!

5

If safe First Aider to provide first aid.

6

Follow the directions of the Emergency Services.

If the person is not taken to hospital by the Ambulance, they should still be examined by a doctor to ensure no effect on the heart. 8

Report the incident: Site Manager & SMC 1300 260 889. Q

Complete an incident report and participate in the investigation.

Ensure the Ambulance is advised that someone has suffered an electric shock.

SMC personnel to start communication to BAI Management.





1

Prepare: put together the bushfire emergency plan.

2

**BUSHFIRE ALERT:** The SMC monitors and receives bushfire alerts from authorities. If you receive a bushfire warning from the SMC or other means take it seriously and act immediately.

3

Don't wait and see, put the evacuation plan into action. 4

Watch for signs of fire, especially smoke and flames. Leave site as early as possible and ensure that the exit route you have chosen is clear to exit safely.

5

Assess any HVAC or inlet fans that can be isolated before leaving site to prevent smoke or flames from being drawn into the building or equipment. 6

Notify the SMC or the emergency coordinator of your plan of action.

7

Follow the directions of the Emergency Services.

6

Report in when the situation is back to normal: Site Manager & SMC 1300 260 889.

9

Complete an incident report and participate in the investigation.

1. Where you are going for shelter?

- 2. What route you are taking to get there?
- 3. Your back up plan if conditions change?

SMC personnel to start communication to BAI Management.





REMOVE others from the area: set off the alarm or tell them to evacuate to the assembly area.

Occupants to go to the assembly area, via a safe route.

If safe First Aider to grab the first aid kit and bring it to the assembly area.

ALERT the Emergency Services, Call 000.

If safe **CLOSE** the affected area.

If safe assist the injured to **EVACUATE.** 

Ensure that the assembly area is safe from falling debris and other hazards.

5

Go to assembly area and wait for the Emergency Services.

6

Report the incident: Site Manager & SMC 1300 260 889.

SMC personnel to start

communication to

BAI Management.

7

Follow the directions of the Emergency Services.

8

Complete an incident report and participate in the investigation.





**ALERT** the Emergency Services. Call 000.

. . .

Grab the nearest item you can throw to them to pull them in or to assist them to float:

Rescue buoy, rope, towel, fishing line, pole, football, noodle, foam, pool toy, inflated toy.

3

# DO NOT GO IN AFTER THEM.

They will pull you down in an effort to save themselves.

4

Keep talking to them, let them know help is on the way. 5

Ask them to kick toward the waters edge, if they are able.

6

Perform first aid, if they make it to safety.

7

Follow the directions of the Emergency Services.

8

Drowning and near drowning can cause a reflex in the throat that may trigger many hours after the incident. 9

Report the incident: Site Manager & SMC 1300 260 889.

10

Complete an incident report and participate in the investigation.

Continual medical monitoring of the person is essential for at least 24 hours so that resuscitation can be provided should the airway close.

SMC personnel to start communication to BAI Management.





PLANT INCIDENT

If safe **REMOVE** the

If safe **REMOVE** the injured person from the situation without putting yourself at risk.

If available, attempt to press the emergency stop and isolate any running engines or moving parts.

If a person is trapped:

- Do not remove person
- Make the person as comfortable as possible

2

**ALERT** the Emergency Services, Call 000.

3

If safe **CLOSE** off the affected area. Do not allow access to the area, except to provide first aid.

4

First Aider to **EVALUATE** any injured and provide first aid.

The scene may need to be preserved for the Statutory Authority to examine it.

5

Follow the directions of the Emergency Services.

6

Report the incident: Site Manager & SMC 1300 260 889.

SMC personnel to start communication to BAI Management.

7

Complete an incident report and participate in the investigation.





#### **CYCLONE EMERGENCY KIT**

- Battery-operated radio and spare batteries.
- Torch and spare batteries.
- Candles, lighter and waterproof matches.
- Water in sealed containers (IOL per person).
- Non-perishable food enough for 3-4 days.
- Portable gas stove with fuel enough for 3-4 days.
- Can opener and utensil.
- Combination pocket knife.
- First aid kit and manual.
- Medication enough for 3-4 days.
- Toiletry and sanitary supplies enough for 3-4 days.
- Change of clothes and strong shoes.
- Cash money (ATMs may not be available).
- Strong plastic bags (for clothing and valuables etc.).
- Emergency phone numbers.

Prepare: put
together the
CYCLONE
EMERGENCY KIT
and review the plan.

CYCLONE WATCH: The Bureau

of Meteorology issues a Cyclone Watch 48 hours before a cyclone's predicted landfall. Information is updated every six hours. CYCLONE WARNING: Workers and visitors should take immediate precautions necessary to safeguard their lives and property. Tells you where the Cyclone is, what its movements are, how strong it is and predict the areas that are being threatened. A Cyclone Warning is renewed every three hours with hourly warnings

YES ADVISE SMC

Follow the directions of the Emergency Services.

Return home or go to a council nominated evacuation centre.

EVACUATE?
BAI Facility.

Solution to your radio and make sure you have

6

Tie down or pack away all outdoor items.

Cover windows/

Cover windows/ doors with timber or tape an x across the glass with masking tape. 8

Ensure your vehicle is full of fuel and parked undercover (if possible).

9

Fill drinking containers, bathtubs, wheelie bins with water in case supply is affected. 10

issued if the cyclone moves close to the

coast and poses a major threat.

Freeze extra ice in case power is affected.

11

Put important documents in a safe place i.e. waterproof container. 12

Turn off and unplug all nonessential electrical equipment.

13

Continue to listen to your battery powered radio for all warnings and advice.

14

spare batteries.

Stay inside and keep yourself and others calm.

15

Shelter in the strongest part of the building, often the bathroom, toilet or hallway.

16

Use blankets and mattresses to protect you from falling debris.

17

Beware of the eye of the storm -stay inside even if it seems calm as if it is over. 18

Stay inside until officially advised on the radio that the cyclone has passed. 19

Stay well clear of fallen power lines. Always assume that fallen power lines are live. 20

Stay out of floodwaters and avoid debris.

21

Use water and power sparingly-prevent extra drain on already stressed systems.

22

Follow the directions of the Emergency Services.

23

Report the incident: Site Manager & SMC 1300 260 889. 24

Complete a debrief report and participate in any follow up.

SMC personnel to start communication to BAI Management.