

Austube Mills Newcastle Emergency Response Plan NC-WHS-EMG-PLN-001

Approved By: SET Superintendent

Austube Mills Plan Document



1. Location:

- ✓ Off Industrial Drive Mayfield NSW 2304
- ✓ Opposite the Phoenix Club
- ✓ Site access is on north side of Industrial Drive,
- ✓ 50m West of the Wests Mayfield Club (formerly the Phoenix Club) pedestrian lights,
- ✓ 100m East of the Vine Street intersection with Industrial Drive.

Note: Site access is not via Ingall Street.

2. GPS Coordinates at Main Entrance 32°53'28.26S 151°44'35.08E

3. UBD / Gregory's Street Directory Reference: Map 297 A5

4. Major Activities:

- Industrial manufacturing
- Forming,
- Welding,
- Painting,
- Storing,
- Transporting of Steel Tube and/or Pipe
- Maintenance activities.

Austube Mills Newcastle Emergency Response Plan

NC-WHS-EMG-PLN-001

Approved By: SET Superintendent

Austube Mills Plan Document

Contents

1.	LOCATION:	1
2.	GPS COORDINATES AT MAIN ENTRANCE 32°53'28.26S 151°44'35.08E	1
3.	UBD / GREGORY'S STREET DIRECTORY REFERENCE: MAP 297 A5	1
4.	MAJOR ACTIVITIES:	1
5.	LIST OF TABLES	6
6.	LIST OF FIGURES	6
7.	LIST OF FORMS	7
8.	INTRODUCTION	8
	8.1 Background	8
	8.2 Aim of the Emergency Response Plan	8
	8.3 Definition of an Emergency	8
	8.4 Levels of An Emergency.....	8
	8.5 Authorisation	9
	8.6 Document Distribution	9
9.	OBJECTIVES	10
	9.1 Purpose.....	10
	9.2 Objectives	10
10.	BRIEF SITE DESCRIPTION	10
	10.1 Dangerous Goods Stored and Used on Site	14
	10.2 Site Safety Equipment Installations	14
11.	TYPES OF EMERGENCY	14
	11.1 Fire and Explosion	14
	11.1.1 Flammable Liquids – Mill 1 Paint Machine	14
	11.1.2 Flammable Gas.....	15
	11.1.3 Explosive Dust – Mill 2 Wet Scrubber	15
	11.2 Medical Emergency or Personal Injury.....	15
	11.3 Natural Events (Floods/Earthquake)	15
	11.4 Bomb Threat	15
12.	EMERGENCY RESPONSE AND STRUCTURE	15
	12.1 Emergency Command Structure General Notes.....	16
	12.1.1 Immediate Response and Alarm Initiation	16
	12.2 Principle Roles and Responsibilities	17
	12.2.1 Role of the SW & DSW	17
	12.2.2 Roles and Identification of the Site Wardens	19
	12.2.3 Communications	19
	12.2.4 Emergency Response Personnel	20
	12.3 Site Command Centre	20
13.	EVACUATION	20

Austube Mills Newcastle Emergency Response Plan

NC-WHS-EMG-PLN-001

Approved By: SET Superintendent

Austube Mills Plan Document

13.1	Evacuation of Personnel Located Onsite	20
13.1.1	Department Emergency Evacuation Plans.....	20
13.1.2	Evacuation to Onsite-Assembly Points.....	21
13.1.3	Evacuation to Offsite Assembly Point.....	21
13.1.4	Evacuation of Personnel located offsite (Adjacent Properties)	21
14.	EMERGENCY EQUIPMENT AND ALARMS.....	21
14.1	Emergency Exits	21
14.2	Extinguishers and Hose Reels	21
14.3	First Aid Kits.....	22
14.4	Spill Equipment.....	22
14.5	Testing of Alarms	22
15.	NOTIFICATION OF INCIDENT TO AUTHORITIES AND ADJACENT BUSINESSES	22
16.	EMERGENCY RESPONSE PROCEDURES SPECIFIC EMERGENCIES	22
16.1	General	22
16.2	Emergency Contact Numbers	22
16.3	Emergency Procedures	22
17.	TERMINATING AN EMERGENCY	23
18.	TRAINING.....	23
19.	ADMINISTRATION.....	24
19.1	Reports	24
19.1.1	Incident Reports.....	24
19.1.2	Review and Revision of the Emergency Response Plan	24
20.	REFERENCES.....	24
a.	NSW WHS Act 2011	24
b.	NSW WHS Regulation 2011.....	24
c.	POEO Act 2011	24
d.	NSW EPA (2012) Environmental Guidelines: Preparation of pollution incident response management plans	24
e.	NSW EPA (2012) Environment protection Licence 12665.....	24
f.	The City of Newcastle (2008) Newcastle Local Disaster plan (Displan).....	24
21.	EMERGENCY CONTACT NUMBERS.....	24
22.	SUMMARY OF ROLES AND RESPONSIBILITIES OF EMERGENCY RESPONSE PERSONNEL.....	25
22.1	Site Warden	25
22.2	First Aider.....	25
22.3	Warden Personnel	26
22.3.1	Emergency Vehicle Access	27
22.3.2	Evacuation	27
22.4	Warden/s.....	27
22.5	Site Emergency Team (Set)	28
22.6	Supplementary Roles in Emergency Management.....	28
22.6.1	Site Operations Manager.....	28

Austube Mills Newcastle Emergency Response Plan NC-WHS-EMG-PLN-001

Approved By: SET Superintendent

Austube Mills Plan Document

	22.6.2 Safety, Environmental and Training Superintendent.....	29
	22.6.3 Maintenance Superintendent.....	29
23.	NPM EMERGENCY RESPONSE PROCEDURE	29
24.	ERP-01 FIRE AND EXPLOSION	30
	24.1 General.....	30
	24.2 Specific Procedures.....	30
	24.3 Fire: Immediate Actions.....	30
	24.4 Explosion: Immediate Actions	32
	24.5 Emergency Contact Numbers	32
25.	ERP-01 ATTACHMENT 1 FLAMMABLE LIQUIDS AND/OR GAS EXPLOSION OR FIRE	32
	25.1 Purpose.....	32
	25.2 Scope.....	32
	25.3 References.....	32
	25.4 Applicable SDS.....	32
	25.5 Definitions	32
	25.6 Procedure	32
	25.6.1 Leaks: Immediate Actions.....	32
	25.6.2 Fire and/or Explosion: Immediate Actions	33
26.	ERP-01 ATTACHMENT 2 EXPLOSIVE DUST AND/OR ELECTRICAL FIRE OR EXPLOSION	33
	26.1 Purpose.....	33
	26.2 Scope.....	33
	26.3 References.....	33
	26.4 Applicable SDS.....	33
	26.5 Definitions	34
	26.6 Procedure	34
	26.6.1 Explosion or fire: Immediate Actions	34
27.	ERP-02 LOSS OF CONTAINMENT (SPILLS).....	34
	27.1 Purpose.....	34
	27.2 Scope.....	34
	27.3 References.....	34
	27.4 Definitions	34
	27.5 Procedure	34
28.	ERP-03 MEDICAL EMERGENCY / PERSONAL INJURIES	35
	28.1 General	35
	28.1.1 Nearest Hospital is Calvary Mater Hospital Newcastle	35
	28.1.2 Poison Information Centre	35
	28.1.3 Medical Emergency – Site First Aid Room.....	35
	28.2 Procedures.....	35
	28.2.1 If the Patient is Conscious:	36
	28.2.2 The person discovering the casualty shall:	36



Austube Mills Newcastle Emergency Response Plan

NC-WHS-EMG-PLN-001

Approved By: SET Superintendent

Austube Mills Plan Document

	28.2.3	Medical	36
	28.2.4	First Aiders	36
	28.2.5	First Aid and Trauma Kits are located in the following areas	37
29.	ERP-04 THREATENING COMMUNICATION BOMB, KIDNAP, RANSOM OR EXTORTION		37
	29.1	Purpose and Scope	37
	29.2	Objectives	37
	29.3	Procedure	37
	29.3.1	Initial Response (Person Receiving the Call)	37
	29.3.2	Site Emergency Response Personnel	38
	29.3.3	Site Warden	38
	29.4	Bomb Threat	38
	29.4.1	Evacuation	38
	29.4.2	All Clear	38
	29.4.3	Procedure	38
	29.4.4	Assessing the Threat	39
	29.4.5	Site Warden Duties During a Bomb Threat	39
	29.5	Explanation of Bomb/ Extortion Threat Call Sheet	40
	29.5.1	The Instructions	40
	29.5.2	Call Tracing	40
	29.5.3	Exact Wording of Threat	40
	29.5.4	Questions to Ask	40
	29.5.5	Notification of Call	40
	29.5.6	Analysis of Call	40
	29.6	Bomb Search Guidelines	40
30.	ERP-07 EVACUATION REQUIRED AS PART OF ANY EMERGENCY		41
31.	ERP-08 BLACKOUT PROCEDURES		41
	31.1	BLACKOUT PROCEDURE AND EMERGENCY RESPONSE	42
	31.2	Blackout Response – Daylight Hours	42
	31.3	Blackout Response – During Darkness (Night)	42
32.	ERP-09 LEGIONELLA RESPONSE PROCEDURE		42
	32.1	Purpose	42
	32.2	Scope	42
	32.3	Definitions	43
	32.4	Procedure	43
	32.5	Documentation	43
33.	ERP-10 FLOOD RESPONSE		43
	33.1	Purpose	43
	33.2	Scope	43
	33.3	References	43
	33.4	Definitions	43
	33.5	Procedure	43
34.	APPENDIX 1 POLLUTION INCIDENT RESPONSE MANAGEMENT PLAN		45

AUSTUBE MILLS DOCUMENT MANAGEMENT SYSTEM SHAREPOINT VERSION IS THE ONLY CONTROLLED VERSION - UNCONTROLLED WHEN PRINTED

Austube Mills Newcastle Emergency Response Plan NC-WHS-EMG-PLN-001

Approved By: SET Superintendent

Austube Mills Plan Document

34.1	Purpose and Scope	45
34.2	Regulatory Requirements	45
34.3	Definition of a Pollution Incident	45
34.4	Description and Likelihood of Hazards	46
34.5	Inventory of Pollutants	49
34.6	Safety Equipment	49
34.7	Contact Details	49
34.8	Communicating with Neighbours and the Local Community	50
34.9	Minimising Harm to Persons on the Premises	53
34.10	Maps	53
	Figure 11 Map of Stormwater Drains	54
34.11	Action to be taken during or immediately after a Pollution Incident	54
34.12	Training	54
34.13	Making Plans Available	55
35.	APPENDIX 2 POLLUTION INCIDENT RESPONSE MANAGEMENT PLAN PUBLICLY AVAILABLE INFORMATION	55

5. List of Tables

Table 1	List of Abbreviations	7
Table 2	Emergency Control Strategy	16
Table 3	List of Emergency Response Procedures	22
Table 4	Emergency contact numbers	24
Table 5	Adjacent Sites and Businesses contact number	25
Table 6	Summary of First Aider/s response to injuries	26
Table 7	Evacuation Control and Wardens Actions	27
Table 8	NPM Emergency Response Personnel Roles, Appointments and Relief	29
Table 9	List of NPM Emergency Response Procedures	30
Table 10	NPM Site location details for Emergency Service Responders	31
Table 11	Key Action Plan Responses	31
Table 12	DRSABCD Procedure (as per St John NSW)	36
Table 13	Critical Areas to be checked in an event of a major flood.	44
Table 14	Hazards at Austube Mills Newcastle	47
Table 15	Non-Dangerous Goods Potential Pollutants	49
Table 16	Austube Mills Newcastle Contact Details	50
Table 17	Contact Details of Relevant Authorities	50
Table 18	Nearby Business, Residential and Sensitive Receptor with contact details	51
Table 19	Business, Community and Sensitive Receptor Communication	52
Table 21	Hazards at Austube Mills Newcastle	58

6. List of Figures

Figure 1	Austube Mills Site Location Mayfield NSW 2304	11
Figure 2	Austube Mills Newcastle whole site layout map (Site drawing 7A248_05)	11
Figure 3	Austube Mills Newcastle - Area 2 layout map showing Dangerous Goods locations	12
Figure 4	Austube Mills Newcastle Area 3 layout map showing Dangerous Goods locations	13
Figure 5	Austube Mills Newcastle Area 4 layout map showing Dangerous Goods	13
Figure 6	Site map showing Internal and External Fire Hydrants	14

Austube Mills Newcastle Emergency Response Plan NC-WHS-EMG-PLN-001

Approved By: SET Superintendent

Austube Mills Plan Document

Figure 7 Emergency Management Structure	16
Figure 8 Emergency Operations Flow Chart.....	18
Figure 9 Map showing route from Austube Mills site to the Calvary Mater Hospital Mayfield.....	35
Figure 10 Neighbours within 600m of Austube Mills Newcastle Site	52
Figure 11 Map of Stormwater Drains	54

7. LIST OF FORMS

Form 1 ATM-WHS-EMG-FRM-030 Austube Mills Bomb Threat Check List	41
-----------------------------------------------------------------------	----

Table 1 List of Abbreviations

ADG	Australian Dangerous Goods Code
AS	Australian Standard
DEC	Department of Environment and Conservation
DG	Dangerous Goods
DIPNR	Department of Infrastructure Planning and Natural Resources
ERP	Emergency Response Plan
ESFR	Early Suppression Fast Response
FRL	Fire Rating Level
HIPAP	Hazardous Industry Planning Advisory paper
Kph	Kilometres per hour
kV	Kilovolts
M	Metres
m ²	square metres
m ³	cubic metres
MSDS	Materials Safety Data Sheets
NAB	National Australia Bank
PA	Public Address
PPE	Personal Protective Equipment
SEC	Site Emergency Co-ordinator
SET	Site Emergency team
SES	State Emergency Services
SMS	Safety Management System
UN	United Nations

Austube Mills Newcastle Emergency Response Plan

NC-WHS-EMG-PLN-001

Approved By: SET Superintendent

Austube Mills Plan Document

8. Introduction

8.1 Background

This Emergency Response Plan (ERP) is for use on the Austube Mills Newcastle site, in Newcastle, NSW. The site manufactures steel tube, which includes the storage and handling of Dangerous Goods in moderate quantities. The following are broad details of the site operations:

- **Hours of operation** - The site has three main shifts: day shift, afternoon shift and dogwatch. The start and finish of these shifts vary by department and are approximately.
 - 0600 to 1430 for day shift
 - 1430 to 2200 for afternoon shift
 - 2200 to 0600 for dogwatch.
- Typical operations are from Monday to Friday. Unplanned overtime or maintenance shifts may occur on weekends.
- **Employee numbers** - There are approximately 100 personnel employed on the site, but numbers vary dependant on the shift. There are approximately 60 on day shift, 24 on afternoon shift and 15 on dogwatch.
- **Contractors** - There are varying numbers of contractors that work permanently on the site (plumbers, painters, food service etc) with additional contractors visiting or performing short term tasks (truck drivers, delivery drivers, visitors etc). These would total a maximum of 25 at any time with the peak during day shift.

The principles of this document are to be understood by relevant Austube Mills Newcastle personnel at the Newcastle site, contractors working within the site and, where applicable, for those contactors delivering Dangerous Goods and other materials to the site and transporting Dangerous Goods from the site to other industries. This may be in the form of personnel accessing and reading this document, the supporting information it references, or by specific training and site emergency drills.

It is a requirement that all those with emergency responsibilities as defined in this plan have access to copies of this ERP and receive the appropriate level of training needed to allow sufficient response to the incidents identified in this ERP.

The guidelines in this document are simple, but if you are in doubt about any aspect of safety or procedures you must consult the company supervisor in charge immediately.

8.2 Aim of the Emergency Response Plan

The purpose of this document is to:

- provide a clear understanding of how to handle and react to emergencies on the site.
- prevent or minimise the impact of an emergency; and
- facilitate a return to normal operations as soon as possible.

8.3 Definition of an Emergency

At Austube Mills, Newcastle, an emergency is defined as an abnormal and hazardous situation needing prompt action, which cannot be provided by the personnel on duty using the available local resources to control, correct and return to a safe condition. All hazardous substance and dangerous goods releases, spillages and fires are to be treated as emergencies and categorised as laid out in the following steps. If there is any doubt, an event should be treated as an emergency.

8.4 Levels of An Emergency

Austube Mills Newcastle Emergency Response Plan

NC-WHS-EMG-PLN-001

Approved By: SET Superintendent

Austube Mills Plan Document

The three levels of emergency are defined as:

- **Level 1 - LOCAL ALERT** for any situation which threatens life, property, or the environment at one location on site, but may not spread to other areas on site.
- **Level 2 - SITE ALERT** where effects may spread to other areas on the site; and
- **Level 3 - EXTERNAL ALERT** where effects may spread and impact on people, property, or the environment outside the site.

Each of these three levels of emergency may be further classified as:

- **MINOR EMERGENCY** where the emergency can be handled entirely on site and no assistance is required from external combat agencies (i.e., ambulance, fire brigade or police); and
- **MAJOR EMERGENCY** where the situation requires assistance from external combat agency, (i.e., ambulance, fire brigade or police).

An External Alert is automatically a Major Emergency, as action cannot be taken outside the site boundary independently of the external combat agency.

It is noted that Austube Mills, Newcastle, has also implemented a “*Response 4*” alert level that is linked to the Crisis Management response that is initiated for incidents involving wider InfraBuild issues. The “Response 4” alert level is defined further in Table 2. Implementation of the Crisis Management response procedure will be performed by the Crisis Management Team and will implement additional procedures to those detailed in this plan.

8.5 Authorisation

The SET Superintendent is responsible for preparing, distributing, and updating the ERP. It is under his/her authority that the plan is distributed and executed. To maximise its usefulness, the SET Superintendent encourages controlled copyholders and all other interested parties to suggest potential improvements.

The SET Superintendent will be responsible for the implementation of the emergency requirements under the direction of the Manufacturing Manager. It will be the SET Superintendent’s responsibility to monitor the emergency response elements (hardware and software) and to raise issues for corrections, changes, or updates.

gives details on review and updating this ERP.

This Emergency Response Plan fulfils the requirements of [Clause 43 of the WHS Health and Safety Regulation \(2011\)](#) and [Part 5.7A of the POEO Act \(2011\)](#).

8.6 Document Distribution

The distribution of this document within Austube Mills Newcastle site is managed via Austube Mills Document Management System for Acacia Ridge and Newcastle on SharePoint. Austube Mills document management system SharePoint version is the only controlled version, it is uncontrolled when printed. T

The following hard copies of this document are distributed outside the company.

Whenever updates occur, the old copies are to be recalled and new issues provided to the external distributives.

This process is to be managed by the Site Document Controllers as required.

- Station Commander, Mayfield West Fire Station, Corner Industrial Drive and Werribi Street, MAYFIELD WEST NSW 2304

Austube Mills Newcastle Emergency Response Plan

NC-WHS-EMG-PLN-001

Approved By: SET Superintendent

Austube Mills Plan Document

9. Objectives

9.1 Purpose

The purpose of the Emergency Response Plan is to prevent or minimise the impact of an emergency and to facilitate a return to normal operations as soon as possible, by providing effective:

- Emergency Response.
- Incident Management.
- training; and
- updating and reviewing of the emergency procedures.

9.2 Objectives

This ERP provides guidance on response actions to be taken in an emergency, which occurs within Austube Mills Newcastle, facility limits, to minimise the potential for loss of life, injury to people, damage to the environment, and damage to property.

The objectives of the ERP (in order of priority) are:

- Protection of human life and rescue of people.
- Protection of the environment.
- Protection of property, equipment, and products.
- Restoration of safety to affected areas.
- Restoration of facilities; and
- Resumption of normal operations.

10. Brief Site Description

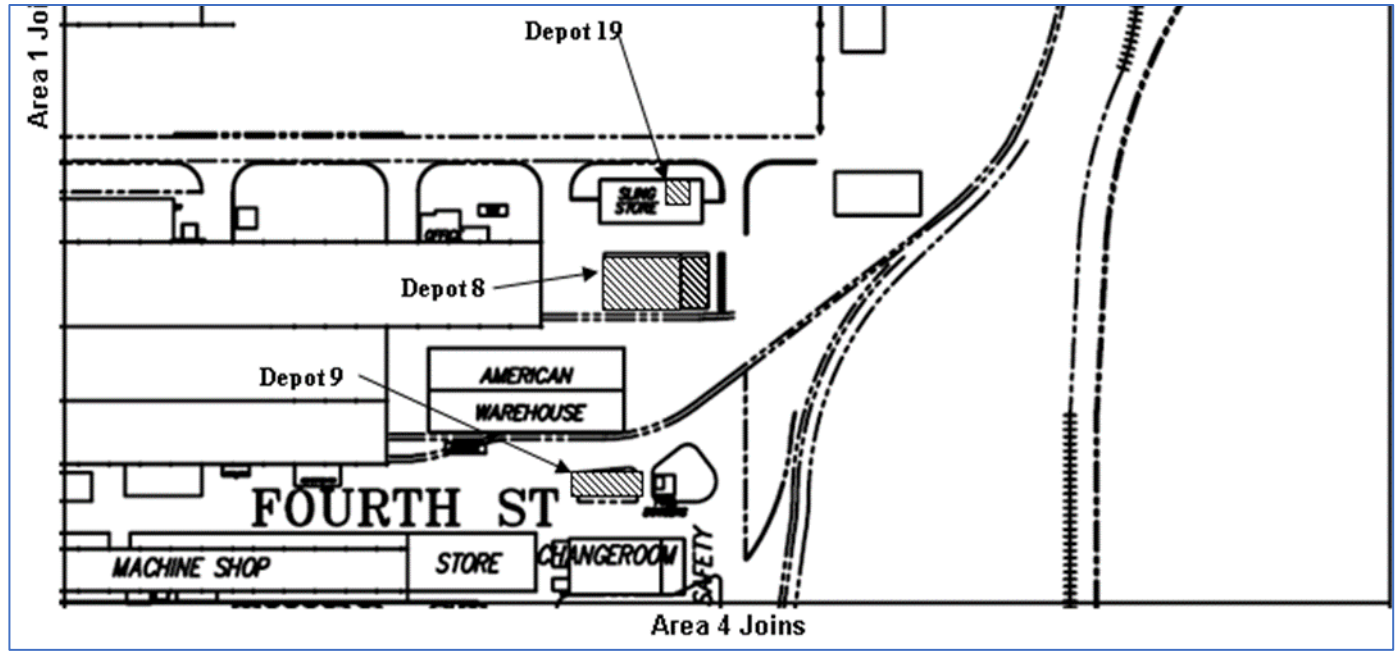
[Figure 1](#) shows the regional and site location of the Austube Mills Newcastle facility at Industrial Drive, Mayfield. The site layout is shown in [Figure 2](#). The location of the various Dangerous Goods Depots is shown in [Figures 3 to 5](#). The description below is given to aid in understanding the site operations and the types of hazards that may require emergency response.

Austube Mills Newcastle Emergency Response Plan
NC-WHS-EMG-PLN-001

Approved By: SET Superintendent

Austube Mills Plan Document

Figure 3 Austube Mills Newcastle - Area 2 layout map showing Dangerous Goods locations



Austube Mills Newcastle Emergency Response Plan
NC-WHS-EMG-PLN-001

Approved By: SET Superintendent

Austube Mills Plan Document

Figure 4 Austube Mills Newcastle Area 3 layout map showing Dangerous Goods locations

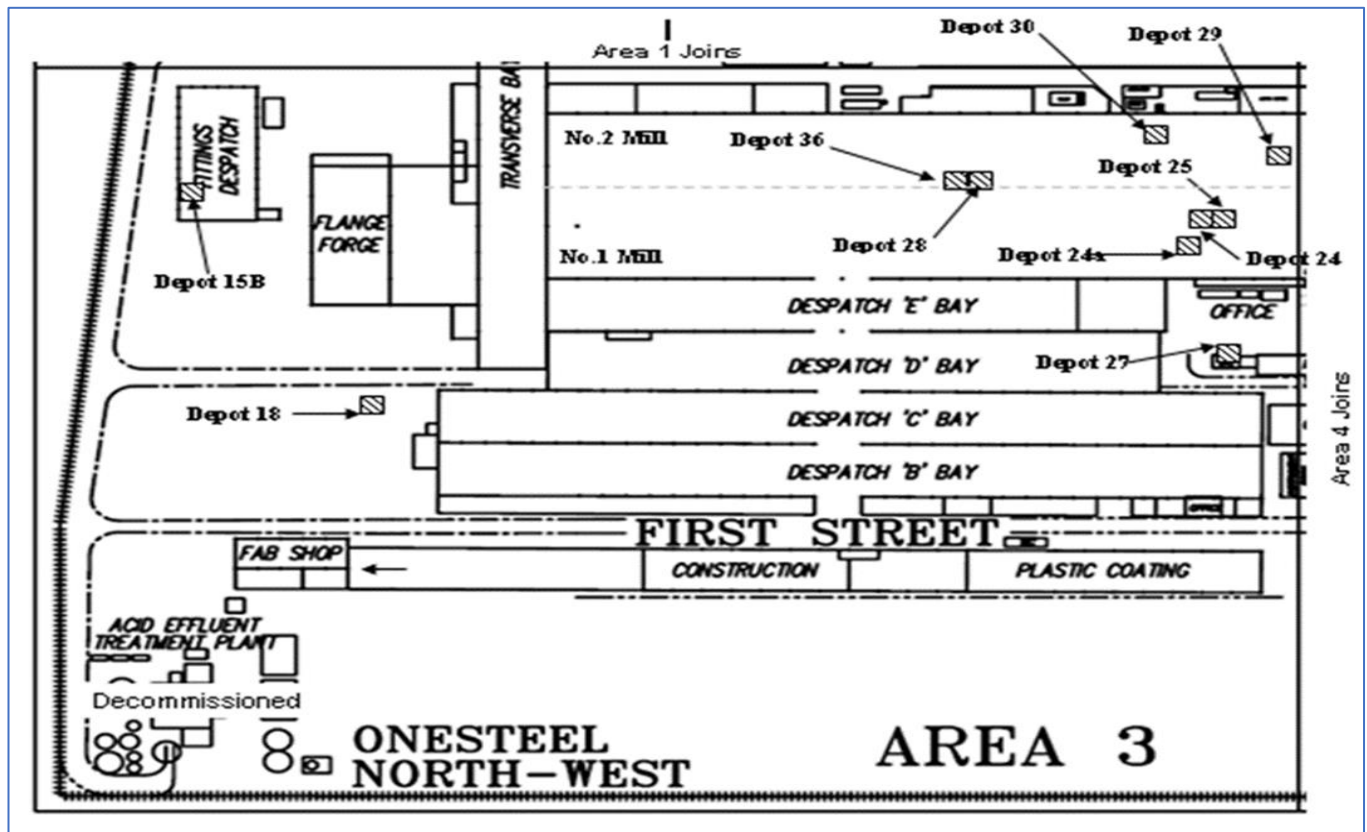
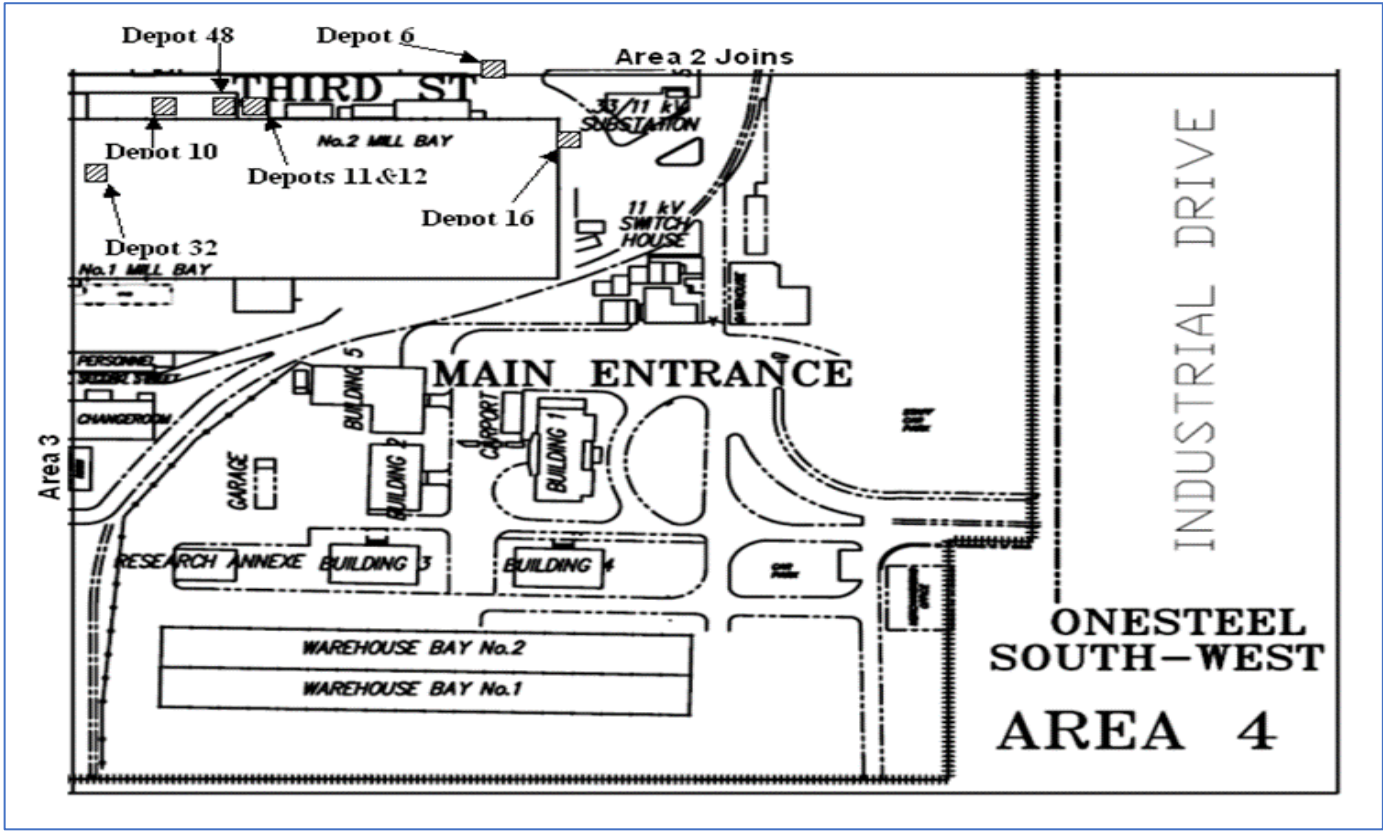


Figure 5 Austube Mills Newcastle Area 4 layout map showing Dangerous Goods



Austube Mills Newcastle Emergency Response Plan NC-WHS-EMG-PLN-001

Approved By: SET Superintendent

Austube Mills Plan Document

10.1 Dangerous Goods Stored and Used on Site

Various quantities and types of dangerous goods are stored at Austube Mills, Newcastle, facility as described in the site [Dangerous Goods Licence Number NDG07947](#).

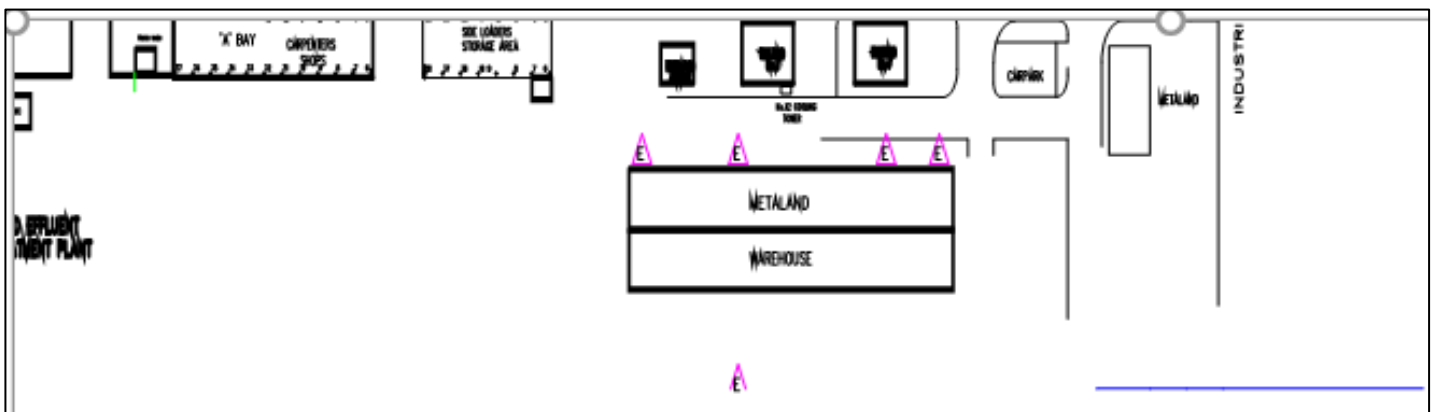
10.2 Site Safety Equipment Installations

The Austube Mills Newcastle site is fitted with general safety equipment, including:

- Fire main installed throughout the site.
- Fire booster connection at the site gate.
- Fire hydrants. See Figure 6. Site map showing Internal and External Fire Hydrants.
- Hose reels,
- Fire extinguishers,
- Onsite emergency response vehicle.
- First aid and trauma kits installed throughout the site.
- Spill response kits installed throughout the site.
- Bunding and containment around liquid stores (including DGs); and
- Site emergency evacuation alarm.

There are various inspection and test periods for the site safety equipment, conducted in accordance with the applicable Australian Standard (e.g., AS1851 for hydrants, hose reels and extinguishers). The site has a register of Inspection and Testing activities which is accessible as [NPM-SAF-PRO-003 Safety Inspection, Testing and Monitoring of Plant](#) via the controlled document system.

Figure 6 Site map showing Internal and External Fire Hydrants



11. Types of Emergency

11.1 Fire and Explosion

Firefighting methods for typical fires expected at the Austube Mills, Newcastle, facility, are detailed in emergency response procedure [Section ERP-01](#).

As a guide, the following types of Fire and/or Explosion could occur.

11.1.1 Flammable Liquids – Mill 1 Paint Machine

Flammable liquids are stored in various locations around the site. These include the storage of a number of solvent based 200L drums at the Mill 1 paint machine area as well as package stores (200 L drums and smaller containers) and flammable liquids cabinets. Ignited spills and leaks of flammable liquids will result in a

Austube Mills Newcastle Emergency Response Plan

NC-WHS-EMG-PLN-001

Approved By: SET Superintendent

Austube Mills Plan Document

pool fire surrounding the spill point.

Firefighting methods for typical fires expected at the Austube Mills, Newcastle, facility is detailed in emergency response procedure [ERP-01](#)

11.1.2 Flammable Gas

Flammable gases are stored in cylinders and natural gas is provided to the site via designated pipelines. An ignited leak of flammable gas from a storage cylinder/ pipeline will result in a jet fire at the release point.

Firefighting methods for typical fires expected at the Austube Mills, Newcastle, facility is detailed in emergency response procedure [ERP-01 Attachment 1](#) and [Appendix A](#).

11.1.3 Explosive Dust – Mill 2 Wet Scrubber

Potentially explosive dusts are generated as part of the weld repair process. This dust is stored in the collection sump of the wet scrubber. There is the potentially explosive dust may ignite resulting in localised explosion and fire. See [ERP-01 Attachment 2](#) and [Appendix A](#)

11.2 Medical Emergency or Personal Injury

Personal injuries can occur as a result of work-related accidents or from illness. A number of hazardous and dangerous materials are stored on site. Spill and/or contact with these materials may result in personal injury to staff involved with the handling of the materials.

Emergency Response Procedures for medical emergency or personal injury are found in [ERP-03](#).

11.3 Natural Events (Floods/Earthquake)

All facilities on site are designed and built above the 1–100-year flood levels. There would be no impact to other sites as a result of flood at the site.

In the event of earthquake, there is a potential for wall/roof collapse. This may damage storage containers resulting in flammable materials release. The bunded area in which these materials are stored will retain spillage on site. Spill clean-up is covered in [ERP-02](#), fire response is covered in [ERP-01](#).

11.4 Bomb Threat

The potential for bomb threats exists at the site. To control this a bomb threat procedure forms part of this plan. This is shown at [ERP-04](#). Bomb threat cards are located at the main gate, where most general incoming calls are received. A search procedure has been developed to facilitate rapid location of potential explosive devices in areas allocated as assembly points. Detailed bomb search will be conducted by the relevant combat agency.

12. Emergency Response and Structure

The site emergency implementation plan shall be co-ordinated by the SET Superintendent. Management and implementation of this plan has been delegated to the Training coordinator. This includes ensuring that personnel are appointed to all positions in the Emergency Organisation, arranging for their training, arranging to conduct evacuation exercises and emergency response drills, reviewing the effectiveness of exercises and drills, and arranging for procedural improvements.

Austube Mills Newcastle has an emergency management strategy that relies heavily on a variety of controls to handle any non-conformance. Four designated response types are used to assist with emergency response. Table 2 below illustrates these strategies and their relationships to “out-of-control” situations.

Austube Mills Newcastle Emergency Response Plan

NC-WHS-EMG-PLN-001

Approved By: SET Superintendent

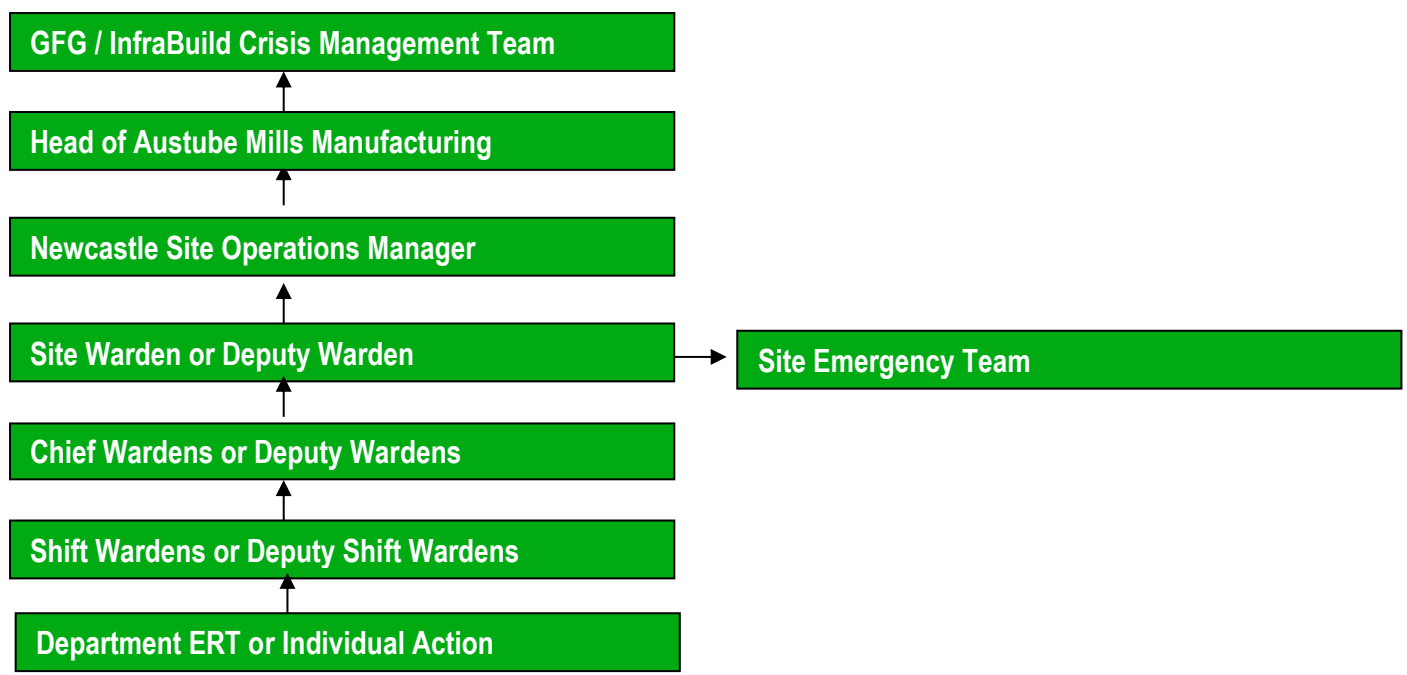
Austube Mills Plan Document

Table 2 Emergency Control Strategy

Response Team	Response 1 Chief Warden Deputy Chief Warden Shift Wardens Deputy Shift Wardens				
	Response 2 Site Warden Deputy Site Warden Site Operations Manager SET Superintendent				
	Response 3 Head of Austube Mills Manufacturing SET Superintendent				
	Response 4 GFG / InfraBuild Crisis Management Team				
Status	Normal Operations	Loss of Control	Site Emergency	MM Emergency	Crisis
Activity Based On	SOP's	Corrective Procedures	Site Emergency Plan	MM Emergency Management	InfraBuild Crisis Response
Supported By	Training Operational Security		Simulations Review Desktop Audits		Desktop Review

Figure 7 Emergency Management Structure

The Emergency Management Structure for the site as shown below.



12.1 Emergency Command Structure General Notes

12.1.1 Immediate Response and Alarm Initiation

Any person discovering an emergency situation or a situation, which is likely to give rise to an emergency,

Austube Mills Newcastle Emergency Response Plan NC-WHS-EMG-PLN-001

Approved By: SET Superintendent

Austube Mills Plan Document

shall:

- ◆ **Consider** - controlling the situation alone.
- ◆ **Control** - it (only if safe to do so).
- ◆ **Alarm** - raise the alarm by contacting:
 - a. The Site Warden [02 4935 5765](tel:0249355765)
 - b. See [Section 14](#) for other emergency contact numbers who shall decide on the level of alert and details of the emergency.
 - c. Refer to [Appendix A](#) for response to an environmental incident
- ◆ **Rescue** - assist or alert persons in immediate danger.

If in doubt, the alarm shall be activated first and then the doubt will be clarified. The following information should be included in the communication to the Site Warden:

- a. Name Full description of what has occurred.
- b. When.
- c. Where.
- d. How.
- e. Extent of injuries and / or damage.
- f. What risk continues to exist?
- g. What has been done about the situation so far?
- h. What specific help / additional resources are needed?
- i. Who else has been notified?
- j. Extent of media involvement.
- k. Decide on the alert level.

12.2 Principle Roles and Responsibilities

It is necessary for personnel to be allocated key emergency response duties. Key positions and duties are detailed below. [Section 15](#) provides a summary of the roles and responsibilities of key personnel in emergency response positions on site [Table 7](#) lists the names and reliefs of the personnel given key roles.

The following emergency operations flow chart Figure 9 indicates actions to be taken by persons responsible and how they will be performed.

12.2.1 Role of the SW & DSW

The Site Warden (SW) will be the Production Superintendent. In the event that the Production Superintendent (SW) is unavailable at the time of the emergency, Emergency Control will be the responsibility of the Deputy Site Warden (DSW).

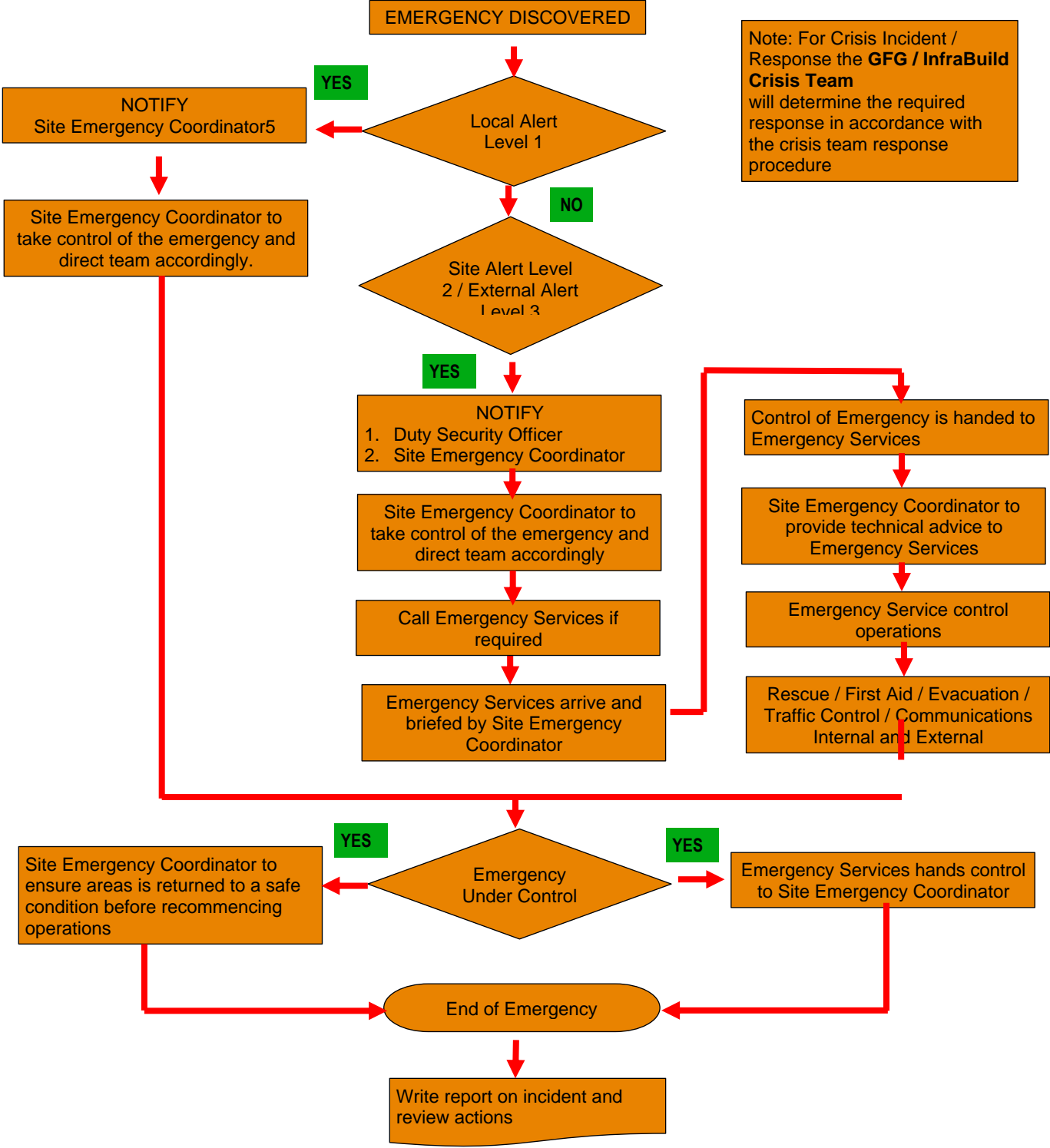
- ◆ The SW will take responsibility for control of onsite emergencies and direct the emergency response until the arrival of the Emergency Services.
- ◆ The SW will then hand control over to the Emergency Services Commander.
- ◆ The SW will brief the Emergency Services Commander and remain close to provide advice on site-specific issues as required.

Austube Mills Newcastle Emergency Response Plan
NC-WHS-EMG-PLN-001

Approved By: SET Superintendent

Austube Mills Plan Document

Figure 8 Emergency Operations Flow Chart



Austube Mills Newcastle Emergency Response Plan NC-WHS-EMG-PLN-001

Approved By: SET Superintendent

Austube Mills Plan Document

12.2.2 Roles and Identification of the Site Wardens

The site requires all people to wear hard hats and adheres to the Australia Standard AS 3745, which describes identification of Wardens by hard hat colour. The site has lime-coloured vests with reflective wording stating identification and Site Warden (SW) wear red helmets etc.

It is the responsibility of Wardens to issue the appropriate vests and helmets within their own area and maintain, as necessary. It is also the responsibility of the Wardens to ensure that the Departmental Emergency Response Wardens sheets are kept up to date in the relevant Departmental Controlled Document System. Wardens will ensure that current Departmental Emergency Response Wardens sheets are prominently displayed in their Departments and communicated to employees in their area.

When changes are made to the Departmental Emergency Response Wardens sheet a copy of the revision will be forwarded to the Safety, Environmental and Training Superintendent, and to affected members of the Site Emergency Team Restoration Team

A restoration team will be established by the Operations Manager (or delegate) to re-establish site operations (based on the scale of the incident). The restoration team shall be responsible for establishing a recovery plan and all further actions required until the resumption of business operations. The Operations Manager will head the restoration team.

12.2.3 Communications

◆ Internal

The Site Warden is nominated as the communications officer. It will be their task to monitor communication and facilitate the effective exchange of information between the site and the Combat Agency.

◆ External

The General Manager, or nominated delegate, is the only person responsible for relaying information to the media. Communication with statutory bodies and other public entities will be conducted under the direction of the Safety, Quality, Environmental and Training Superintendent. Staff will be instructed not to discuss issues with any persons outside the site.

When a significant incident occurs, a media statement should be prepared as quickly as possible, by the Safety, Quality, Environmental and Training Superintendent and reviewed by the Operations Manager, and include:

- a. A description of the nature of the emergency.
- b. The corrective action taken, and its effectiveness.
- c. When the emergency is expected to be over.
- d. The investigative action that is to be taken; and
- e. Any assistance that can be given by the media.

Only facts should be stated. Statements as to the cause and effects of the emergency should be avoided until a thorough investigation has been conducted. An example of an initial statement to the media is presented below:

“We have an emergency situation. We have been asked to evacuate. Specific people have the responsibility to manage the situation. It is not appropriate for me to respond without all the facts. As soon as details are available our General Manager will inform you.”

Austube Mills Newcastle Emergency Response Plan

NC-WHS-EMG-PLN-001

Approved By: SET Superintendent

Austube Mills Plan Document

12.2.4 Emergency Response Personnel

It is not the intention of Austube Mills Newcastle, to directly combat Level 3 (and above) emergencies. These are the responsibility of the specific Combat Agencies or the InfraBuild Crisis Team. However, the site emergency response team will provide initial response to an emergency. The emergency response personnel will operate under the direct control of the SW, it will be the SW's responsibility to co-ordinate first attack response to emergencies.

The SW will direct the emergency response personnel to assist in the following emergency response areas:

◆ Damage Control

Whilst the site is fitted with a fire main and hydrant system, no hoses are installed alongside the hydrant locations. Firefighting on a scale requiring a fire hose will be the responsibility of the NSW Fire Brigades. There is no requirement for site personnel to operate fire hydrants.

The site is fitted with hose reels and extinguishers; this equipment will be used in first attack firefighting by site personnel. This will aid in controlling the growth of incidents allowing the combat agency to provide more effective emergency response on their arrival. Selected site staff will be trained in first aid firefighting.

◆ Rescue and First Aid

Selected site staff will be trained in first aid. It will be their task to render assistance in removing any injured staff from the emergency area and to provide effective management of injuries until the combat agency (ambulance) arrives.

◆ Evacuation

The Site Warden will initiate evacuation. See [Section 15](#), for more details.

◆ Traffic Control

The Duty Deputy Site Warden will arrange for the control of traffic on site during the emergency. It will also be this person's task to ensure the free flow of traffic in the areas immediately off-site (e.g., site gate). The task will also involve the removal of any vehicle that may obstruct the free flow of combat agencies in and out of the site.

12.3 Site Command Centre

In the event of an emergency which has the potential to cause harm to the environment or nearby community, the Site Warden will take control. He/she will be located in the site command centre, which is in the gatehouse in the first instance, or if this area is affected by the incident, the command centre may be established in an area deemed appropriate at the time. A command centre for the combat agency can be established in Building 7 where applicable.

13. Evacuation

13.1 Evacuation of Personnel Located Onsite

The order to evacuate the site shall be issued by the Site Warden or the responsible combat agency. The site siren will be sounded for a 5 second burst to alert personnel of an emergency situation. The siren will then be sounded continuously to indicate the requirement to evacuate the site and assemble at the nominated evacuation points. Field Wardens have been delegated to facilitate the evacuation and ensure all staff have left the area to be evacuated. Field Wardens will report to the SW when evacuation has been completed.

13.1.1 Department Emergency Evacuation Plans

Austube Mills Newcastle Emergency Response Plan NC-WHS-EMG-PLN-001

Approved By: SET Superintendent

Austube Mills Plan Document

It is responsibility of each department to formulate its own emergency evacuation plan for local emergencies and have integration into Site Wide System. The designated assembly points should be used for all evacuations.

Copies of each department's Emergency Plan must be submitted to the Site Warden and updated when changes are made.

It is important that each individual plan is designed to suit local needs but with consistency with the Site Evacuation Procedure.

Department Field Wardens have the responsibility of maintaining these evacuation plans.

13.1.2 Evacuation to Onsite-Assembly Points

To aid in facilitating evacuation an employee rollcall will be used to ensure all employees working in the affected area have been safely evacuated. In the event of an incident requiring evacuation, whereby personnel can safely remain on site (i.e., at the designated assembly points within the site boundary), all personnel are to move quickly to one of the following locations –

- a. Southern end of the plant near the canteen.
 - b. Northern end of the plant near the wash water treatment plant, then move to Despatch Polytec shed when warden approves.
 - c. Front of the clock tower building (flagpole).
- ◆ Staff are to warn others as they go.
 - ◆ Report to the Warden, this person will mark names off the evacuation list.
 - ◆ Do not move or leave assembly area without permission from Warden.
 - ◆ Mobility impaired persons should be assembled in a safe area away from immediate danger.

13.1.3 Evacuation to Offsite Assembly Point

Where there is a requirement to evacuate personnel offsite, all personnel are to move to the oval on the opposite side of Industrial Drive. If advised by the SW groups will walk to same in an orderly manner lead by own wardens. On arriving wardens are to conduct a roll call at the assembly area and ensure all people from the area are accounted for and then report to the Site Warden for further instructions.

13.1.4 Evacuation of Personnel located offsite (Adjacent Properties)

In the event that an incident grows to proportions that adjoining sites may be affected, it will be necessary to contact the management of these sites and facilitate evacuation. The contact numbers for each of the adjoining sites is given in [Section 28](#).

14. Emergency Equipment and Alarms

Equipment has been installed around the site for use in response to emergencies. It shall be maintained and accessible for immediate use, and its location appropriately sign posted. The range of equipment installed at the Austube Mills, Newcastle, facility includes the following.

14.1 Emergency Exits

Backlit emergency exit signs are installed within selected sections of the buildings on site. These "lights" are designed with an internal battery supply and operate independently of the main power system in an emergency situation. Lights will be tested every two years.

14.2 Extinguishers and Hose Reels

Austube Mills Newcastle Emergency Response Plan NC-WHS-EMG-PLN-001

Approved By: SET Superintendent

Austube Mills Plan Document

Fire extinguishers and hose reels are provided for first attack firefighting, when safe, by employees trained in their use. Procedures for the use of extinguishers and hose reels are given in [ERP-01](#).

Note that it can be hazardous to use the incorrect extinguisher or a hose reel on some types of fires (e.g., water extinguisher or a hose reel on electrical fires).

Extinguishers and hose reels will be tested in accordance with the relevant Australian Standard (e.g., AS1851 for extinguishers).

14.3 First Aid Kits

First aid kits are provided in selected locations around the site. First aid kits are monitored by supervisors and returned to the SET Representative for replenishment as required. Trauma kits are also provided and are located adjacent to some emergency telephones. These kits are checked annually.

14.4 Spill Equipment

Safety Data Sheets (SDS) detailing action to be taken to safely control spills of hazardous materials and Dangerous Goods are available on the intranet and in hard copy folders at the gatehouse. Spill absorbent material is contained in the spill kits located at various locations around the site (i.e., adjacent to hazardous and dangerous goods storages). Personnel on site are provided with awareness training in spill identification and response.

Spill clean-up is performed under the Spill Response Procedure detailed in [ERP-02](#).

14.5 Testing of Alarms

The site is fitted with emergency alarms that will be tested on a regular basis. The following test schedule will be implemented.

- The 'EMERGENCY ALARM' system will be tested at 9.00am on the first Tuesday of each month as well as 2-way radios utilised for emergency response.
- After repair on a system fault.

15. Notification of Incident to Authorities and Adjacent Businesses

In the event of an incident requiring authorities or adjacent business' to be notified it will be undertaken as per [Table 4](#), [Section 14](#), [Section 28](#), and [Section 29](#).

16. Emergency Response Procedures Specific Emergencies

16.1 General

In any emergency situation that arises, clear and explicit communications are essential to maintain control. All Austube Mills Newcastle, staff are expected to maintain an understanding of emergency procedures and there should be only limited need for reference to this material during the actual emergency.

16.2 Emergency Contact Numbers

The telephone numbers, which should be used in emergency, are listed in [Section 14 and Table 4](#)

16.3 Emergency Procedures

The site emergency procedures for likely scenarios are included in [Sections 18 to 27](#). The detail to these responses is outlined to specific emergencies as listed below. A general flowchart of an emergency operations response procedure is given in [Figure 9](#).

Table 3 List of Emergency Response Procedures

Austube Mills Newcastle Emergency Response Plan NC-WHS-EMG-PLN-001

Approved By: SET Superintendent

Austube Mills Plan Document

Subject	Emergency Procedure No.
Fire and Explosion	ERP-01
Flammable Liquid/Gas Explosion or fire	ERP-01 Attachment 1
Explosive Dust / electrical Fire or Explosion	ERP-01 Attachment 2
Loss of Containment (Spill)	ERP-02
Medical Emergency/Personal Injury	ERP-03
Bomb Threat or Threatening Communication	ERP-04
Evacuation	ERP-07
Blackout	ERP-08
Legionella	ERP-09
Flood Response	ERP-10
Potential Incident Response Management Pan	Appendix 1
Potential Impact on the Environment and Nearby Community	Appendix 2

17. Terminating an Emergency

For incidents where the combat agency is called to site, and takes control of the incident, it will be necessary for control to be handed back to the site at some stage. Hence, when the role of the commander of the combat agency is complete, he/she will hand back control to the Site Warden. For incidents not requiring an external combat agency involvement, the Site Warden will retain control of the incident throughout.

The Site Warden should carefully consider the overall situation with relevant parties and review the following

- ✓ Re-organisation of staff
- ✓ Re-construction of damaged equipment, including the need to establish a Restoration Team as described in [Section 5.2.3](#)
- ✓ Clean-up, safe storage, and disposal of all contaminated material.

18. Training

General training in emergency preparedness shall be provided to all Austube Mills Newcastle employees on the following subjects as a minimum:

- ✓ Definition and Types of emergency
- ✓ Emergency facilities, their function, location and how to use them
- ✓ Means of communication and the location of communication facilities
- ✓ Actions in case of emergency; and
- ✓ Evacuation procedures.
- ✓ Specific training shall be provided to the appropriate staff on:
 - ✓ First aid (selected staff only)
 - ✓ Rescue operations (emergency response team members).
 - ✓ Use of InfraBuild firefighting equipment; and
 - ✓ InfraBuild spill containment and clean up equipment.

Induction training shall be provided to all new employees at the start of their employment. The training shall cover the emergency sirens at the site, location of safe assembly points and emergency equipment (e.g., fire extinguishers, first aid

Austube Mills Newcastle Emergency Response Plan NC-WHS-EMG-PLN-001

Approved By: SET Superintendent

Austube Mills Plan Document

boxes, etc.) available at the site.

Evacuation drills shall be carried out annually.

The training of each employee shall be recorded, and the records of training shall be kept in personnel files at Austube Mills, Newcastle.

19. Administration

19.1 Reports

19.1.1 Incident Reports

As soon as possible after the emergency a full written report on the incident must be compiled for both safety and environmental incidents as per *Part 3 of the WHS Act 2011 and Part 5.7 of the POEO Act 2011 (Section R2 EPL 12665)*

19.1.2 Review and Revision of the Emergency Response Plan

In addition to review and revision arising from real emergency situations and training exercises, the ERP shall be subjected to a periodical review. This review shall be carried out annually to ensure that the Plan is up-to-date, effective and in line with changing business and community standards.

The amendments to the Plan shall be made by the SET Superintendent (or his/her delegate) and approved by the Site Operations Manager.

The SET Superintendent, or their representative, shall audit the Emergency Response Plan, annually.

20. References

- a. NSW WHS Act 2011
- b. NSW WHS Regulation 2011
- c. POEO Act 2011
- d. NSW EPA (2012) Environmental Guidelines: Preparation of pollution incident response management plans
- e. NSW EPA (2012) Environment protection Licence 12665
- f. The City of Newcastle (2008) Newcastle Local Disaster plan (Displan)

21. Emergency Contact Numbers

Emergency Services Ambulance, Police, Fire Brigade dial 000

NOTE: For Environmental Incidents Refer to Appendix A for Relevant Emergency Contact Details and Priority's and refer to Section 28.6 Appendix 1 for further contacts including Relevant Authorities.

Table 4 Emergency Contact Numbers

Contact	Phone	Mobile Phone No.
Police - 30 Harriet Street, Waratah NSW 2298	02 4926 6599	
Mater Hospital - Edith Street, Waratah NSW 2298	02 4921 1211	
Poisons Information	13 11 26	
Austube Mills Newcastle Operations Manager	02 4935 5733	0408 060 685
Austube Mills Newcastle SET Manager		0409 336 072
Newcastle Police	02 4929 0637	
Veolia	0417 060 215 or 0419 199 545 or 0427 277 503	

Austube Mills Newcastle Emergency Response Plan NC-WHS-EMG-PLN-001

Approved By: SET Superintendent

Austube Mills Plan Document

Table 5 Adjacent Sites and Businesses contact number

Contact	Phone	Mobile Phone No.
(InfraBuild Adjacent Sites) Ingall Street Gate	02 4935 4484	
West's Mayfield	02 4903 6100	
Six Hats Kindergarten	02 4967 4991	
CMS	02 4935 2500	0437 872 026
Fert Direct		0439 180 789
Hunter Women's Centre	02 4968 2511	
Safe and Sound Storage Facility	02 4968 1555	
InfraBuild Steel Centre	02 4967 0900	

22. Summary of Roles and Responsibilities of Emergency Response Personnel

22.1 Site Warden

- Assess incident and ensures all systems are in place and operating effectively
- Contact or confirm that Emergency Services have been contacted (if required) and liaise with Emergency Services as required.
- Advise Management and call on additional resources as required.
- Arrange advice to neighbours as appropriate, communicate with Union officials
- Ensures details of events are properly recorded
- Evaluates importance of wind direction and speed.
- Control all plant wide alarms
- Decides on and initiates the emergency evacuation
- Confirm disposition of all personnel
- Initiates plant shutdown procedures as appropriate
- Decides when the incident has ended and initiates all clear
- Prepares reports to Management and regulatory agencies and debriefs relevant groups.
- Ensures the emergency operations centre is fully equipped and properly maintained

22.2 First Aider

Site First aid warden personnel primarily cover first aid. However, there are personnel within the plants that have first aid qualifications, but the normal procedure is for injured personnel to attend the medical centre where trained staff will attend to the first aid injury.

Austube Mills Newcastle Emergency Response Plan
NC-WHS-EMG-PLN-001

Approved By: SET Superintendent

Austube Mills Plan Document

Table 6 Summary of First Aider/s response to injuries

Respond Check for danger to self	
IF DANGER PERSISTS	IF CLEAR OF DANGER
<ul style="list-style-type: none"> ❖ Keep others clear until help arrives ❖ Advise Chief Warden on medical concerns ❖ Follow directions ❖ All clear ❖ Debrief 	<ul style="list-style-type: none"> ❖ Ensure personal protective equipment measures are taken ❖ Treat injuries to the best of your ability ❖ Advise Chief Warden on medical concerns ❖ Follow directions ❖ All clear ❖ Debrief

22.3 Warden Personnel

Site designated warden personnel are required to conduct a number of tasks as part of the emergency response. These include traffic management, incident time-line recording, communications, management of staff entering and leaving the site, control of the combat agency personnel and vehicles entering and leaving the site, etc.

Once the emergency call has been received, the following procedure should be used by the assigned personnel:

- Immediately notify Site Warden
- Notify the Department Wardens.
- Notify appropriate Emergency Services as required (under instruction from the Site Warden). The call to the Combat Agency should include detailed description of access to the site including the following:
 - a. The site is located at 51 Industrial Drive, Mayfield.
 - b. Access to the site is NOT via Ingall Street
 - c. Site is on north side of Industrial Drive, 50m west Phoenix Club pedestrian lights, 100m east of Vine Street intersection with Industrial Drive
- Notify the Medical Centre when available.
- Instruct Senior Officer to return to Main Gate when available.
- Escort Emergency Response Personnel to incident location and introduce them to Departmental management
- Ensure Emergency Response Personnel are given Emergency Information Log upon entering Site
- Initiate the call out list; activated by Site Warden
- Notify InfraBuild Ingall Street Gatehouse if their assistance is required.
- Commence recording all reports relating to incident.
- Call out additional switchboard operators if required by Site Warden
- Assume control of all road traffic by deputising suitable people.
- Liaise with rail traffic and ensure that essential services continue operating.
- Ensure only essential traffic is allowed entry to plant by deputising suitable people.
- Provide escorts or deputise a suitable person for all Emergency Services.
- Ensure area is secured, and unauthorised persons are prevented from entering area, i.e., Demarcation tape suitably positioned by a deputised person.
- Compile list of all visitors and contractors on Site for Site Warden

Austube Mills Newcastle Emergency Response Plan NC-WHS-EMG-PLN-001

Approved By: SET Superintendent

Austube Mills Plan Document

- When required by Site Warden arrange distribution of 2-way radios.
- Specific information and instruction for key functions are presented below.

22.3.1 Emergency Vehicle Access

- ◆ Obtain location of emergency from Department or emergency phone system
- ◆ Ensure a designated person is at the gatehouse to escort emergency vehicle to area
- ◆ Ensure that Emergency Response Log, including MSDS's, at gate is handed to emergency personnel
- ◆ Alert emergency personnel of any immediate hazards in area
- ◆ Introduce emergency personnel to Departmental personnel
- ◆ Use Emergency Response Procedures, detailed in **Sections 18 to 32** for response to specific incidents (e.g., Bomb threat, Illegal intruders, etc.)

22.3.2 Evacuation

- ◆ Determine whether the Site Warden is available on site
- ◆ If Site Warden on site, ensure vehicles on site are restricted to emergency vehicles or otherwise nominated by Site Warden
- ◆ Assist Site Warden to communicate with evacuation points as required
- ◆ If no Wardens or management representatives are available (e.g., back shift) then assume Site Warden role using prompts above as a guide.
- ◆ Contact site management and notify of evacuation.
- ◆ Special Emergency Situations – Illegal Entry, Threats, Suspect Parcels or Vehicles
- ◆ Follow the Emergency Response Procedures for response to specific incidents.

Table 7 Evacuation Control and Wardens Actions

AFFECTED AREA	UNAFFECTED AREA – ON ALERT
<p><u>Initiation</u></p> <ul style="list-style-type: none"> ❖ Communicate with SW if possible ❖ Marshall personnel ❖ Consider wind direction ❖ Confirm evacuation assembly area ❖ Evacuate ❖ Roll call ❖ Report on personnel to SEC ❖ All clear ❖ Debrief 	<p><u>Initiation</u></p> <ul style="list-style-type: none"> ❖ Standby for communication from SW ❖ Act on instruction from SW <p><u>On Evacuation Signal</u></p> <ul style="list-style-type: none"> ❖ Evacuate to nominate evacuation assembly area ❖ Roll call ❖ Site report on personnel to SW ❖ Confirm all clear ❖ Debrief

22.4 Warden/s

- Reports to any person of the Site Emergency Team or Emergency Management Team if involved.
- Reports immediately to the Site Warden or deputy. Maintains and distributes Emergency Response Wardens sheets.
- Carry out duties of “Site Warden” until Site Emergency Coordinator arrives.

Austube Mills Newcastle Emergency Response Plan NC-WHS-EMG-PLN-001

Approved By: SET Superintendent

Austube Mills Plan Document

- Assess emergency situation and ensure appropriate response has occurred.
- Takes command and co-ordinates their specific area of evacuation.
- Receives regular update(s) from nominated technical specialist in the specific department.
- Secure designated areas – isolate electricity, gas, and flammable substances under his control.
- Check for injured persons and abnormalities.
- Conduct roll call assembly area and ensure all people from the area are accounted for.
- Debriefing with Site Warden.

22.5 Site Emergency Team (Set)

The emergency response personnel will be under the control of the SW. They will take direction from the SW as required, specific to the type of emergency at hand. The SW will use the Emergency Response Procedures (ERP) in [Sections 18 - 27](#) as a guide to responding to the specific incident/s.

The SET personnel must be fully conversant with the emergency response equipment on site and shall have (as a minimum) the following training:

- First Attack Fire Fighting.
- Spill Response.
- Hazmat Knowledge; and
- Cursory First Aid Training.

The structure of the SET will vary depending on the particular emergency/incident. Hence, the SET may be made up of any combination of the following position:

- Site Warden.
- Wardens.
- Departmental and Site Management representatives; and
- Production and maintenance representatives.

22.6 Supplementary Roles in Emergency Management

In addition to the functional response to an emergency, there are a number of supplementary management roles that require specific tasks and duties to be completed. Four supplementary positions have been detailed below:

22.6.1 Site Operations Manager

- ◆ Decides on whether the incident requires initiation of the Crisis Management Procedure
- ◆ Communicates with Liberty/InfraBuild Distribution and / or Corporate.
- ◆ Assumes full responsibility for all Media releases and/or refers to Executive General Manager GFG / InfraBuild Distribution.
- ◆ Provides information to Company Spokesperson.
- ◆ Liaises with key external opinion leaders.
- ◆ Maintain an overview of all systems.
- ◆ Assesses the impact of events in relation to operating ability, market, image, and liability.
- ◆ Visits the incident scene where possible and appropriate.
- ◆ Ensures a plan is in place to restore operations.
- ◆ Production Superintendent (or other as nominated at time) assumes deputy role when

Austube Mills Newcastle Emergency Response Plan

NC-WHS-EMG-PLN-001

Approved By: SET Superintendent

Austube Mills Plan Document

Manufacturing Manager is absent from region.

22.6.2 Safety, Environmental and Training Superintendent

- ◆ Assesses the impact of event on Operations via site access and Departmental Superintendent advice and authorises changes in operating mode.
- ◆ Meets with Departmental Managers and assesses effectiveness of department response and calls for additional resources as required.
- ◆ Provides specialist or on-site advice.
- ◆ Ensures that evacuations are carried out and that all employees in area affected are accounted for.
- ◆ Advise customers of potential impact on their business.
- ◆ Responsible for resumption of operations.
- ◆ Attends de-briefing session.
- ◆ Ensures department response systems are effective and regularly tested.
- ◆ Nominates deputy to assume role when absent from region

22.6.3 Maintenance Superintendent

- ◆ Assesses impact of events on total plant and systems and on neighbours. Advise Team Leader, Site Wardens and Departmental Managers, as necessary.
- ◆ Calls in internal or external engineering support services, as necessary.
- ◆ Provides technical advice to Team Leader and Site Warden.
- ◆ Liaises with statutory bodies and authorities as required.
- ◆ Ensures appropriate engineering data is maintained at the Emergency Operations Centre.
- ◆ Liaises with Team Leader and Site Warden regarding resumption of operations.
- ◆ Attends de-briefing session.
- ◆ Nominates Deputy to assume role when absent from region.

Table 8 NPM Emergency Response Personnel Roles, Appointments and Relief

NOTE: For all Environmental Incidents, please refer to Appendix A for details Onsite Roles and Responsibilities

Role	Appointment	Relief
Site Warden	Manufacturing Superintendent	Lead Team Member
Medical Centre Resources Coordination	Occupational Health Officer	First Aid Officer
Traffic Management	Allocated on event	SET member
Communications	Allocated on event	SET member
Evacuation Wardens	Department Wardens	SET member
Site Emergency Team	As required compiled for the specific incident	N/A

23. NPM Emergency Response Procedure

The following Emergency Response Procedures (ERP's) provide guidance for foreseeable emergency situations that might arise on site. It is not an extensive listing of scenarios and is intended as an initial plan for action towards dealing with the nominated scenarios.

Austube Mills Newcastle Emergency Response Plan
NC-WHS-EMG-PLN-001

Approved By: SET Superintendent

Austube Mills Plan Document

Table 9 List of NPM Emergency Response Procedures

Emergency Procedure #	Subject	Procedure Number.
ERP-01	Fire and Explosions	NA
ERP-02	Loss of Containment (Spill)	NPM-ENV-PRO-009
ERP-03	Medical Emergency/Personal Injury	NA
ERP-04	Bomb, Kidnap, Ransom, Extortion Threat	NA
ERP-07	Evacuation	NPM – EMER- PRO- 016
ERP-08	Blackout Procedures	NA
ERP-09	Legionella Response Procedure	NA
ERP -10	Flood Response	NA
Appendix 1	Potential Incident Response Management Plan	NA
Appendix 2	Potential Impact on the Environment and Nearby Community	NA

24. ERP-01 Fire and Explosion

24.1 General

It is imperative that all for all fires and explosions the alarm is raised as early as possible. Any alarm given for a minor fire (e.g., a small fire in a rubbish bin in a non-hazardous area and not in danger of spreading) or extinguished by the person on the spot should be “cancelled” and in the event the Fire Brigade has been called, they should be immediately notified that the fire has been extinguished. Whilst the Brigade will still attend the site, to ensure there will be no re-ignition, there will be less urgency on the Brigades behalf.

In any fire situation, the first minutes are most critical and the initial decision to fight or to report can only be based on the estimate by the individual of their capacity to extinguish the fire with what equipment they have immediately to hand.

All explosions should be carefully assessed to determine whether they should be treated as a serious and major incident. Where small explosions occur (i.e., localised around small packages, etc.), it may be possible to respond and rectify the problem with onsite resources. However, in the event that a major explosion occurs and significant damage results, external assistance will be required. The Site Warden must be contacted in the event of any explosion and will decide on the appropriate action.

NOTE: IF IN ANY DOUBT SUMMON ASSISTANCE.

24.2 Specific Procedures

- Attachment 1 – Flammable liquids/gas explosion or fire
- Attachment 2 – Explosive dust/ electrical fire or explosion

24.3 Fire: Immediate Actions

- Warn personnel close by or those who may be in immediate danger and avoid panic.
- If the Site Warden cannot be located, notify his/her deputy. If the warden be contacted send someone to the relevant office to advise of the emergency and its location.
- Identify if there is any environmental pollution such as firewater entering stormwater system and fumes

Austube Mills Newcastle Emergency Response Plan NC-WHS-EMG-PLN-001

Approved By: SET Superintendent

Austube Mills Plan Document

being emitted off-site which may impact the nearby community. If so, refer to Appendix A for further information.

- If appropriate, the Site Warden will notify the Fire Brigade (000), after contact let the Fire Brigade hang up first. Advise the Fire Brigades of the following:

Table 10 NPM Site location details for Emergency Service Responders

Organisation name:	Austube Mills, InfraBuild Market Mills, Pipe and Tube
Exact Location:	51 Industrial Drive, Mayfield (entry is NOT via Ingall Street) See front cover.
Point of Entry:	Northern side of Industrial Drive, 50 metres West of Club Phoenix Traffic Lights or 100 metre East of Vine Street intersection (Hanbury St extended).
Type of fire (if known):	Fuel - Diesel Fuel at Generator Gas – Cylinder’s storages Electrical Fire - Computer Room Switch Board.

- Emergency Team shall attempt to extinguish the fire if it is feasible and rescue personnel casualties if involved in fire area only where a rescue can be accomplished without undue risk to the rescuer.
- Use fire extinguishers or hose reels as required.
- Take care to select the correct firefighting medium based on the fire type (i.e., care must be taken with electrical fires and water).
- The Site Warden will direct emergency response personnel to ensure clear access for Fire Brigade (i.e., remove trucks off site).
- The Site Warden will advise Fire Brigade of situation and be prepared to assist.
- Secure records and make visitors book available.
- InfraBuild staff are expected to be familiar with and be prepared to carry out the following Action Plan.

Table 11 Key Action Plan Responses

For specific gas release and/or fire incident see Attachment 1 to this procedure

Site Warden	<ul style="list-style-type: none"> ❖ Take charge of the emergency until the Fire Brigade arrives, then provide support to local authorities. ❖ Take a mobile phone, if available. ❖ Turn off power at main switchboard. ❖ If night-time, light circuits should be left on in the offices <p>NOTE: The warehouse and offices are fitted with emergency lights which will provide effective lighting for emergency egress and initial firefighting.</p>
Drivers	<ul style="list-style-type: none"> ❖ Stop loading or unloading operations. ❖ If possible, move vehicles to a safe area. ❖ Assemble at the emergency evacuation assembly points. ❖ Selection of the appropriate assembly point will depend on whether the incident affects the primary assembly area.
Staff	<ul style="list-style-type: none"> ❖ On the instruction by the Site Warden, proceed to “Safe Assembly Areas.” ❖ Ensure free access to roadway for vehicles leaving Depot.

Austube Mills Newcastle Emergency Response Plan

NC-WHS-EMG-PLN-001

Approved By: SET Superintendent

Austube Mills Plan Document

- ❖ Prevent entry of vehicles other than Fire Brigade, Ambulance etc.

24.4 Explosion: Immediate Actions

- Notify SET Manager of emergency and its location
- Notify the Site Warden
- If appropriate, the Site Warden will notify the Fire Brigade.
- If there is a potential for impact on the environment or nearby community, refer to Appendix A for further information
- Cease all unloading/loading. Remove all trucks off site.
- Ensure clear access for Fire Brigade (i.e., remove trucks off site).
- The Site Warden will advise Fire Brigade of situation and be prepared to assist.

NOTE: After an explosion occurs, do not approach the explosion area until the Site Warden has assessed the situation. Where possible rescue injured people but do not attempt to investigate the explosion area without appropriate authority.

24.5 Emergency Contact Numbers

See Emergency Contact List – [Section 14 Table 5 and Appendix A](#)

25. ERP-01 Attachment 1 Flammable Liquids and/or Gas Explosion or Fire

25.1 Purpose

This procedure describes the process to be followed by all personnel and visitors in the event of flammable liquids or gas fire at the Austube Mills Newcastle Site being in a state of potential explosion or on an actual explosion occurring.

25.2 Scope

The scope of this procedure is for response to gas release and fire only.

25.3 References

APPENDIX 1 – Pollution Incident Response Management Plan

25.4 Applicable SDS

Refer to Chernalert

25.5 Definitions

N/A

25.6 Procedure

25.6.1 Leaks: Immediate Actions

- ◆ Warn anyone in immediate danger
- ◆ Quickly assess the situation.
- ◆ Evacuate personnel away from the direction in which gas is likely to move.
- ◆ Notify Site Warden
- ◆ Isolate the gas upstream within the site.
 - This is to be undertaken by an authorised person delegated by the Isolation Responsible Manager in most cases it will be the site plumber.
 - If isolation of the site main valve is required, this is to be undertaken by the Gas Supplier or by

Austube Mills Newcastle Emergency Response Plan NC-WHS-EMG-PLN-001

Approved By: SET Superintendent

Austube Mills Plan Document

the nominated person under the gas suppliers' instructions.

- ◆ Isolate the relevant electrical isolators upstream of the incident area.
 - This is to be undertaken by an authorised person delegated by the Isolation Responsible Manager which in most cases will be the site electrician.
 - If Isolation of 11kV power at the site is required, this will be undertaken by the High Voltage team at the Newcastle campus.
 - If isolation of the Ausgrid transformer is required, this is to be undertaken by Ausgrid only
- ◆ Determine if incident has potential to impact on the environment (air emissions) or nearby community with reference to [Appendix A](#)
- ◆ Emergency team should disperse gas with a water fog nozzle.
- ◆ Notify emergency services if appropriate.
- ◆ The location of the main site High Pressure gas valve compound is via the main Eastern Carpark approximately 100 metres East of the canteen, adjacent the sewer pump tank.
- ◆ The location of the site 11kV power is on the southern end of the slitter area.
- ◆ Access is only permitted to electricians trained in High Voltage persons

25.6.2 Fire and/or Explosion: Immediate Actions

- ◆ Warn anyone in immediate danger
- ◆ Quickly assess the situation.
- ◆ If safe turn off the local source of gas.

NOTE: DO NOT EXTINGUISH BURNING GAS OTHER THAN BY TURNING OFF THE SOURCE OF GAS SUPPLY. IF THIS IS NOT POSSIBLE, LEAVE GAS TO BURN AND EVACUATE TO A LOCATION UP WIND FROM THE FIRE / EXPLOSION.

- ◆ Notify the Emergency Services (Fire Brigade) 0-000
- ◆ Notify SET management (0409 336 072) or activate a Break Glass Fire Alarm.
- ◆ Notify Ausgrid 13 13 88
- ◆ Notify the gas supplier of the incident. Specific gas suppliers are:
 - Natural Gas – Jemena 13 19 09
 - Acetylene, shielding and other Gas Cylinders – Linde Gas 1300 657 070

26. ERP-01 Attachment 2 Explosive Dust and/or Electrical Fire or Explosion

26.1 Purpose

This procedure describes the process to be followed by all personnel and visitors in the event of a fire or explosion resulting from the weld repair process including ducting or the wet scrubber.

This also includes an electrical fire on site and the Site being in a state of potential explosion or on an actual explosion occurring.

26.2 Scope

The scope of this procedure is for response to a fire or explosion resulting from explosive dust.

26.3 References

APPENDIX 1 – Pollution Incident Response Management Plan

26.4 Applicable SDS

Austube Mills Newcastle Emergency Response Plan

NC-WHS-EMG-PLN-001

Approved By: SET Superintendent

Austube Mills Plan Document

Refer to ChemaAlert

26.5 Definitions

N/A

26.6 Procedure

26.6.1 Explosion or fire: Immediate Actions

- ◆ Warn anyone in immediate danger
- ◆ Quickly assess the situation and activate fire suppression system for wet scrubber if not already undertaken.
- ◆ Evacuate personnel away from the direction in which fumes are likely to move.
- ◆ Notify Site Warden.
- ◆ Determine if incident has potential to impact on the environment (air emissions) or nearby community with reference to [Appendix A](#)
- ◆ Notify emergency services if appropriate.
- ◆ Notify the Emergency Services (Fire Brigade) 0-000 and
- ◆ Notify Operations Manager or activate a Break Glass Fire Alarm.
- ◆ Isolate the relevant electrical isolators upstream of the incident area.
 - This is to be undertaken by an authorised person delegated by the Isolation Responsible Manager which in most cases will be the site electrician.
 - If Isolation of 11kV power at the site is required, this will be undertaken by the High Voltage team at the Newcastle campus.
 - If isolation of the Ausgrid transformer is required, this is to be undertaken by Ausgrid only.

NOTE: DISCUSS EXTINGUISHING ELECTRICAL AREAS WITH MAINTENANCE SUPERINTENDENT.

- ◆ Notify the Emergency Services (Fire Brigade) 0-000 and
- ◆ Notify lead team member activate a Break Glass Fire Alarm.
- ◆ Notify Ausgrid 13 13 88

27. ERP-02 Loss of Containment (Spills)

27.1 Purpose

The purpose of this procedure is to define the steps to be taken to ensure the correct containment and clean-up of spills.

27.2 Scope

The main body of this procedure applies to all personnel and spills at the Austube Mills Newcastle site.

27.3 References

- NPM-ENV-PRO-009 – Spill Response Procedure
- NPM-ENV-PRO-008 – Waste Management
- APPENDIX A – Pollution Incident Response Management Plan

27.4 Definitions

Refer to Appendix A for relevant information

27.5 Procedure

Austube Mills Newcastle Emergency Response Plan NC-WHS-EMG-PLN-001

Approved By: SET Superintendent

Austube Mills Plan Document

In the event of a significant spill of any material (whether solid or liquid), which has not been contained on the site the following must take place:

- In the event that a spill incident results in contamination of the ground or is released off-site via the stormwater system, Appendix A must be referenced immediately for further instructions.
- Warn anyone in immediate danger
- Quickly assess the situation and minimise potential for spill entering stormwater system if possible
- Notify Site Warden who will notify the site SET Superintendent
- Contact Veolia 0427 277 503
- Notify emergency services if appropriate.
- Notify the Emergency Services (Fire Brigade) 0-000 and
- If required activate a Break Glass Fire Alarm.

28. ERP-03 Medical Emergency / Personal Injuries

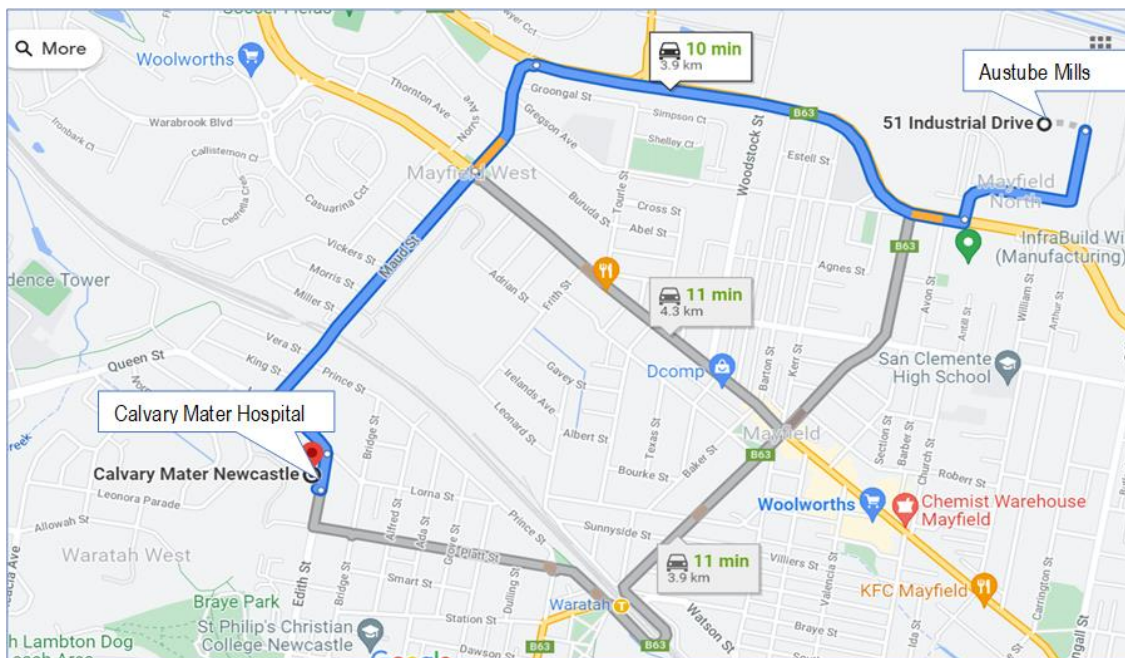
28.1 General

28.1.1 Nearest Hospital is Calvary Mater Hospital Newcastle

- ◆ Telephone: 02 4921 1211
- ◆ Address: Edith Street, Waratah NSW 2298. See Section 26 Figure 15 below

28.1.2 Poison Information Centre

- ◆ Telephone: 13 11 26



28.1.3 Medical Emergency – Site First Aid Room

- ◆ Telephone: 226 or 4935 4999 from any site phone or 02 4935 5739 / 02 4935 5740
- ◆ Address: Gatehouse.

Figure 9 Map showing route from Austube Mills site to the Calvary Mater Hospital Mayfield

28.2 Procedures

If injured, seek first aid/medical treatment immediately. If a person is severely injured, has collapsed or is in distress

Austube Mills Newcastle Emergency Response Plan NC-WHS-EMG-PLN-001

Approved By: SET Superintendent

Austube Mills Plan Document

do not panic. The following procedure shall be carried out:

28.2.1 If the Patient is Conscious:

- ◆ Stay and re-assure the patient.
- ◆ Send or call for assistance (see below)
- ◆ If qualified conduct first aid – wear protective gloves which are provided in each first aid kit

28.2.2 The person discovering the casualty shall:

- ◆ Advise the medical/SET manager (0409 336 072)
- ◆ Advise of building location (e.g., No.1 Mill, Bay F, Cut Off Saw).
- ◆ Advise of nature of the injury / illness (e.g., heart attack, crush, etc.)

28.2.3 Medical

- ◆ If required call the *Ambulance (000)*.
 - a. Describe the nature of the emergency
 - b. Say how many are injured, if known
 - c. Give your name and where you are telephoning from
- ◆ Notify the Duty SET officer.

28.2.4 First Aiders

First aiders are to lead or assist with the emergency management / treatment of the injured person/s using the skills and knowledge provided by their training and what resources are available at the incident site. Their actions are to be prioritised using the **DRSABCD** procedure detailed below. If the patient has been exposed to a chemical substance have someone locate the appropriate MSDS or contact the Safety Department to obtain a copy.

Table 12 DRSABCD Procedure (as per St John NSW)

D	DANGER	Ensure the area is safe for yourself, others, and the patient		
R	RESPONSE	CHECK FOR A RESPONSE: Ask name Squeeze shoulders.	No response? ✓ Send for Help	Response? ✓ Make comfortable ✓ Monitor response ✓ Check for injuries
S	SEND FOR HELP	CALL TRIPLE ZERO (000) FOR AN AMBULANCE or ask another person to make the call and send for a Defibrillator.		
A	AIRWAY	OPEN AIRWAY Open airway by tilting head with chin lift (Adult)	No foreign material? ✓ Leave in position which they were found. ✓ Open airway by tilting head with chin lift.	Foreign material? ✓ Place in recovery position with mouth slightly downward. ✓ Clear foreign material from airway with fingers ✓ Once foreign material removed, open the airway with a head tilt and chin lift.
B	BREATHING	CHECK BREATHING LOOK, LISTEN, FEEL.	Not normal breathing? ✓ Start CPR	Normal breathing? ✓ Place in the recovery position ✓ Monitor breathing.

AUSTUBE MILLS DOCUMENT MANAGEMENT SYSTEM SHAREPOINT VERSION IS THE ONLY CONTROLLED VERSION - UNCONTROLLED WHEN PRINTED

Austube Mills Newcastle Emergency Response Plan
NC-WHS-EMG-PLN-001

Approved By: SET Superintendent

Austube Mills Plan Document

C	COMPRESSION (CPR)	START CPR 30 CHEST COMPRESSIONS: 2 BREATHS Continue CPR until help arrives or the patient recovers
D	DEFIBRILLATOR (AED)	ATTACH DEFIBRILLATOR (AED) and follow the voice prompts

28.2.5 First Aid and Trauma Kits are located in the following areas

- ◆ Main Office Area; and
- ◆ Various locations around the factory and warehouse. Typically, near or in office areas and at Blue Emergency Phones.

29. ERP-04 Threatening Communication Bomb, Kidnap, Ransom or Extortion

29.1 Purpose and Scope

This document provides guidance on the procedures to be followed during or after a bomb threat, kidnap, ransom, or extortion event in order to ensure the safe and timely resolution of the matter.

These kinds of threats are usually made:

- By telephone to a location; or
- By telephone through the local police, who may have received the message direct, or who may be repeating a communication to the press, radio, television, or authorities; or
- by anonymous letter.

Letters received containing a threatening communication, should be immediately handed to the Site Warden who should contact the police.

Communication documents should be handled as little as possible and by a minimum number of persons.

29.2 Objectives

- The objectives of the guidelines, which follow, are:
- To ensure maximum safety of personnel.
- To protect Company property.
- To minimise interference with normal production, business etc.
- To enable an early appreciation of the situation to be made and to arrive at the correct decisions.

29.3 Procedure

29.3.1 Initial Response (Person Receiving the Call)

Threats by mail or other published media, should be passed immediately to your supervisor and then to the Site Warden. Employees receiving phone threats should:

- ◆ Remain calm (or appear to be) and do not hang up; let the caller finish message. Engage the caller and ask the location of the bomb or details of the threat.
- ◆ Obtain information and record on the nearest paper being as accurate as possible. Keep your answers as short as possible and if possible, use the bomb threat checklist to guide the conversation.
- ◆ Listen to background noises and voice mannerisms.
- ◆ When caller hangs up, complete checklist. For threatening communications, fill in the appropriate sections of the *Bomb Threat Checklist (Section 27 Form 1)*.
- ◆ In the event of a Bomb Threat inform your Supervisor or site emergency response personnel and

Austube Mills Newcastle Emergency Response Plan**NC-WHS-EMG-PLN-001**

Approved By: SET Superintendent

Austube Mills Plan Document

evacuate personnel in the immediate area if safe to do so.

- ◆ Await interview by Site Warden.

29.3.2 Site Emergency Response Personnel

- ◆ Notify the Site Warden of the incident.
- ◆ Act under instructions from the Site Warden as directed.

29.3.3 Site Warden

- ◆ The Site Warden shall start a log of the incident and maintain an accurate and detailed record of events. It is vital that this be maintained throughout the management of the incident.
- ◆ Once the log has been established, the Site Warden shall notify and activate the InfraBuild Emergency Management Plan and notify the site Emergency Management Team on actions required.
- ◆ The Site Warden should notify police of details of the incident, ask them for their recommendation for immediate action, and ask them to attend site to assess further required actions with management input.
- ◆ When Contacting the Emergency Services (Police) state the following:
 - a. Austube Mills, 51 Industrial Drive, Mayfield, access to site is NOT via Ingall Street.
 - b. Site is on north side of Industrial Drive, 50m west Phoenix Club pedestrian lights, 100m east of Vine Street intersection with Industrial Drive
- ◆ The Site Warden should decide if an evacuation should be initiated or act on Police advice.
- ◆ The Site Warden shall consult with the Police on site-specific issues and establish a protocol for resolving the incident successfully.
- ◆ The Site Warden and Emergency Management Team should work closely and interact to assist in resolving the incident.

29.4 Bomb Threat

Specific procedures are detailed below for response to Bomb Threats, including recording of threats by telecommunications (i.e., phone).

29.4.1 Evacuation

- ◆ If an evacuation is called, employees are to:
 - a. Stop what they are doing.
 - b. Make the area safe.
 - c. Proceed immediately to their nominated evacuation assembly point or other areas as directed.

29.4.2 All Clear

The police shall declare when the bomb threat no longer exists to the Site Warden, or his representative who shall declare it to all personnel.

29.4.3 Procedure

This section is designed to give information on how to respond to bomb threats. Bomb threats, and other similar types of threats, may arise from a number of causes. They may simply be made for harassment purposes, as a diversion, or as a 'party prank.' Alternatively, they may be a part of an extortion attempt (with or without an actual explosive device), part of the operations of a terrorist group, or an individual's malicious

Austube Mills Newcastle Emergency Response Plan**NC-WHS-EMG-PLN-001**

Approved By: SET Superintendent

Austube Mills Plan Document

attempt to inflict injury or damage.

The threat may be specific or non-specific. In a specific threat the caller is prepared to give detailed information about the bomb; why it has been placed, when it will explode etc. Non-specific threats are more common, and typically consist of the caller simply stating a bomb has been placed and hanging up.

Most threats are hoaxes, but this is of little consolation when you are faced with deciding how you will respond to one. It may appear that evacuation of people is the best response, but there are really a number of options open to you, and you have to decide which, in these circumstances, will be the safest. For example, if an explosive device has been set in a car park, or foyer, you would be placing people at greater risk by evacuating them to or through such an area. However, if the location of the bomb is given, or the bomber is thought to be genuinely motivated, evacuation of the known danger area may be the best response.

If possible, a check of the evacuation route and the assembly area should be made prior to the evacuation. There is no standard response to a bomb threat which will give the best (safest) result in every situation. Each threat has to be individually evaluated.

29.4.4 Assessing the Threat

- ◆ How did the threat sound? Was the caller familiar with the premises? Were they familiar with the nature and location of the alleged explosive device?
- ◆ Was the tone of the call consistent with a genuine threat? Was the call related to a current bomb threat climate? (Company pursuing a controversial policy, significant visitors on site, recent sacking etc.)
- ◆ How much time you have? When is the device set to go off?
- ◆ What options do you have open to you? Is a specific area under threat, or the whole site?
- ◆ What is the safest place for people on the site; remain where they are, move to designated evacuation areas, or in some other area? Are your actions likely to encourage other threats?

The basic rule is to look at the threat and, given the known details, decide what should be done that will minimize the risk to human life.

The police must always be advised of any threat, and their advice considered in working out your response. As they are unfamiliar with your site, they will need personnel with area knowledge to assist with the job of searching.

If an evacuation is required and you can communicate information to personnel, ask occupants to take personal effects with them and report (but do not touch) any suspicious objects noticed. If a suspicious device is found, it should not be touched or interfered with in any way. It shall be immediately reported to the police who will take charge of disposal operations.

If it appears that the threat is a hoax, a decision must be made about re-occupation of the area. People will need reassurance that there is no further danger, and a reasonable criterion is how comfortable you personally feel about going back in the area.

29.4.5 Site Warden Duties During a Bomb Threat

- ◆ Decide what action should be immediately taken in response to the threat.
- ◆ Take charge of this response.
- ◆ Ensure that the police are notified as soon as possible.
- ◆ If appropriate, and in consultation with the police, provide personnel familiar with the area/s to assist police with a search. Arrange for temporary relocation of any evacuated person.

Austube Mills Newcastle Emergency Response Plan NC-WHS-EMG-PLN-001

Approved By: SET Superintendent

Austube Mills Plan Document

- ◆ In consultation with the Police, advise neighbouring properties of the situation, if required.
- ◆ If any suspicious device is located, do not touch it, and hand over disposal operations to the police.

NOTE: You should also familiarize yourself with the bomb threat call sheet and other instructions in this section.

29.5 Explanation of Bomb/ Extortion Threat Call Sheet

Copies of the call sheet should be kept out of sight, but readily available to switchboard operator, reception areas, secretaries, and other persons likely to receive such calls. The purpose of the call sheet is to enable the call recipient to extract as much information as possible from the caller, so that the safest response to the threat can be worked out.

29.5.1 The Instructions

The Instructions are in a brief form at the top of the sheet to remind the recipient what to do, rather than give any detailed explanation.

29.5.2 Call Tracing

Some call tracing may be possible, even if one of the parties have already hung up, therefore the requirement not to hang up. The police will action this if appropriate.

29.5.3 Exact Wording of Threat

Write down the exact wording of the threat. This is very important. The time and date may be added later.

29.5.4 Questions to Ask

If the caller has not already given these details, ask specifically the questions listed. If the call is genuine, they will probably give straight answers to them. Extensive hesitation may tend to indicate a hoax.

29.5.5 Notification of Call

As soon as possible, the Site warden should be advised of the threat. Do this immediately after the caller has hung up.

29.5.6 Analysis of Call

Tick the appropriate squares on the Bomb Threat Checklist. Add any details you believe may assist the Police to investigate the threat. Finally, indicate your name and other details. Do not discuss the details of the threat with other persons.

29.6 Bomb Search Guidelines

If it is suspected that a bomb has been placed on site, a search will be conducted by specially trained personnel (normally the Police). Employees who normally work in the area, and will therefore be familiar with what is, and is not, out of place may assist the search team.



Austube Mills Newcastle Emergency Response Plan NC-WHS-EMG-PLN-001

Approved By: SET Superintendent

Austube Mills Plan Document

Form 1 ATM-WHS-EMG-FRM-030 Austube Mills Bomb Threat Check List

Austube Mills Bomb Threat Check List ATM-WHS-EMG-FRM-030		
Approved by SET Superintendent		Austube Mills Form Document
BOMB THREAT CHECK LIST Section 23 - ERP-04		
INSTRUCTIONS: Use this sheet while receiving the call, complete as soon as possible. Obtain as much information as possible, ask questions. Write down the exact wording of the threat.		
DO NOT HANG UP AT THE END OF THE CALL		
Details of the bomb / device:		
When is the bomb going to explode?		
Where is the bomb right now?		
What does the bomb look like?		
What kind of bomb is it?		
What will cause the bomb to explode?		
Did you place the bomb?		
Why did you place the bomb?		
What is your name?		
What is your address?		
Callers voice characteristics:		
Man: <input type="checkbox"/>	Woman: <input type="checkbox"/>	Child: <input type="checkbox"/>
Calm: <input type="checkbox"/>	Angry: <input type="checkbox"/>	Excited: <input type="checkbox"/>
Soft: <input type="checkbox"/>	Loud: <input type="checkbox"/>	High: <input type="checkbox"/>
Clear: <input type="checkbox"/>	Nasal: <input type="checkbox"/>	Lisp: <input type="checkbox"/>
Ragged: <input type="checkbox"/>	Laughing: <input type="checkbox"/>	Foreign: <input type="checkbox"/>
Slow: <input type="checkbox"/>	Fast: <input type="checkbox"/>	Deep: <input type="checkbox"/>
Stuttering: <input type="checkbox"/>	Raspy: <input type="checkbox"/>	Slurred: <input type="checkbox"/>
Crying: <input type="checkbox"/>	Drunk: <input type="checkbox"/>	Disguised: <input type="checkbox"/>
Sounds like:		
Background noises:		
Indoors: <input type="checkbox"/>	Outdoors: <input type="checkbox"/>	Factory: <input type="checkbox"/>
Kitchen: <input type="checkbox"/>	Traffic: <input type="checkbox"/>	Office: <input type="checkbox"/>
Boat sounds: <input type="checkbox"/>	Animals: <input type="checkbox"/>	Aeroplanes: <input type="checkbox"/>
Trucks: <input type="checkbox"/>	Trains: <input type="checkbox"/>	Construction: <input type="checkbox"/>
Static: <input type="checkbox"/>	PA system: <input type="checkbox"/>	Music: <input type="checkbox"/>
Descriptions:		
Phone call:		
Local: <input type="checkbox"/>	STD: <input type="checkbox"/>	Mobile: <input type="checkbox"/>
Clear: <input type="checkbox"/>	Static: <input type="checkbox"/>	Poor signal: <input type="checkbox"/>
REPORT THE CALL IMMEDIATELY TO YOUR SUPERVISOR OR SITE EMERGENCY COORDINATOR		
Did the caller appear familiar with plant/buildings by their description of the bomb location? Yes: <input type="checkbox"/> No: <input type="checkbox"/>		
First name:	Surname:	Phone No:
Location:	Date:	Time:
Austube Mills Document Management System SharePoint version is the only controlled version - UNCONTROLLED WHEN PRINTED		
Page: 1 of 1	Version Number A0	Published Date: 15/12/2021
eLINK LMA #TM	Prev Document # N/A	DOCUMENT PRINTED (15/12/2021)

30. ERP-07 Evacuation Required as part of any Emergency

Site evacuation is to be undertaken as per NPM –EMER-PRO-016

31. ERP-08 Blackout Procedures

AUSTUBE MILLS DOCUMENT MANAGEMENT SYSTEM SHAREPOINT VERSION IS THE ONLY CONTROLLED VERSION - UNCONTROLLED WHEN PRINTED

Austube Mills Newcastle Emergency Response Plan

NC-WHS-EMG-PLN-001

Approved By: SET Superintendent

Austube Mills Plan Document

31.1 BLACKOUT PROCEDURE AND EMERGENCY RESPONSE

Blackouts may occur during normal working hours (daytime) or after hours (night). During the daytime blackouts may not cause as significant a problem, as natural light will provide in many cases sufficient illumination to be able to safely evacuate. However, at night-time a blackout could impair the ability to safely evacuate from the darkened building. Responses to blackouts will vary depending on whether the blackout occurs in day or night-time. Both responses have been included in this procedure.

31.2 Blackout Response – Daylight Hours

- Stop work, turn off or isolate equipment if appropriate and leave equipment in a manner that will not create hazards or damage should the power be returned.
- All personnel are to move carefully and in an orderly manner to the relevant emergency assembly point.
- The Area Warden is to assess the situation at the time of the outage and ensure all employees are accounted for.
- The SET representative is responsible to contact Energy Australia (Emergency Services) on 131 388 to determine the duration of the outage.
- Risk Assessments are to be completed for work that may continue without power, considering the inability to verify electrical isolation in a blackout and the fact that machinery may start once power supply resumes.
- Following completion of risk assessments operators are to commence safe work as directed by the Shift Supervisors. This may involve cleaning of work areas, etc.
- On notification of power resumption, power is to be restored to the workstations and production commenced, coordinated by the Shift Supervisor.

31.3 Blackout Response – During Darkness (Night)

- Stop work and if possible, turn off or isolate equipment if appropriate and leave equipment in a manner that will not create hazards or damage should the power be returned.
- Fork drivers with a load are to make it safe by lowering it in a safe area, this may involve minimal manoeuvring. Headlights from forks can be positioned with the engines turned off to provide lighting for evacuation purposes if necessary. Forks are not to be driven around the site, inside buildings or to evacuation points during the blackout. Other response vehicles (such as power companies etc) are exempt from this requirement.
- All personnel are to move carefully and in an orderly manner to the relevant emergency assembly point.
- The SET representative is responsible for contacting Energy Australia (Emergency Services) on 131 388 to determine the duration of the outage.
- Warden personnel are also to contact the Manufacturing Manager and advise him of the situation.
- The Manufacturing Manager is to advise personnel as to whom else to notify of the Blackout.

32. ERP-09 Legionella Response Procedure

32.1 Purpose

This procedure outlines the process to be followed in the event of the detection of Legionella in the cooling towers at the Austube Mills Newcastle Site.

32.2 Scope

This procedure shall apply to all personnel, contractors, and visitors on the Austube Mills Newcastle Site, which encompasses all site operations.

Austube Mills Newcastle Emergency Response Plan

NC-WHS-EMG-PLN-001

Approved By: SET Superintendent

Austube Mills Plan Document

32.3 Definitions

Legionella or Legionnaires' disease - A lung infection (pneumonia) caused by the bacterium - 'Legionella pneumophila.'

32.4 Procedure

- The Safety, Quality, Environmental, Training Superintendent must be contacted when any test result returns positive for Legionella.
- The Safety, Quality, Environmental, Training Superintendent will contact the water treatment contractor to commence emergency disinfection of the system within 24 hours of being notified of the test result.
- A second test will be conducted 3 days after disinfection of the system.
- If the second test result is positive, the water treatment contractor will disinfect the system again as soon as possible but no later than 24 hours of being notified of the test result.
- A third Legionella test will be conducted 3 days after disinfection of the system.
- If there is the potential for nearby community to be impacted, Appendix 1 must be referenced
- The Safety, Quality, Environmental, Training Superintendent shall be responsible for the implementation and maintenance of this procedure.

32.5 Documentation

- Results of Cooling Tower testing.
- Records of Department of Human Services notification.

33. ERP-10 Flood Response

33.1 Purpose

The purpose of this procedure is to define the steps to be taken in the event of a major flood on site.

33.2 Scope

This procedure provides a process for providing emergency response in the event of a major flood that may occur on the Austube Mills Newcastle site.

33.3 References

- NPM-ENV-PRO-006 – Environmental Occurrence Reporting
- NPM-ENV-PRO-008 – Waste Management.
- Appendix A – Pollution incident response management plan

33.4 Definitions

Refer to Appendix A

33.5 Procedure

In the event of a major flood, which has the potential to harm the Environment, the following critical areas must be checked:

Austube Mills Newcastle Emergency Response Plan NC-WHS-EMG-PLN-001

Approved By: SET Superintendent

Austube Mills Plan Document

Table 13 Critical Areas to be checked in an event of a major flood.

Location	What to Check
WWTP	Inspect bunds and tanks for possible overflow.
South End Polytech Shed	Car park near doorway A12 – is stormwater drain which drops over bank (near gate) from InfraBuild Metalcentre. Has there been any localised flooding in Site Services Office or despatch storage?
Slitter	Have the entry and exit pits filled with water and require pump out?
1 Mill	Has contaminated water flowed in through the doors? Is the mill coolant sump full/overflowing?
2 Mill	Has any water flowed in through doors and filled the pits near coil entry?
Settling Pond	Check both entry weirs for signs of contamination (oil, paint, coolant etc). Are the weirs overflowing to the river? (ok if not contaminated). Is there evidence of contamination in the Settling Pond?
General	Look for signs of flooding that may have caused pits/sumps/tanks to overflow.

- Remove all personnel away from the flooded area. Ensure that the contents of the potentially contaminated water are known and understood. If the contents are not known, obtain a Material Safety Data Sheet (MSDS) and/or discuss it with people that are familiar with the product/s.
- Use the required Personal Protective Equipment (PPE) when managing the flood response. If the water has been contaminated by an acidic or an alkaline solution, make sure that acid/alkaline resistant PPE is used. Use of any or all of a respirator, gloves and overalls may also be necessary. Observe all relevant safety requirements, such as confined space limitations, when managing the response.
- In some cases, flooding which has been contaminated by oil can be contained using absorbent pads or absorbent booms. Consult the relevant MSDS for the most suitable product for containment.
- Recover the contaminated water where safe to do so via any suitable means such as absorption, pump-out or containment.
- Check whether any contaminated water has entered stormwater drains. If the water has entered the stormwater system, ensure that the last drain where the water has not reached is blocked off so that the water does not travel any further within the stormwater system. The site Environmental Systems Coordinator should also be contacted. Arrangements must be made to recover the spilt material from the stormwater system.
- If pollution of the Industrial canal or Hunter River has occurred, [Appendix 1](#) must be referenced
- Contact the SET Representative or Shift Supervisor to ensure that Settling Pond pump is isolated so that the sewage system is not contaminated with any spill contents.
- If required, pump into 205 litre drums or other suitable storage vessel. The drums/vessel should be labelled and stored as per [NPM-ENV-PRO-008 – Waste Management](#).
- If the spill cannot be recovered into drums or other storage vessels, it may require immediate collection for offsite disposal.
- The Safety, Environmental, Training Superintendent will need to be notified so that an external contractor

Austube Mills Newcastle Emergency Response Plan NC-WHS-EMG-PLN-001

Approved By: SET Superintendent

Austube Mills Plan Document

can be organised to clean up the contaminated water. This process may require EPA waste tracking as per the sites EPA License conditions and [NPM-ENV-PRO-008 – Waste Management](#).

34. Appendix 1 Pollution Incident Response Management Plan

34.1 Purpose and Scope

This Pollution Incident Response Management Plan (PIRMP, herein referred to as the plan) has been developed to describe Austube Mills Newcastle (herein referred to as Austube Mills Newcastle) response to a potential pollution incident and to comply with the requirements of the Protection of the Environment operations Act (POEO Act 1997). The plan incorporates the Austube Mills Newcastle site located at Industrial Highway Mayfield. The plan only covers the above-mentioned site and does not include other InfraBuild sites within the nearby area.

The plan includes the identification of potential hazards, pollution inventory and safety equipment kept on site, site contact and community details, corrective actions, and training.

The purpose of the plan is to:

- Ensure comprehensive and timely communication about a pollution incident to staff at the premises, the Environment Protection Authority (EPA), other relevant authorities specified in the Act (such as local councils, NSW Ministry of Health, SafeWork NSW, and Fire and Rescue NSW) and people outside the facility who may be affected by the impacts of the pollution incident
- Minimise and control the risk of a pollution incident at the facility by requiring identification of risks and the development of planned actions to minimise and manage those risks
- Ensure that the plan is properly implemented by trained staff, identifying persons responsible for implementing it, and ensuring that the plan is regularly tested for accuracy, currency, and suitability
- The plan will be implemented in a situation where a pollution incident occurs on-site whereby material harm to the environment is caused or threatened.
- During such an event, Austube Mills Newcastle will immediately report the incident to the EPA, NSW Health, Fire and Rescue, SafeWork NSW and Newcastle City Council.

34.2 Regulatory Requirements

This document has been prepared based on an amendment made to the Protection of the Environment Legislation Amendment Act 2011 (POELA Act) to improve the way pollution incidents are reported, managed, and communicated to the general community.

The Act includes a new requirement under Part 5.7A of the POEO Act, to prepare keep, test, and implement a pollution incident response management plan.

This document has been prepared in accordance with NSW EPA Environmental Guidelines: Preparation of pollution incident response management plan.

A copy of this plan must be available in written form at Austube Mills Newcastle.

A written copy of the plan must be made available to an authorised EPA Officer on request or to any other who is responsible for implementing the plan.

34.3 Definition of a Pollution Incident

Pollution incident means an incident or set of circumstances during or as a consequence of which there is or is likely to be a leak, spill or other escape or deposit of a substance, as a result of which pollution has occurred, is occurring or is likely to occur. It includes an incident or set of circumstances in which a substance has been placed or disposed of on premises, but it does not include an incident or set of circumstances involving only the emission of any noise.

Austube Mills Newcastle Emergency Response Plan NC-WHS-EMG-PLN-001

Approved By: SET Superintendent

Austube Mills Plan Document

A pollution incident is required to be notified if there is a risk of 'material harm to the environment,' which is defined in section 147 of the POEO Act as:

- Harm to the environment is material if:
 - It involves actual or potential harm to the health or safety of human beings or to ecosystems that is not trivial, or
 - It results in actual or potential loss or property damage of an amount, or amounts in aggregate, exceeding \$10,000 (or such other amount as is prescribed by the regulations), and
- Loss includes the reasonable costs and expenses that would be incurred in taking all reasonable and practicable measures to prevent, mitigate or make good harm to the environment.

34.4 Description and Likelihood of Hazards

The site maintains an Environmental Management System in compliance with the ISO14001 standard.

Part of this standard requires that the site document and assess its environmental hazards (called environmental 'aspects' under the standard). It is not intended to reproduce all of the site's environmental hazards in this plan, but rather list the hazards (or types of hazards) which pose a level of threat to the environmental or human health commensurate with the intention of Part 5.7A of the Act.

Table 14 provides an overview of the types of hazards on site, the controls, and the potential route for impacting on the environment or human health. The likelihood has been assessed using the InfraBuild risk ranking tables. Since all site hazards have some form of control mechanism in place, the likelihood assessment has incorporated the effectiveness of those controls.

Austube Mills Newcastle Emergency Response Plan NC-WHS-EMG-PLN-001

Approved By: SET Superintendent

Austube Mills Plan Document

Table 14 Hazards at Austube Mills Newcastle

Hazard	Potential Impact	Pre-Emptive Controls	Emergency Response Equipment	Circumstances which may increase the potential of environmental or health impact	Likelihood
Generation of zinc/steel dust/fume impacting on the community	An uncontrolled discharge from Mill 2 zinc scrubber or Mill 1 scrubber on site	<ul style="list-style-type: none"> - Maintenance system for scrubber system on-site - Regular inspection of scrubber - Site walks and inspections - Environmental Awareness training for Employees - Internal and External auditing of site - Bunding of scrubber tank 	<ul style="list-style-type: none"> - Quick shut-down of process - Vacuum truck for sucking up pollutants from drains or ground 	<ul style="list-style-type: none"> - Operational failure of scrubber or fire within scrubber 	Low
Generation solvent aerosols impacting on the community (fire)	An uncontrolled discharge from mill 1 paint machine	<ul style="list-style-type: none"> - Maintenance system for paint machine system - Regular inspection of paint safety system - Site walks and inspections - Environmental Awareness training for Employees - Internal and External auditing of site - Regular cleaning of process and serving of fire system 	<ul style="list-style-type: none"> - Quick shut-down of process - Safety Management system. 	<ul style="list-style-type: none"> - Operational failure of paint booth or fire within the paint booth area 	Low
Use and storage of oils, and paints and solvents and waste materials	A spill or loss to the stormwater system could potentially result in a water pollution incident off-site in the industrial canal	<ul style="list-style-type: none"> - Bulk volumes stored in designated bunded areas. - Site walks/inspections - Site has a stormwater collection system by way of a settling pond. - Site incident reporting procedure - Environmental Awareness training for Employees - Spill response kits on site - Available storage capacity on-site 	<ul style="list-style-type: none"> - Spill response kits - Vacuum truck for sucking up pollutants from drains or ground. - Containment capacity within on-site settling pond - Available storage capacity on site 	<ul style="list-style-type: none"> - Rainfall would reduce capability to capture and contain any spill event. - Non-production periods where there are limited personnel on site to identify and respond. 	Low
Use, pumping & treatment of process/cooling water (containing metals, oils and treatment chemical)	A spill or loss to the stormwater system could potentially result in a water pollution incident off-site in the industrial canal	<ul style="list-style-type: none"> - Mill coolant pits are covered or within the mills. - Site has a stormwater collection system by way of a settling pond. - Site incident reporting procedure - Environmental Awareness training for Employees - Spill response kits on site - Available storage capacity on-site 	<ul style="list-style-type: none"> - Spill response kits - Vacuum truck for sucking up pollutants from drains or ground. - Containment capacity within on-site settling pond 	<ul style="list-style-type: none"> - Rainfall would reduce capability to capture and contain any spill event. 	Low
Generation of zinc/steel dust/fume impacting on the community	An uncontrolled discharge from Mill 2 zinc scrubber or Mill 1 scrubber on site	<ul style="list-style-type: none"> - Maintenance system for scrubber system on-site - Regular inspection of scrubber - Site walks and inspections - Environmental Awareness training for Employees - Internal and External auditing of site - Bunding of scrubber tank 	<ul style="list-style-type: none"> - Quick shut-down of process - Vacuum truck for sucking up pollutants from drains or ground 	<ul style="list-style-type: none"> - Operational failure of scrubber or fire within scrubber 	Low



Austube Mills Newcastle Emergency Response Plan NC-WHS-EMG-PLN-001

Approved By: SET Superintendent

Austube Mills Plan Document

Hazard	Potential Impact	Pre-Emptive Controls	Emergency Response Equipment	Circumstances which may increase the potential of environmental or health impact	Likelihood
Generation solvent aerosols impacting on the community (fire)	An uncontrolled discharge from mill 1 paint machine	<ul style="list-style-type: none"> - Maintenance system for paint machine system - Regular inspection of paint safety system - Site walks and inspections - Environmental Awareness training for Employees - Internal and External auditing of site - Regular cleaning of process and serving of fire system 	<ul style="list-style-type: none"> - Quick shut-down of process - Safety Management system. 	<ul style="list-style-type: none"> - Operational failure of paint booth or fire within the paint booth area 	Low
Use and storage of oils, and paints and solvents and waste materials	A spill or loss to the stormwater system could potentially result in a water pollution incident off-site in the industrial canal	<ul style="list-style-type: none"> - Bulk volumes stored in designated bunded areas. - Site walks/inspections - Site has a stormwater collection system by way of a settling pond. - Site incident reporting procedure - Environmental Awareness training for Employees - Spill response kits on site - Available storage capacity on-site 	<ul style="list-style-type: none"> - Spill response kits - Vacuum truck for sucking up pollutants from drains or ground. - Containment capacity within on-site settling pond - Available storage capacity on site 	<ul style="list-style-type: none"> - Rainfall would reduce capability to capture and contain any spill event. - Non-production periods where there are limited personnel on site to identify and respond. 	Low
Use of equipment which may explode and/or catch fire (motors, electrical transformers, store items, dangerous goods etc)	Potential for air, water or ground pollution event caused by fire, loss of containment/integrity and drainage of fire water	<ul style="list-style-type: none"> - Bulk volumes stored in bunded areas. - Site has a stormwater collection system by way of a settling pond - Site incident reporting policy - Environmental Awareness training for Employees - Spill response kits on site - Separation of susceptible equipment from ignition sources - Most operations occur on sealed ground 	<ul style="list-style-type: none"> - Spill response kits - Vacuum truck for sucking up pollutants from drains or ground. - Containment capacity within on-site settling pond - Available storage capacity on site - Firefighting equipment on-site 	<ul style="list-style-type: none"> - Rainfall would reduce capability to capture and contain any spill event. - Non-production periods where there are limited personnel on site to identify and respond. - Wind may transport fume to neighbouring sites/community though would likely result in dilution of fume concentration and risk. 	Low
Generation of fire water	Ingress of fire water to the stormwater system could potentially result in a water pollution incident off-site in the industrial canal	<ul style="list-style-type: none"> - Site has a stormwater collection system by way of a settling pond - Available storage capacity on site 	<ul style="list-style-type: none"> - Spill response kits including booms - Vacuum truck for sucking up pollutants from drains or ground - Availability of storage capacity on site. 	<ul style="list-style-type: none"> - Large fire on-site - Rainfall would reduce capability to capture and contain any spill event. 	Low
Gas Leak	Fire, explosion, or impact on community	<ul style="list-style-type: none"> - Site has minimal usage on site. Gas is only used in No.1 mill paint furnace and amenities. - Mill 2 Drying conveyor - Gas valves at front of site are directly connected to Gas supplier for notification of leaks 	<ul style="list-style-type: none"> - Gas Monitors on site - No parking in nearby area 	<ul style="list-style-type: none"> - Large leak on site - Northerly (NW and NE) winds 	Low

Austube Mills Newcastle Emergency Response Plan NC-WHS-EMG-PLN-001

Approved By: SET Superintendent

Austube Mills Plan Document

34.5 Inventory of Pollutants

A summary of the sites Dangerous Goods inventory can be found throughout of the main document.

Figures 3 to Figure 4 showing the location of dangerous goods depots on site.

There are a number of other potential pollutants on-site which are not classified as dangerous goods. These have been included in the preparation of this document which are shown below in Table 14.

Table 15 Non-Dangerous Goods Potential Pollutants

Potential Pollutant	Volume	Containment
No.2 weld repair scrubber	1,000kg	Collection tank
No.1 Mill quench water	3,000L	Steel vessel
No.2 Mill quench water	20,000L	Steel vessel
No.1 mill coolant	30,000L	Steel vessel
No.2 mill coolant	5,000L	Steel vessel
Mill 1 Marley water	40,000	Concrete tank

34.6 Safety Equipment

Austube Mills Newcastle has spill kits located throughout the mills as well as other locations on-site, which contain absorbent material such as spill sorb, absorbent pads along with safety equipment which will be used during the clean-up of spills. There is also a range of safety equipment stored at the sites General Store which contains the following:

- P2 respirators
- Welding Respirators
- Safety overalls
- Confined space Container
- Spill response equipment
- Tools for cleaning up spills
- Gas meters and
- Floating Booms

Furthermore, Veolia are located on the Newcastle InfraBuild premises which provide support to Austube Mills Newcastle as required for emergency response. Veolia also maintain an inventory of environmental spill containment equipment if required by Austube Mills Newcastle.

The site has a network of emergency phones located throughout the site which may be utilised to initially report the case of any emergency as shown in the main document. The site also has fire extinguishers and hydrants located throughout the site.

A copy of all SDS's for the site are located on-line at ChemaAlert.

34.7 Contact Details

As part of the plan, Austube Mills Newcastle has the following key individuals who are responsible for activating the plan and managing the required degree of response which will be determined by the potential severity of the pollution

Austube Mills Newcastle Emergency Response Plan NC-WHS-EMG-PLN-001

Approved By: SET Superintendent

Austube Mills Plan Document

incident. The table below depicts site contacts relevant to pollution incident.

Table 16 Austube Mills Newcastle Contact Details

Name	Position	Contact Details	Level of Authority
Graham Hasemann	Site Operations Manager	0408 060 685	Implementation of Plan and notification of relevant authorities
Thomas McMillan	Safety, Environment & Training Superintendent	0409 336 072	Implementation of Plan and notification of relevant authorities
Andrew Karbowski	Manufacturing Superintendent	0413 246 276	Implementation of Plan and notification of relevant authorities
Troy Morrison	Maintenance & Reliability Superintendent	0432 930 687	Implementation of Plan and notification of relevant authorities
Thomas Wetton	Sentinel Occupier Services	0438 084 862	Information only
Veolia	Cleaning contractor	0408 834 220	Cleaning under Austube Mills instructions

The table below shows the contact details for the relevant authorities in cases where a pollution incident has the potential to cause material harm and therefore warrant implementation of the complete plan. The contacts have been detailed in order of priority.

Table 17 Contact Details of Relevant Authorities

Name of Relevant Authority	Contact Details
1. EPA	131 555
2. Emergency Services	000 – (to be used in all situations unless as described per below) 1300 729 579 (<u>Only</u> call if there is an immediate threat to human health within the community or property)
3. The Ministry of Health	4924 6477 (diverts to John Hunter Hospital) – Ask for Public Health Officer on call. (via the local public health unit)
4. Work Safe Authority	131 050
5. Newcastle City Council	4974 2000
6. Fire and Rescue NSW	000
7. Newcastle Port Corporation	4929 3890
8. Jemena (Natural Gas)	131 909
9. Ausgrid	131 388

34.8 Communicating with Neighbours and the Local Community

Austube Mills Newcastle is located along industrial Drive Mayfield. As mentioned in the main document, Austube Mills Newcastle is bounded by a number of properties which include industrial, commercial, residential, and sensitive receptors.

Austube Mills Newcastle Emergency Response Plan NC-WHS-EMG-PLN-001

Approved By: SET Superintendent

Austube Mills Plan Document

The degree of community notification implemented during the course of a pollution incident will be established based on an assessment of the potential material harm to the environment and nearby community. The degree of potential exposure and harm will be determined by taking into consideration: type of pollutant, prevailing winds, height and magnitude of an emission, probable location of site fallout, likelihood of the pollutant reaching ground level and the possible impact on sensitive receptors.

The table below depicts nearby neighbours and contact details which lie within 600 metres of Austube Mills Newcastle.

Table 18 Nearby Business, Residential and Sensitive Receptor with contact details

Aspect	Name	Business	Residential	Sensitive Receptor	Contact Details
North	InfraBuild Rod Mill	✓			InfraBuild Steel Ingall Street Security 4935 4484 or 4935 4999
	InfraBuild Bar Mill	✓			InfraBuild Steel Ingall Street Security 4935 4484 or 4935 4999
	NSW Police training (Admin Building)	✓			Christine Brooks 0428 150 776
East	InfraBuild Wire	✓			InfraBuild Steel Ingall Street Security 4935 4484 or 4935 4999
	CMS	✓			Steven Brownell 0437 872026 or 024935 2500
	Fert Direct	✓			Wayne Saxby / Dough Chadwick 0409 128 492 / 0439 180 789
South	West's Mayfield	✓			4903 6100
	Six Hats kindergarten	✓		✓	4967 4991
	Hunter Women's Centre	✓			4968 2511
	Safe and Sound Storage Facility	✓			4968 1555
	Residents of Arthur Street		✓		Various
	Residents of William Street		✓		Various
	Residents of Avon Street		✓		Various
	Residents of Vine Street		✓		Various
West	Vacant land	✓			NA
	InfraBuild Steel Centre	✓			4967 0900

The residential for the abovementioned receptors has been limited to a radius of 600 metres from the nearest emission source to the nearby community which is the No.2 Mill weld repair scrubber.

Figure 10 identifies streets and roads which are within a 600-metre radius of the site.

Austube Mills Newcastle Emergency Response Plan
NC-WHS-EMG-PLN-001

Approved By: SET Superintendent

Austube Mills Plan Document

Communication with nearby business, residential or sensitive receptors will be undertaken as detailed below in the Table. It details scenarios which could occur at Austube Mills Newcastle and is not limited to scenarios which are likely to occur on-site.

During a scenario where an “Emergency Alert” is warranted, contact with local residents, sensitive receptors or external businesses will be undertaken in accordance with The City of Newcastle. The Newcastle Local Disaster Plan (Displan) (2008), which will be regulated by the Local Emergency Services Controller. Any notifications made should seek to provide where possible details regarding any controls that may assist the community such as remaining indoors, closing windows and doors.

Figure 10 Neighbours within 600m of Austube Mills Newcastle Site

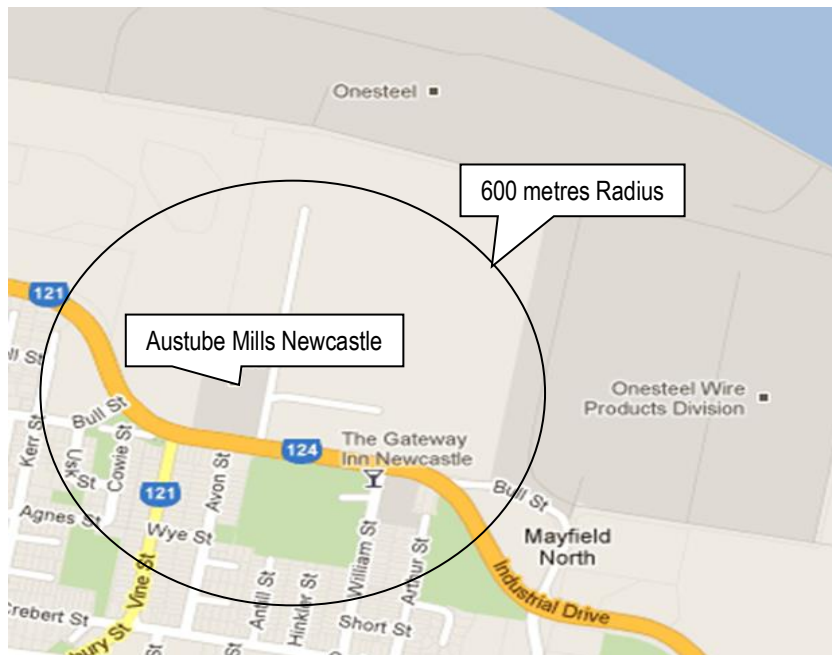


Table 19 Business, Community and Sensitive Receptor Communication

Scenario	Meteorological conditions (Wind Direction / Rainfall)	Business Neighbour and/or Resident or Sensitive Receptor	Contact Method
Potential material harm to the environment caused by - No.2 Mill Weld Repair, - No 1 Mill Paint Machine - Fire or Gas Leak	North-Easterly Winds	Club Phoenix	Emergency Alert
			PRIMP contact list
		7 Hats Kindergarten	Emergency Alert
		Residents of Avon Street	Emergency Alert
		Residents of Vine Street	Emergency Alert
Potential material harm to the environment caused by - No.2 Mill Weld Repair,	North-Westerly Winds	Club Phoenix	Emergency Alert
		Safe n Sound Self Storage	Emergency Alert
		InfraBuild Wire	Austube Mills Newcastle Security to contact InfraBuild Steel Ingall Street Security

AUSTUBE MILLS DOCUMENT MANAGEMENT SYSTEM SHAREPOINT VERSION IS THE ONLY CONTROLLED VERSION - UNCONTROLLED WHEN PRINTED

Austube Mills Newcastle Emergency Response Plan

NC-WHS-EMG-PLN-001

Approved By: SET Superintendent

Austube Mills Plan Document

Scenario	Meteorological conditions (Wind Direction / Rainfall)	Business Neighbour and/or Resident or Sensitive Receptor	Contact Method	
- No 1 Mill Paint Machine - Fire or Gas Leak		InfraBuild Contistretch	Austube Mills Newcastle Security to contact InfraBuild Steel Ingall Street Security	
		CMS	PRIMP contact list	
		Fert Direct	PRIMP contact list	
		Residents of William Street	Emergency Alert	
		Residents of Arthur Street	Emergency Alert	
Potential material harm to the environment caused by - No.2 Mill Weld Repair, - No 1 Mill Paint Machine - Fire or Gas Leak	South-Westerly Winds	InfraBuild Rod Mill	Austube Mills Newcastle to contact InfraBuild Steel Ingall Street Security	
		Contistretch	Austube Mills Newcastle to contact InfraBuild Steel Ingall Street Security	
		InfraBuild Wire	Austube Mills Newcastle to contact InfraBuild Steel Ingall Street Security	
		InfraBuild Industrial park	Austube Mills Newcastle to contact InfraBuild Steel Ingall Street Security	
		CMS	PRIMP contact list	
	South-Easterly Winds	InfraBuild Rod Mill	Austube Mills Newcastle to contact InfraBuild Steel Ingall Street Security	
		InfraBuild Bar Mill	Austube Mills Newcastle to contact InfraBuild Steel Ingall Street Security	
	Potential material harm to the environment caused by discharge. - Paint, - Mill Coolant, - Cooling Tower Water, - Oil - Fire Water into the stormwater system entering the industrial canal.	High Rainfall Event	InfraBuild Rod Mill	Austube Mills Newcastle to contact InfraBuild Steel Ingall Street Security
			InfraBuild Wire	Austube Mills Newcastle to contact InfraBuild Steel Ingall Street Security
			InfraBuild Bar Mill	Austube Mills Newcastle to contact InfraBuild Steel Ingall Street Security
Newcastle Port Corporation			Austube Mills Newcastle SET Superintendent to contact	

34.9 Minimising Harm to Persons on the Premises

This aspect of the PIRMP has been referred to in the main document which includes procedures for site evacuation. At all times, minimising harm to persons is a priority of the Austube Mills Newcastle site.

34.10 Maps

- Stormwater Drain

Austube Mills Newcastle Emergency Response Plan NC-WHS-EMG-PLN-001

Approved By: SET Superintendent

Austube Mills Plan Document

Records of formal training processes requiring sign-off will be recorded on the site Training Record System. Review of training needs and requirements may be undertaken in future reviews of this document.

34.13 Making Plans Available

Some sections of the plans must be made available within 14 days after they have been prepared by:

- Placing them in a prominent position on a publicly available website of the licensee.

The information to be made to the public:

- must include the procedures for contacting the relevant authorities including the EPA, local council, NSW Ministry of Health, SafeWork NSW and the Fire and Rescue NSW.
- must include the procedures for communicating with the community described in Section 3.3.6 of NSW EPA Environmental Guidelines: Preparation of pollution incident response management plans
- may be exclusive of any personal information within the meaning of the Privacy and Personal Information Protection Act 1998.

The above requirements for making plans available have been copied or summarised from this document which are provided below in [Appendix 2](#).

35. Appendix 2 Pollution Incident Response Management Plan Publicly Available Information

This appendix has been prepared for the purposes of online publication of requirements relating to the site Pollution Incident Response Management Plan.

It contains a direct reproduction of content drawn from the Pollution Incident Response Management Plan though has been modified to exclude personal information within the meaning of the Privacy and Personal Information Act 1998.

Table 1 below has been duplicated from [Section 28.6](#) and shows the contact details for the relevant authorities in cases where a pollution incident has the potential to cause material harm and therefore warrant implementation of the complete plan. The contacts described are to be notified in the order of priority shown.

Table 17 Contact Details of Relevant Authorities

Name of Relevant Authority	Contact Details
1. EPA	131 555
2. Emergency Services	000 - (to be used in all situations unless as described per below) 1300 729 579 (<u>Only</u> call if there is an immediate threat to human health within the community or property)
3. The Ministry of Health (via the local public health unit)	4924 6477 (diverts to John Hunter Hospital) - Ask for Public Health Officer on call.
4. Work Safe Authority	131 050
5. Newcastle City Council	4974 2000
6. Fire and Rescue NSW	000
7. Newcastle Port Corporation	4929 3890
8. Jemena (Natural Gas)	131 909
9. Ausgrid	131 388

The table below has been duplicated from above and lists contact details for nearby land uses which lie within a nominal

AUSTUBE MILLS DOCUMENT MANAGEMENT SYSTEM SHAREPOINT VERSION IS THE ONLY CONTROLLED VERSION - UNCONTROLLED WHEN PRINTED

Austube Mills Newcastle Emergency Response Plan NC-WHS-EMG-PLN-001

Approved By: SET Superintendent

Austube Mills Plan Document

five hundred metre radius of Austube Mills Newcastle. In the event of a pollution incident occurring, consideration needs to be given to notifying the premise occupiers where it is deemed that the pollution incident has the potential to cause material harm and therefore may pose those premises or the occupiers at risk. Any notification made should seek to provide where possible detail regarding any possible controls that may assist such as remaining indoors, closing windows and doors.

Table 18 Nearby Neighbours and Contact Details

Aspect	Name	Business	Residential	Sensitive Receptor	Contact Details
North	InfraBuild Rod Mill	✓			InfraBuild Steel Ingall Street Security 4935 4484 or 4935 4999
	InfraBuild Bar Mill	✓			InfraBuild Steel Ingall Street Security 4935 4484 or 4935 4999
	NSW Police training (Admin Building)	✓			Christine Brooks 0428 150 776
East	InfraBuild Wire	✓			InfraBuild Steel Ingall Street Security 4935 4484 or 4935 4999
	CMS	✓			Steven Brownell 0437 872026 or 024935 2500
	Fert Direct	✓			Wayne Saxby /Dough Chadwick 0409 128 492 / 0439 180 789
South	West's Mayfield	✓			4903 6100
	Six Hats kindergarten	✓		✓	4967 4991
	Hunter Women's Centre	✓			4968 2511
	Safe and Sound Storage Facility	✓			4968 1555
	Residents of Arthur Street		✓		Various
	Residents of William Street		✓		Various
	Residents of Avon Street		✓		Various
	Residents of Vine Street		✓		Various
West	Vacant land	✓			NA
	InfraBuild Steel Centre	✓			4967 0900

Austube Mills Newcastle has determined that the method to be deployed for the notification of the local community where required is the Emergency Alert system described in the 'The City of Newcastle – Newcastle Local Disaster Plan (Displan) (2008)'. Operation of the Emergency Alert system is managed by the local combat agency controller (Fire or Police). Other methods of community notification may also be employed based upon an assessment of the circumstances by the combat

AUSTUBE MILLS DOCUMENT MANAGEMENT SYSTEM SHAREPOINT VERSION IS THE ONLY CONTROLLED VERSION - UNCONTROLLED WHEN PRINTED



Austube Mills Newcastle Emergency Response Plan
NC-WHS-EMG-PLN-001

Approved By: SET Superintendent

Austube Mills Plan Document

agency controller.

Austube Mills has an obligation to identify relevant pollution incidents to the combat agency controller where those incidents pose, or may pose, an environment impact to the local community which has the potential to cause material harm.