



Construction Environmental Management Plan



NSW Long Term
Train Support Facility
Depot Relocation
(Hexham)



Application: SSI - MP 07_0171 (MOD 2)
August 2022

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Document Approval/ Sign Off

Position	Name	Signature	Date
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Project Manager

Version Control

Rev	Date	Author	Comments
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1	10/08/2022	Harry Egan	Final
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1.0 Introduction

This Construction Environmental Management Plan (CEMP) has been prepared to specify the environmental mitigation measures to be implemented during the construction phase of the NSW Long Term Train Support Facility (TSF) Depot Relocation (the Project), and to document the mechanisms for demonstrating compliance with the relevant approvals.

1.1 Project Description

The Hunter Valley Coal business is experiencing a sustained reduction in coal haulage volumes. The key regional priority is to consolidate and simplify the footprint and operating complexity of the Aurizon business while continuing to support the transportation of coal throughout the Hunter region. The Project will achieve this by the following:

- Construction of the following elements:
 - A warehouse for the storage of rail maintenance equipment.
 - A depot for office staff and train crew.
 - Ancillary staff and visitor car park connected to the private roadway (existing main access road).
- Rail wagon storage area located on the western portion of the western portion
- Ancillary infrastructure (hardstand, water management, landscaping, lighting etc)
- Utilities connection.

1.2 Site Description

The Site has a total area of 255ha and is located at Hexham approximately 16km north-west of the Newcastle Central Business District.

The Site shares borders with the Main Northern Railway and Pacific Highway to the east and the New England Highway to the north. To the south and west rural properties and the Hexham Swamp Nature Reserve are adjacent. The Site is located within a predominantly industrial setting, with only a small number of residential dwellings within the local vicinity.

The Site's history as a coal handling facility has resulted in the southern portion of the site containing an abandoned rail loop corridor and coal washery reject (CWR). CWR is retained within vegetated stockpiles however it is also present extensively in sub surface deposits. Remediation completed during the construction of the Site infrastructure has resulted in excavated CWR and neutralised Potential Acid Sulphate Soil being stockpiled in the southern portion of the site

Brancourts Manufacturing and Processing Pty Ltd are currently licensed to use a portion of the site for a waste water treatment plant and effluent irrigation area under Environmental Protection Licence (EPL) 816. Effluent is irrigated over the above mentioned CWR stockpiles.

In 2015 construction of the Hexham Long Term Train Support Facility (TSF) was completed consisting of site infrastructure, associated civil works and remediation of site contamination.

1.3 Project Context

The TSF project was assessed and approved as State Significant Infrastructure (SSI) under Part 5.1 of the *Environmental Planning and Assessment Act 1979* (EP&A Act).

The Site was approved by a delegate of the Minister for Planning and Infrastructure under MP07_0171 dated 10 October 2013. The Hexham TSF Turning Angle (the Turning Angle) Modification MP 07_0171 MOD 1 (SSI-6090) was approved on the 09 October 2019. The Project Modification MP 07_0171 MOD 1 (SSI-6090) MOD 2 was approved in September 2022.

This Construction Environmental Management Plan (CEMP) has been developed and implemented as required by Schedule E, Condition E62 of the Approval.

The CEMP has been developed in compliance with the Guidelines for the Preparation of Environmental Management Plans (Department of Planning, 2004).

A matrix of the relevant conditions of approval is included as Appendix B and identifies where these conditions have been addressed in the CEMP.

This CEMP forms part of the Construction Tender Documentation as a minimum standard for construction. Any amended version of the CEMP prepared by the contractor must specifically reflect applicable conditions of the Approval, and reference applicable EPLs and their conditions.

1.4 CEMP Objectives

The objectives of this CEMP are:

- To minimise and control the impact of construction on the environment;
- Ensure compliance with all relevant legislation and project approvals;
- Minimise disruption/inconvenience to the community during construction;
- Equip all project staff and contractors with the appropriate training, equipment and delegations to implement their environmental obligations under this CEMP; and
- Provide mechanisms for identifying and managing environmental impacts arising from changes to construction.

2.0 Construction Activities

2.1 Construction Activities and Methodology

Construction will be undertaken in general accordance with the stages described below utilising the following equipment.

2.1.1 Enabling Works

To prepare the site for the commencement of construction the following activities will be undertaken:

- Dilapidation surveys of the Tarro Interchange;
- Completion of pre clearance surveys;
- Fencing constructed to delineate site boundaries, work areas and sensitive environment areas as required; and
- Environmental and traffic management controls installed ahead of the commencement of civil works where required.

2.1.2 Mobilisation

Project mobilisation is proposed to be finalised in October 2022.

2.1.3 Clearing, Environmental Controls and Bulk Excavation

Realignment of the existing 1.8m chainwire fencing is required to suit the new footprint along with construction gate access. Vegetation and removal of topsoil will then be undertaken and removed to the designated stockpile onsite. Establish silt fencing and environmental controls prior to cut and fill stage.

Cut and fill the overall site to bring the site up closer to the required reduced levels including installation of the diversion bund to the South to assist with stormwater runoff control. This will include setting up the site compound within the Project area along with covered way access for Workers to access shedding during inclement weather events. We have proposed a temporary hardstand with the Project boundary for the Site parking area and utilised the existing haul road along the northern boundary as an access road for cars and truck access to the stockpile area.

2.1.4 Civil Stormwater and Services Reticulation

Construct the new civil stormwater along with the headwall and associated pits with sedimentation controls and connect into the existing swale to the East. Other services reticulation is also proposed to be installed at this stage including domestic water, hydrant water, sewer main, power and communications. This will also include connections to the existing infrastructure and involve coordinating with the existing Combined Maintenance Facility (CMF).

Truck movements are proposed to be via the ring road loop entering the site in either Gate 1 or 2 and then exiting the site via a wheel wash out system via Gate 4 or 5.

2.1.5 Office Depot Stage 1

With the critical path running through the Depot Office and following the Overall Services Reticulation stage, the Office pad will require filling with engineered fill and compacted to reduced levels. Detailing for in ground services and the raft slab will then be constructed in 2 stages. It is important that steel and timber frame detailing is completed well in advance so that materials can be fabricated in time for installation once the raft slabs are complete.

Concrete will be pumped from a mobile pump located in the Stage 5b area with agitators accessing the pump via Gate 2 from the loop road. Traffic control should not be required as agitators can back onto the pump within the site and then leave the site via Gate 4.

Again deliveries will be managed from the loop road via Gate 2 ready for crane lifting onto the raft slabs or via manitou to laydown areas along the south-eastern frontage of the Office.

All deliveries will need to be closely managed and monitored to minimise disruptions to the loop road.

2.1.6 Warehouse – Stage 2

Once the Depot Office inground services and raft slab is detailed the Trades will continue onto the Warehouse. Structural steel will need to be fabricated so that installation can follow the pouring of the Raft Slab.

2.1.7 Northern Carpark – Stage 3

Once the earthworks are completed to the Warehouse and Vehicle Wash Bay, the pavement construction will commence to the Northern carpark. This Stage will be concurrent with the Office and Warehouse and be a separate work area to allow the pavements to be finished in a staged manner.

2.1.8 Heavy Vehicle Loading Area – Stage 4

Once the Warehouse wall cladding and louvre works are completed the pavement construction will commence to the Heavy Vehicle and Loading Area. This Stage will also be concurrent with the Depot Office and allow site deliveries to continue to service the Site via Gate 2 and 3.

2.1.9 Eastern Carpark – Stage 5A and 5B

It is proposed to build the Eastern carpark pavement in 2 stages per above to ensure that the Depot Office is still accessible. This will complete the pavement construction for the Project and allow the landscaping, signage, line marking and wheel stops to commence.

2.1.10 Demobilisation

Following the commissioning of the Project, final works will be completed including landscaping and making good of access roads. As these works are completed the removal of the temporary construction facilities including the site compound, fencing, signage and temporary environmental controls will be undertaken where required.

The site of all ancillary facilities will be rehabilitated to at least their pre-construction condition, unless otherwise agreed between Aurizon and the landowner (where relevant).

Measures for rehabilitating areas disturbed by construction and that are not required for ongoing activities associated with construction (such as construction compounds and stockpile areas) are detailed in the Construction Waste and Spoil Management Plan (CWSMP).

Disturbed areas will be regraded to their original contours or to a landform that blends in to the surrounding landscape and does not adversely affect surface water runoff. These areas will be seeded and/or planted with locally endemic flora species and protected from sediment loss and erosion through the installation of controls in accordance with Landcom (2004) Managing Urban Stormwater: Soils and Construction (the Blue Book) and the identification and establishment of these areas as “no-go” zones.

2.2 Water Management

Groundwater is not expected to be intercepted during construction activities associated with the Project as detailed in Section 5.25 Modification to SSI-6090 Hexham Long Term Train Support Facility-Ancillary Depot and Wagon Storage (Ethos Urban, 8 April 2022).

If groundwater is intercepted a construction methodology has been developed for the construction of footings within water, negating the need for significant pumping.

The overall strategy for managing groundwater is to utilise temporary storage tanks to store groundwater as required. Where possible, groundwater removed (dewatered) from active excavation areas may be returned to the ground (recharged) in adjacent areas by pumping. The prevailing climate and groundwater levels would determine the suitability of this method.

Dewatering of construction cells due to intercepted stormwater from discreet meteorological events will be undertaken as required. Water will be pumped into temporary holding tanks prior to utilisation in dust suppression or construction activities. If a beneficial reuse cannot be identified release into the existing site stormwater management system will also be permitted.

All water will undergo lab analysis to determine water quality meets performance criteria prior to reuse/release.

2.3 Remediation

Remediation will be carried out generally in accordance with the Site Management Plan (SMP) and Construction Contamination Management Plan (CCMP) with activities consisting of:

- Sampling, testing, neutralization and stockpiling of excavated PASS throughout the works area;
- Removal of stockpiles for disposal in appropriate licenced landfill facilities;
- Removal of asbestos containing soils, for disposal in appropriate licenced landfill facilities by a suitably licenced contractor in accordance with WorkCover requirements; and
- Excavation of hydrocarbon impacted soils for landfarming (where appropriate) or disposal to a suitably licenced landfill facility. Where remediated soils can comply with the relevant soil criteria they will be reconditioned and reused as fill onsite.

2.4 Indicative Timing and Scheduling

The project is expected to be completed over a nominal duration of 7 months from approval. The indicative schedule of construction activities is summarised in Table 1.

Table 1 - Indicative Construction Stages and Scheduling

Construction Phase	Activity	Indicative Schedule
Mobilisation	<ul style="list-style-type: none"> Tarro interchange dilapidation survey Delineation of sensitive areas Site establishment 	November 2022
Civil Earthworks	<ul style="list-style-type: none"> Clear and grub Strip topsoil Bulk earthworks Civil stormwater and services reticulation 	November 2022 to December 2023
Construction	<ul style="list-style-type: none"> Construction: Stage 1 - Depot Stage 2 - Warehouse of depot Stage 3 – Carpark Stage 4 – Heavy vehicle loading area Stage 5a and 5b – Eastern carpark 	December 2022 – August 2023
Demobilisation	<ul style="list-style-type: none"> Site clean-up and demobilisation 	May 2023

2.5 Staffing and Hours

The Project is likely to generate 50 short term construction roles. Work would be generally undertaken during standard construction work hours:

- 0700 to 1800 - Monday to Friday;
- 0800 to 1300 – Saturday;
- No work on Sundays or Public Holidays.

Construction activities (including the delivery of materials) outside of the prescribed construction hours may be undertaken in the following circumstances:

- (a) construction works where the cumulative air-borne noise generated is:
 - (i) no more that 5 dB(A) above the rating background level at any residence in accordance with the *Interim Construction Noise Guideline* (DECC, 2009) or as updated; and
 - (ii) no more than the noise management levels specified in Table 3 of the *Interim Construction Noise Guideline* (DECC, 2009) or as updated at other sensitive receivers;
- (b) where a negotiated agreement has been reached with affected receivers as the prescribed noise and vibration levels cannot be achieved;

- (c) for the delivery of materials required outside these hours by the NSW Police Force, RMS or other authorities for safety reasons;
- (d) where it is required in an emergency to avoid the loss of lives, property and/or to prevent environmental harm; or
- (e) works approved through an EPL (including rail possessions) and in accordance with an out-of-hours works procedure.

Any work proposed to be conducted outside of the standard work hours would be undertaken in accordance with the out-of-hours procedures.

3.0 Environmental Management

3.1 Safety, Health and Environmental Management Systems

The Aurizon Enterprise-wide Safety, Health and Environmental (SHE) Management System sets the direction across the enterprise and ensures that activities, which have the potential to affect the safety and health of people and /or the receiving natural environment, are planned, organised, implemented and checked in accordance with legislative requirements.

Aurizon's commitment to achieving best practice performance across all its operations as one of Australia's largest transport and logistics businesses is formalised in Aurizon's Enterprise-wide Environmental Policy (POL-08) and is given effect via Aurizon's Enterprise-wide Environmental Management Principle (ENV-PR1-001).

This Aurizon Environment Principle sets out requirements for the Organisation to:

- Ensure mechanisms are established to achieve compliance with environmental laws, regulations, Board policies and, corporate directives/principles, applicable industry standards and codes; and
- enable effective management of environmental risks; and
- achieve continual improvement in environmental performance; and
- Give effect to the Environmental Policy.

3.2 Roles and Responsibilities

All staff and contractors have an obligation to implement the requirements of this CEMP. Specific responsibilities for administering, monitoring and reporting as required by this CEMP are detailed below in Table 2.

Table 2 Indicative Environmental Roles and Responsibilities

Position	Responsibility
Aurizon Communications Team	<ul style="list-style-type: none"> • Corporate governance of public communications.
Aurizon Project Manager	<ul style="list-style-type: none"> • Authorise environmental management activities as required by the CEMP; • Ensure adequate resources area available to implement the requirements of this CEMP; • Review audit outcomes and direct updates to CEMP as required; • Ensure the CEMP accurately reflects the construction activities; • Issue non-conformance reports; • Update ER on all construction and design related changes (if required to be engaged); • Closing out/ ensuring corrective action for non-conformances; and • Hold regular project team meetings (including the SEA).
Construction Manager (Hutchies Pty Ltd)	<ul style="list-style-type: none"> • Facilitate ER (if required to be engaged) access to site and implementation of this CEMP; • Maintain PC EMPs and ensure they are consistent with CEMP; • Ensure all project personnel are inducted to site; and • Ensure environmental impacts are minimised.
Environment	<ul style="list-style-type: none"> • Principal point of advice in relation to project environmental

Position	Responsibility
Representative (ER) Note: Only relevant if an ER is required to be engaged as part of the Project).	performance; <ul style="list-style-type: none"> • Monitor the implementation and outcome of all environmental management plans and monitoring programs required under this approval and advise the Proponent upon the achievement of these plans and programs; • Responsible for advising Aurizon on MCoA and other licences; • Ensure compliance with MCoA D5; • Approve/reject minor CEMP amendments; • Direct controls be implemented to mitigate environmental impacts; • Be consulted where community concerns exist regarding environmental performance.
Principal Adviser Environment (Aurizon)	<ul style="list-style-type: none"> • Manage, review and implement the CEMP; • Undertake environmental auditing and reporting; • Obtain relevant licences, permits and approvals; • Respond to environmental incidents; • Prepare environmental induction and toolbox talks; • Provide input and advice on SWMS; • Implement the Community Consultation Strategy (CCS); • Primary point of contact for community and regulatory authority liaison; • Liaise with stakeholder and government agencies; • Attend regular project team meetings;
Site Environment Officer (HutchiesPty. Ltd.)	<ul style="list-style-type: none"> • Day to day management of all onsite environmental aspects; • Undertake daily site inspections; • Provide advice to project personnel on environmental issues; • Include environmental controls in relevant SWMS; • Periodically carry out inductions/tool box talks where required; • Ensure all employees and sub-contractors and are adequately inducted and trained with all the requirements of this CEMP (including all sub-plans); • Attend regular project team meetings.
Site Foreman (HutchiesPty Ltd)	<ul style="list-style-type: none"> • Assist the Site Environment Officer to ensure the site-specific requirements of the CEMP are fulfilled on site; • Assist the Site Environment Officer to ensure all employees and sub-contractors and are adequately inducted and trained with all the requirements of this CEMP; • Co-ordinate storage of materials on site.
Other Employees and Contractors	<ul style="list-style-type: none"> • Attend all environmental training required; • Comply with the requirements of this CEMP; • Undertake all activities in accordance with agreed procedures and work methods; • Follow instructions of the ER/Site Environment Officer.

3.3 Approval and Licensing Requirements

The relevant conditions of the Approval and Statements of Commitment and where they are addressed in this CEMP are included in Annexure 3 respectively. Relevant legislation, approvals and licences that apply to the Site and must be complied with are detailed in Table 3.

Aurizon also holds a number of legally binding agreements, contracts and licences with a range of other entities that have interests on land within or adjoining the Site. These are briefly summarised in Table 4.

Table 3 - Relevant legislation, approvals and licences

Legislation	Relevance to the Project	Approval Body
<i>Environmental Planning and Assessment Act 1979</i>	State Significant Infrastructure Approval MO07_0171 MOD 2	Department of Planning and Environment
<i>Protection of the Environment and Operations Act 1997</i>	Relevant legislation and regulation pertaining to pollution and waste management.	NSW Environment Protection Agency
<i>Roads Act 1993</i>	Approval for work within the road reserve of NEH and Woodlands Close required under Section 138 of the Act.	Transport for NSW (TfNSW) and Newcastle City Council (NCC)
<i>Water Management Act 2000</i>	Groundwater licences for extraction of water if required.	Office of Environment and Heritage (OEH)
<i>Local Government Act 1993</i>	Work within the road reserve of Woodlands Close under Section 68 of the Act. Sewerage system licence under Section 68 of the Act.	Newcastle City Council (NCC)
<i>Conveyancing Act 1919</i>	Creation of easements for utilities (water/electricity/telecomm) under Section 88B of the Act.	Department of Lands and Property Information
<i>Dangerous Goods Act</i>	Notice to Store dangerous goods required.	WorkCover

Table 4 - Agreements

Legislation	Relevance to the Project
Jemena Gas	Protection works for the 500mm gas pipeline.
ARTC	Track possessions for rail connections.
HWC	Connection to HWC 200mm water main. Water usage agreement. Trunk water main protection
Brancourts and EPA	Lease deed permitting use of irrigation under EPL 816.
Brancourts and HWC	Brancourts effluent and water supply lines protection
Ausgrid	11kV connection, poles and 3 x kiosks.
Optus	Underground fibre-optic protection.

Legislation	Relevance to the Project
Telstra	Telecommunications connection
EESG	Bio Banking Certificate (Transaction #201607-TF-156)

3.4 Management Plans

The requirement for environmental management plans required by conditions of the Approval are detailed in Table 5 below.

Where management measures are required to be developed to maintain compliance with the Approval but the development of a specific management plan is not stipulated these management strategies have been included in the CEMP.

Table 5 - Management Plans

Construction Plan	CEMP Section	Approval Condition
Compliance Monitoring and Reporting Program	Section 5 and Annexure 3	D5
Soil and Water Management Plan	N/A	C9
Air Quality Management Plan		E62(e - i)
Flood Emergency Management Plan	N/A	C15
Surface and Groundwater Monitoring Program	N/A	C19
Community Communication Strategy	N/A	D1 & E62(g)
Green and Golden Bell Frog Management Plan	Fauna and Flora management Plan	
Traffic Access Management Plan	N/A	E63(a)
Flora and Fauna Management Plan	N/A	E63(b)
Noise and Vibration Management Plan	N/A	E63(c)
Stormwater Management Plan	N/A	E63(d)
Heritage Management Plan	N/A	E63(e)
Contamination Management Plan	N/A	E63(f)
Construction Waste and Spoil Management Plan		E62(e - ii)
Site Management Plan	N/A	E63(f)

3.5 Environmental Risk Assessment

The Environmental Risk Assessment (ERA) has been reviewed during through the development and implementation of the Project CEMP with reference to the enterprise Safety Risk Management Principle, Aurizon corporate environmental policies and standards and the Aurizon Enterprise Risk Management Framework. The ERA has been developed in compliance with Condition E62(e) (i-iv) of the Approval.

In line with the Aurizon Change Management Standard, the risk assessment will be reviewed in the following circumstances:

- Upgrade, replacement or decommissioning of old plant or equipment;
- change to business as usual activities or construction methodology; and
- following major environmental incidents.

No change, replacement or alteration of any plant or construction methodology is permitted if this change increases or is likely to substantially increase, the risk of environmental harm.

The project environmental risk assessments has been included in Annexure 4.

4.0 Consultation

Consultation was undertaken with regulatory bodies during the Project environmental assessment process following receipt of the Secretaries Environmental Assessment Requirements (SEARs). Consultation sought to ensure that the regulatory bodies considered that the SEARs were adequate and no additional assessment considerations were required.

Consultation with adjacent landholders was undertaken during development of the Preliminary Environmental Assessment Report and prior to submission of the final Environmental Assessment report. During the final round of consultation relevant specialists' reports were provided to the landholders outlining the findings of the Environmental Assessment.

Stakeholders and their feedback is detailed below:

- Adjacent landholders
 - Flooding impacts
 - Biodiversity
 - Construction noise
 - Traffic/access
- Department of Planning and Environment
 - SEARs issued
- Department of Planning and Environment – Energy, Environment and Science Team
 - No response provided
- Hunter Development Corporation
 - No request for information made
- Local Land Services
 - No request for information provided
- Newcastle City Council
 - No comment
- Transport for NSW
 - No comment
- NSW Environment Protection Authority
 - No request for information provided

Following public exhibition of the Environmental Assessment a range of issues were raised by the stakeholders as listed below. These issues were addressed as part of the State Significant Infrastructure MP07_0171 Modification: Response to Submissions (Ethos Urban, 13 August 2019) report.

- Adjacent landholders
 - Flooding impacts
 - Biodiversity
 - Construction noise
 - Traffic/access
- Department of Planning and Environment
 - Design clarification
- Department of Planning and Environment – Energy, Environment and Science Team

- No response provided
- Hunter Development Corporation
 - No request for information made
- Local Land Services
 - No response provided
- Newcastle City Council
 - Request for information regarding septic system
 - Community contributions
 - Stormwater management
 - Traffic/access
- Transport for NSW
 - Further information requested on traffic impacts and access
- NSW Environment Protection Authority
 - No response provided

Issues raised by relevant regulatory departments were determined to be adequately addressed in the Project environmental assessment with additional clarification provided in the Response to Submissions report. No amendments to the Project proposals were required in response to any of the received submissions.

5.0 Compliance

5.1 CEMP Amendments

The CEMP may be amended from time to time as per issue or following review at regular intervals.

The Aurizon Environment Advisor or ER, if required to be engaged, has authority to approve/reject minor amendments to this CEMP. Minor amendments are changes that do not have a detrimental effect on the environment or increase the risk profile.

Major changes to the CEMP will be reviewed by the ER, if engaged, and forwarded to the Director General for Approval.

5.2 Consistency Review

Proposed changes to the scope of the Project shall be subject to a Consistency Review as permitted by Condition B7 of the Approval.

The consistency review shall be undertaken by Aurizon and issued to the ER for approval (if engaged) prior to work occurring. If the scope and impact of the proposed modification is inconsistent with the approved SSI then a modification to the Infrastructure Approval will be required to be sought from the DPI&E.

5.3 Environmental Monitoring

The timing, frequency, locations and responsibilities for the proposed monitoring programs are specified in the respective sub-plans and summarised in Table 8 below.

If an Environment Protection Licence (EPL) is obtained for water discharge, specific requirements for the publication of monitoring results in accordance with section 66(6) POEO Act apply. In summary, this provision requires that:

- Licensees must publish or make available monitoring data that relates to pollution within 14 days of obtaining the data and/or receiving a specific request for a copy of the data;
- Must make the monitoring data related to pollution available in a prominent position on the website; and
- The data to be published or provided is limited to data that relates to pollutants generated, discharged or emitted from the licensed premises.

5.4 Compliance Tracking Program

Compliance reporting will be undertaken in compliance with Condition D5 of the Compliance Reporting: Post Approval Requirements (DP&E, May 2020). The compliance reporting program is detailed in Table 6 below with the Turning Angle conditions of approval compliance tracker included in Annexure 3.

Inspections and audits against the conditions of Approval and management plan requirements will be undertaken by the Adviser Environment or, if engaged, the ER in consultation with the DPI&E. Aurizon will also undertake inspections and audits of the works as per Table 6 with frequency and scheduling dependent on construction activities and project environmental performance.

Table 6 - Compliance Reporting Table

Compliance Report/Inspection	Phase	Timing	Minimum Frequency
Operational Compliance Report	Operation	Annual for duration of operation	Annual
Post Decommissioning Compliance Report	Decommissioning	Report to be submitted to the Planning Secretary within 12 weeks of completion of decommissioning	Single report only
Inspection	Construction and Decommissioning	TBD based on site activities	Weekly
Internal audit	Construction	TBD based on site activities	Once during construction

5.5 Reporting Requirements

Environmental reporting will be incorporated into the Contractors Monthly Progress Report addressing the following:

- Description and response to all incidents of non-compliance with the CEMP;
- All near-miss environmental incidents;
- Status of any Environmental Improvement Notices;
- Summary of results of environmental inspections and audits;
- Consultation actions and feedback;
- Opportunities for improvement of the CEMP; and
- Any other relevant issues.

5.6 Document Control and Record Management

Requirements for the identification, collection, indexing, access, filing, storage, maintenance and disposition of environmental documents and records are defined in Aurizon Document Control Arrangements and Information Management Principle. This principle provides direction for ensuring all information remains current, valid, endorsed and readily available to all employees and other stakeholders where applicable.

This principle requires as a minimum that documents / management systems:

- Provide clear accountability and ownership of all specific information;
- are capable of applying appropriate security, document retention, review scheduling and subsequent updating of all information as it relates to the EMS; and
- Are accessible and controlled by all relevant stakeholders.

Environmental documentation associated with the Site is summarised in Table 7. Environmental records must be kept for a minimum period of 5 years in an electronic format.

All environmental records must be available for presentation to the regulator upon request.

Table 7 - Document Control and Record Management

Record Type	Location
Environmental Awareness Training	LMS
Spill Management Training	LMS
Contaminated Site Notification	NSW EPA
Waste Tracking Certificates	EPA Online System
Site Inspection Checklists	Local Records
Emergency Drills	Local Records
Incidents and Investigation Correspondence	BEAKON
Sewage System Maintenance Record	ERE
Environmental Audits	Intranet
Environmental Reports	Intranet
Environmental Risk Assessment	Intranet
CEMP	Intranet
Environmental / Safety Meeting Minutes / Communications	Local Records
Inductions	Local Records

5.7 Corrective Actions

Identified non-conformances with this CEMP, legislative or other requirement will be managed in accordance with Operational Non Conformance & Incident Reporting. This procedure requires that:

- The reporting of non-conformances is promoted as a desired behaviour;
- Aurizon's Safety, Health and Environment Management system (BEAKON) is the key tool by which environmental hazards, incidents and non-conformances are reported;
- the reporting of non-conformances include the identification and documentation of all the factors and underlying causes that contributed to the incident, the controls that were intended to prevent it and analysis of any failures in the controls; and
- Information gathered from non-conformances is reported to improve performance and systems and manage risk.

Records of all non-conformances will be kept in accordance with document control procedures and communicated to relevant parties.

Corrective and preventative actions arising from non-conformances will be managed in accordance with Effectiveness of Corrective & Preventative Actions. This document requires that:

- All actions or activities identified to further mitigate or reduce an operation risk exposure have been given specific timeframes and accountabilities for their effective implementation;
- a systematic review of the effectiveness of such activities is undertaken at appropriate timeframes proportionate to the level of risk exposure;
- governance of the effective implementation of the preventative actions identified must be completed through systematic organisational hierarchy sign-off process;
- a systematic process to ensure unresolved activities identified to reduce risk exposure are escalated to appropriate organisational levels to ensure resolution; and
- Audit processes external from the business unit are also used to review the effectiveness of risk mitigation actions.

Records of all corrective and preventative actions will be kept in accordance with document control procedures and communicated to relevant parties.

Table 8 Summary Monitoring Frequencies

	Activity	Area	Resource	Responsibility	Frequency	Reported to
General	Daily Environmental Inspection	All	Site Report / Diary	Hutchies Environmental Manager / Foreman	Daily	Site Environmental Officer
	Weekly Environmental Inspection	All	Weekly Site Environmental Inspection Checklist	Hutchies Environmental Manager	Weekly	Senior Adviser Environment / Project Manager (or delegate)
Air Quality	Visual monitoring of air quality impacts	Active construction sites	Daily Site Report (Foreman's Diary)	Foreman / Hutchies Environmental Manager	Daily	Site Environmental Officer
	Prevailing wind conditions and weather forecasts	All	Weather forecast website (5-7 day look ahead) Site Report / Diary	Hutchies Environmental Manager	Daily	Foreman / Site Environmental Officer
Flora and Fauna	Pre-clearing Inspection	All areas of vegetation clearance	Permit to Clear Vegetation	Hutchies Environmental Manager / Project Ecologist	Prior to each clearing event	Senior Adviser Environment (or delegate)
	Vegetation clearing	All areas of vegetation clearance		Hutchies Environmental Manager / Project Ecologist	Presence during vegetation clearing	Senior Adviser Environment (or delegate)
	Weed monitoring and treatment	All	Weed Management Procedure	Hutchies Environmental Manager	Weekly monitoring and treatment as necessary	Senior Adviser Environment (or delegate)
Noise and Vibration	Attended Noise Monitoring	Monitoring Locations A-D	CNVMP	Hutchies Environmental Manager	As required	Senior Adviser Environment
	Attended Vibration Monitoring	At source of complaint	CNVMP	Hutchies Environmental Manager	As required	Senior Adviser Environment

	Activity	Area	Resource	Responsibility	Frequency	Reported to
	Complaint Monitoring	At location of complaint	Complaints Management System	Environment Manager	As required	Senior Adviser Environment
European Heritage	Routine inspections of areas of known Historic Heritage	Recorded areas of Historic Heritage	Weekly Site Environmental Inspection Checklist	Hutchies Environmental Manager / Foreman	As required	Facilities Coordinator (or delegate)
	Targeted inspections when disturbing areas of known Historic Heritage	Recorded areas of Historic Heritage	Site Report / Diary	Excavation Director	Daily during excavations within recorded areas of Historic Heritage	Facilities Coordinator (or delegate)
Traffic	Inspect traffic routes and protection measures within the Project Area	At interface with public roads	Site Report / Diary	Foreman (or delegate)	As required	Project Manager / Site Environmental Officer
Waste	Waste Management and Disposal	All	Site Report (Diary) and/or Weekly Site Environmental Inspection Checklist	Hutchies Environmental Manager	Weekly	Senior Adviser Environment (or delegate)
PASS/ASS	Monitoring disturbed soil and excavations for ASS/PASS	Refer SMP CCMP		Hutchies Environmental Manager	Refer SMP CCMP	Construction Manager (or delegate)
	Monitoring Treatment or PASS/ASS	Refer SMP CCMP		Hutchies Environmental Manager /Engineer	Refer SMP CCMP	Construction Manager (or delegate)
	Monitoring of leachate ponds from PASS treatment areas	pH and pond capacity		Hutchies Environmental Manager /Engineer	Only when treatment area is in use. As needed when water is present, and after rainfall	Senior Adviser Environment (or delegate)
	Monitoring of groundwater levels	Groundwater level relative to adopted dry level conditions		Hutchies Environmental Manager	As per SGWMP	Senior Adviser Environment (or delegate)

	Activity	Area	Resource	Responsibility	Frequency	Reported to
Surface Water	Surface water monitoring	Refer SGMP	Field measurement Lab Analysis SGMP	Hutchies Environmental Manager	As per SGWMP	Senior Adviser Environment (or delegate) Publicly available for monitoring related to the EPL in accordance with EPA requirements (EPA, 2012) if required.
	Groundwater Monitoring Program	Refer SGMP	SGMP	Hutchies Environmental Manager	As per SGWMP	Senior Adviser Environment (or delegate) Publicly available for monitoring related to the EPL in accordance with EPA requirements (EPA, 2012)
Groundwater	Inspection of Monitoring Bores	Refer SGMP	Site Diary or Weekly Site Environmental Inspection Checklist	Hutchies Environmental Manager	As per SGWMP	Senior Adviser Environment (or delegate)

Note: these are minimum monitoring requirements. In the event of incident or complaint, specific monitoring may be required.

5.8 Communication and Training

5.8.1 Training

Prior to commencing work on site, all staff and contractors must attend a site induction. Site inductions will include:

- Overview of the requirements of this CEMP including the Community Communications Strategy (CCS);
- Legal requirements;
- Environmental responsibilities;
- Environmental incident reporting, management and emergency response;
- Maps of environmentally sensitive areas;
- Site environmental control; and
- Reporting.

5.8.2 Communications

The contents and requirements of this CEMP and its supporting management plans will be routinely communicated to project personnel and management to ensure all staff remain up-to-date with environmental issues. Communication will be delivered by:

- Incident and hazard reports, safety alerts and advices, public distribution lists;
- Senior Leadership Team meetings;
- BEAKON database;
- Site Workplace Health Safety & Environment Committees;
- Live Run;
- Daily pre-start meetings, site safety meetings, toolbox talks, safety interactions; and
- Aurizon intranet sites, newsletters.

Communications as they relate to safety and environmental matters will be communicated verbally. Where immediate behavioural change is required communication must be made within 24 hours. Important information must be delivered within 72 hours. Where an employee is absent the communication must be made at their next shift.

External environmental communication may be conducted via media releases, community meetings and newsletters. Evidence of communications having been delivered will be retained in an electronic format.

The Site Foreman will conduct tool box meetings with all site staff and sub-contractors to address environmental hazards, controls and responsibilities relevant to the day's activities.

5.9 Complaints

All responses to community and regulatory complaints and inquiries will be undertaken in compliance with the Community Consultation Strategy.

6.0 Document Review

The CEMP and supporting management plans will be routinely reviewed to promote continual improvement in compliance with Governance & Internal Control Arrangements. The review will be conducted following changes in scope of the SSI or a reportable incident and can be completed by the SAE.

The review should as a minimum consider the following:

- Regulatory agency comments;
- completed consistency reviews;
- audit findings;
- environmental monitoring records;
- complaints received;
- incident and corrective actions;
- changes in organisational structure and operational procedures; and
- Changes in legislation and standards.

The Aurizon Advisor Environment or, if engaged, the ER will review any proposed updates to the CEMP. The Aurizon Advisor Environment or ER has authority to approve/reject minor amendments to this CEMP. Minor amendments are changes that do not have a detrimental effect on the environment or increase the risk profile. Major changes to the CEMP will require the Director-General's approval.

Continual improvement of the CEMP will be achieved by the continual evaluation of environmental management performance against environmental policies, objectives and targets for the purpose of identifying opportunities for improvement. The continual improvement process will:

- Identify areas of opportunity for improvement of environmental management which leads to improved environmental performance;
- Determine causes of non-conformances and deficiencies;
- Develop and implement a plan of corrective and preventative action to address non-conformances and deficiencies;
- Verify the effectiveness of the corrective and preventative actions; and
- Document any changes in procedures resulting from process improvement.

7.0 Incidents

Aurizon is committed to effectively managing all environmental incidents via the Enterprise-wide framework Incident Management Framework. This guidance document sets out the minimum requirements for Aurizon's businesses for incident notification, injury management, incident investigations and reporting.

All environmental incidents will be managed via the BEAKON system. The BEAKON system provides an electronic system for recording, reporting, monitoring and close-out of all environmental incidents.

7.1 Notifiable Incidents

Where a *Pollution Incident* has been assessed as having potential or actual *Material Harm* to the environment as per S147 POEO Act 1997 immediate notification of relevant authorities is required. The terms *Pollution Incident* and *Material Harm* are defined as follows:

- *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 does not include an incident or set of circumstances involving only the emission of any noise."
 - *Material Harm*
 - "i) it involves actual or potential harm to the health or safety of human beings or to ecosystems that is not trivial, or*
 - (ii) 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.*
- (2) It does not matter that harm to the environment is caused only in the premises where the pollution incident occurs."*

Where a notifiable environmental incident occurs the initial notification process will be undertaken with reference to the Aurizon Pollution Incident Response Management Plan (PIRMP).

The PIRMP details the requirements for undertaking immediate notification of regulatory authorities in NSW where a Pollution Incident which has caused or has the potential to cause Material Harm to the environment has been identified.

As required by Condition D6 of the Approval all incident notifications made to the DPI&E must be made to compliance@planning.nsw.gov.au and include the location, extent and nature of the incident.

The Principal Contractor representative onsite will report all suspected environmental incidents to the Aurizon PM/Senior Adviser Environment immediately. Confirmation of an incident as being notifiable and subsequent regulatory notification will be undertaken by the Aurizon PM/Senior Adviser Environment.

7.1.1 Emergency

Environmental incidents will be managed and responded in accordance with the Site Emergency Response Management Plan (SERP) included in Annexure 5 and to be displayed in the Site Office and lunch rooms.

The SERP details the Site's key personnel, their responsibility and the actions required to address a variety of environmental incidents onsite. The SERP also identifies the location of key resources required to effectively respond to an onsite emergency. In the event of an environmental emergency, initial contact is to be made with the Aurizon Adviser Environment and Project Manager as soon as possible.

Relevant contacts for an emergency are shown in Table 9 below.

Table 9 Emergency Contacts

Organisation	Contact Name	Phone
Hutchies Environment Manager	TBC	TBC
Hutchies Project Manager	Blake Skidmore	TBC
Hutchies Construction Manager	Mark Ferrie	TBC
Aurizon Project Manager	Rachel Lauritzen	0429 220 742
Aurizon Environmental Manager	Mark Harris	07 3019 8507
Aurizon Adviser Environment	Harry Egan	0438 136 697
Environmental Representative	TBA	TBA
Fire, ambulance, police	-	000
DP&E	TBA	02 6575 3405
Environment Protection Authority	-	131 555
Newcastle City Council	-	4974 2000
Roads and Maritime Services	-	1800 679 289
ARTC	ARTC Train Transit Manager	0439 598 718
Hunter Water	24 hour Emergency Contact	1300 657 000
Jemena Gas	Emergency Gary Taunton	131 909 0402 059 751
Telstra	-	132 203
Ausgrid	-	131 388

7.2 Incident Investigation

For all notifiable incidents an Event Manager is to be nominated. The Event Manager will coordinate all phases of Incident Management. Any incident response phase actions must take priority over any initial investigative actions.

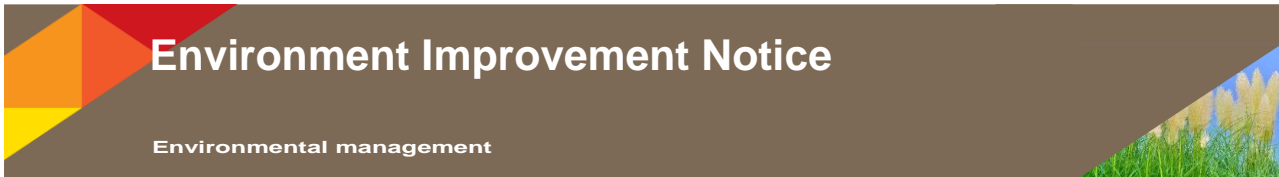
To mitigate against the loss of evidence, advance planning and coordination by the Event Manager with an Incident Commander or local management representatives shall be necessary.

Immediately following the notification of an incident, the nominated Event Manager is responsible for ensuring the appropriate and immediate response activity is enacted.

8.0 References

- Section 5.25 Modification to SSI 6090: Hexham Long Term Train Support Facility-Ancillary Depot and Wagon Storage (Ethos Urban 8 April 2022)
- SSI-6090 Modification 1 - Environmental Assessment Report Revised (Ethos Urban, June 2019) (the EA)
- ADW Johnson (2013) Environmental Assessment, NSW Train Support Facility, 16th November 2012, Project No. 37417.
- JBA (2013) Preferred Project Report and Response to Submissions Project Application (MP07_0171), June 2013, ref: 12599.
- Catchment & Creeks Pty Ltd (2012) Sediment Control – A Field Guide for Construction Site Managers, April 2012, V4.
- EPA (2012) Requirements for publishing pollution monitoring data.

Annexure 1 - Forms and Checklists

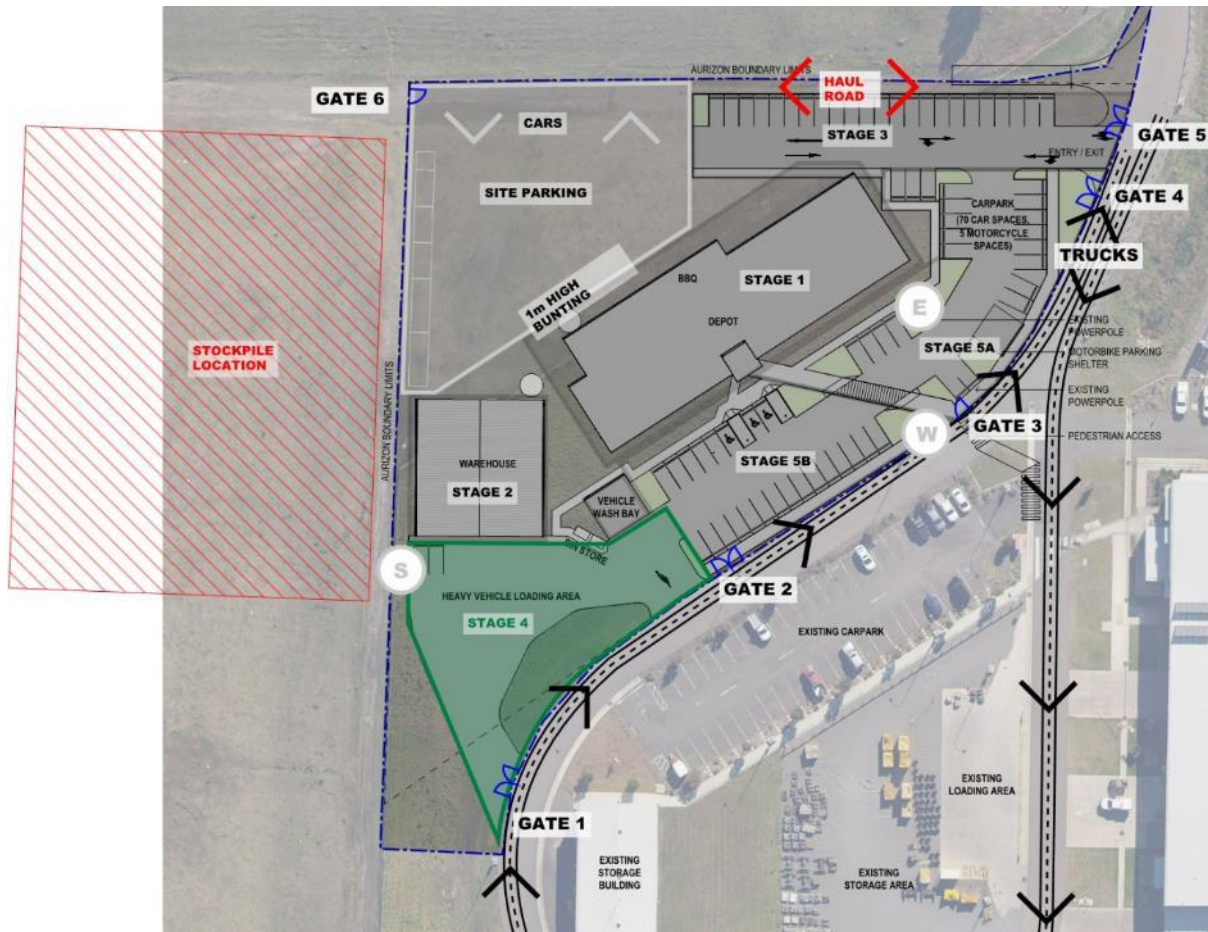


Environment Improvement Notice

Environmental management

Name of employee reporting		Date of incident:	
Work Section / Division / Group		Time of Incident	
Employees Contact Details	Ph: Email:		
Details of Incident			
Location (attached site plan if required):		Size of area affected:	
		Type of land affected (i.e. creek, tailings, soil, ballast etc.)	
Type of incident (spill, fire etc.):		Is the incident contained?	
Materials involved:			
Quantity:			
List any offsite impacts?			
Details of threat (actual/potential) to surrounding environment:			
Immediate action taken:			
Who was immediately notified (i.e. EPA, NCC, fire):			
Further action required (e.g. additional notifications, review of CEMP, toolbox, clean up etc.):			
Issue resolved:	Print name:	Signed:	
	Position:	Date:	
Logged in BEAKON Event:	Name:	Date:	

Annexure 2 - Site and Ancillary Features



Annexure 3 – Compliance Tracking Program: Conditions of Approval

Annexure 4 – Environmental Risk Assessment

1. IDENTIFY AND DESCRIBE			2. ASSESS AND EVALUATE					3. CONTROL AND MONITOR				
Risk No.	List Activity or Aspect and Hazard – e.g. What is it that has potential to cause harm?	Risk What is the risk associated with the hazard? (The Risk Of)+(Due To)+(Resulting In)	Existing Controls What existing precautionary controls do I currently have in place and how effective are they? Confirm the Hierarchy of Control (HOC) and justify Consider the following in order: 1. Regulations 2. Codes of Practice 3. International / Australian or Industry Standard	Justifications Explain why this arrangement of controls was chosen. (also see Section 6.2 below)	Risk Evaluation			Proposed Controls Are there additional precautionary controls options I can apply to minimise the risk? (Apply the proposed Hierarchy of Control and justify)	Justifications Explain why this arrangement of controls was chosen. (also see Section 6.2 below)	Accountable Officer Who will implement the proposed controls?	Due Date When are the proposed controls due?	Date for next review To monitor control effectiveness.
					C	L	Level of Risk					
							Extreme					
							High					
							Moderate					
							Low					
1	Traffic and Access	<p>A) Noise and vibration emissions from light and heavy vehicle access impacting sensitive receivers.</p> <p>B) Improper use of access by 3rd parties and or impacts to private landholders.</p> <p>C) Impacts to infrastructure from vehicle movements.</p>	<p>Elimination</p> <p>A) Site access will be limited to the constructed permanent access road off the Tarro Interchange and be generally consistent with existing vehicle movements</p> <p>B) Aurizon employees and contractors will not be required to utilise third party access routes on a regular basis.</p> <p>Substitution</p> <p>Not applied</p> <p>Isolation</p> <p>Not applied</p> <p>Engineering</p> <p>A) Access roads will be maintained as required.</p> <p>B) All deliveries (oil, fuel etc.) are to access the site using designated access and be unloaded in designated bunded areas.</p> <p>Administration</p> <p>A) Construction staff on-site at any one time will not exceed 15..</p> <p>A) Heavy vehicles must stand down and give way to light vehicles at all times on shared access roads.</p> <p>A) Traffic is to be managed in a manner that meets the noise and vibration management performance criteria as</p>	<p>Guidance: The selected HOC is justified on the basis that the controls form part of the accepted safe system of work for the known operating environment and have valid potential to minimise the identified risk.</p> <p>All credible control options were considered within the hierarchy of control (HOC) as applicable to the accountable sphere of control.</p> <p>Controls considered but rejected: NIL</p>	1	3	L	<p>Elimination Not applied</p> <p>Substitution Not applied</p> <p>Isolation Not applied</p> <p>Engineering Not applied</p> <p>Administration Not applied</p> <p>PPE Not applied</p> <p>Control Effectiveness: SE</p>	<p>Guidance: Risk Controls are subject to ongoing due diligence in accordance with the authorised implementation and review timeframes.</p>	Project Manager and Principal Contractor		01/06/2023

			<p>detailed in the CTMP and CNVMP.</p> <p>A) All deliveries and heavy vehicles will access the Site during daytime hours (0700 to 1800) Monday – Friday and 0800 to 1300 Saturday where practical.</p> <p>A) Vehicle movements restricted to 40 km/h.</p> <p>A) All construction staff and contractors will be required to complete an induction communicating key elements of this traffic management plan prior to accessing the site.</p> <p>B) All delivery / waste / material collection vehicles are to contact Aurizon’s site superintendent or delegate prior to arrival.</p> <p>B) Upon completion of delivery / collection, all vehicles are to proceed to the turning loop and exit site access gate at the entry point.</p> <p>B) Aurizon employees and contractors utilising third party access routes are to give right-of way to surrounding landowners where practicable.</p> <p>B) Third parties requiring access to provided routes are to obey Aurizon’s traffic control mechanisms whilst on Aurizon property.</p> <p>B) Changes to traffic management regimes and potential hazards shall be communicated to all relevant third parties as soon as practicable after they have been identified.</p> <p>B) All contractor light vehicles will be park in the existing TSF light vehicle car park area when not in use.</p> <p>A/B/C) Construction Environmental Management Plan, Construction Traffic Management Plan, Noise and Vibration Management Plan.</p> <p>C) Tarro Interchange dilapidation surveys.</p> <p>PPE</p> <p>Not applied.</p> <p><u>Control Effectiveness:</u></p> <p>SE</p>								
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2	Construction Noise and Vibration	A) Vibration and noise impacts to sensitive receivers originating from construction activities exceeding performance criteria.	<p>Elimination</p> <p>Not applied</p> <p>Substitution</p> <p>Not applied</p> <p>Isolation</p> <p>Not applied</p> <p>Engineering</p> <p>A) Equipment is well maintained and operated per manufacturers requirements.</p> <p>A) Equipment fit with noise control fittings where practical.</p> <p>A) Vehicles to be fitted with "broadband" reversing alarms (Quackers) to reduce offensive noise.</p> <p>Administration</p> <p>A) Minimise number of plant operating at any one time.</p> <p>A) Machinery turned off when not in use.</p> <p>A) Community liaison (agreements where applicable) with local communities and affected residents.</p> <p>A) Respite periods for noisy activities (in accordance with regulatory guidelines)</p> <p>A) Implementing management measures where regenerated noise is found to be excessive and agreements are not in place.</p> <p>A) Monitoring will be undertaken in response to noise and vibration complaints or as directed by the EPA in accordance with AS2659 – 1-1998, at the relevant receivers.</p> <p>A) Where an exceedance of adopted</p>	<p>Guidance: The selected HOC is justified on the basis that the controls form part of the accepted safe system of work for the known operating environment and have valid potential to minimise the identified risk.</p> <p>All credible control options were considered within the hierarchy of control (HOC) as applicable to the accountable sphere of control.</p> <p>Controls considered but rejected:</p> <p>NIL</p>	2	2	L	<p>Elimination</p> <p>Not applied</p> <p>Substitution</p> <p>Not applied</p> <p>Isolation</p> <p>Not applied</p> <p>Engineering</p> <p>Not applied</p> <p>Administration</p> <p>Not applied</p> <p>PPE</p> <p>Not applied</p> <p>Control Effectiveness:</p> <p>SE</p>	<p>Guidance: Risk Controls are subject to ongoing due diligence in accordance with the authorised implementation and review timeframes.</p>	Project Manager and Principal Contractor	01/06/2023
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			<p>noise or vibration criteria is identified, additional management measures are to be investigated and implemented.</p> <p>A) Corrective actions are to be handled in accordance the CEMP and NVMP.</p> <p>A) Establish and maintain complaints management system.</p> <p>A) Building condition reports on potentially impacted structures (Tarro Interchange).</p> <p>A) Construction will occur during daytime hours (0700 to 1800) Monday – Friday and 0800 to 1300 Saturday where practical. Outside of these hours an Out of Hours Work Protocol will be required to be approved.</p> <p>A) Construction Environmental Management Plan and Noise and Vibration Management Plan.</p> <p>PPE</p> <p>Not applied.</p> <p>Control Effectiveness:</p> <p>SE</p>								
3	<p>Incident</p> <p>Note: To satisfy Condition 62(e)(iv) of MP07_0171</p>	<p>A) Spill of hazardous material or uncontrolled release to the environment during construction activities.</p>	<p>Elimination</p> <p>A) No major servicing, mechanical repairs conducted onsite.</p> <p>Substitution</p> <p>Not applied</p> <p>Isolation</p> <p>A) Emergency stops are provided within the Provisioning Facility and DIL trucks to provide a means of isolation and shutdown of plant, if an issue is observed.</p> <p>Engineering</p>	<p>Guidance: The selected HOC is justified on the basis that the controls form part of the accepted safe system of work for the known operating environment and have valid potential to minimise the identified risk.</p> <p>All credible control options were considered within the hierarchy of control (HOC) as applicable to the accountable sphere of control.</p> <p>Controls considered</p>	4	2	M	<p>Elimination</p> <p>Not applied</p> <p>Substitution</p> <p>Not applied</p> <p>Isolation</p> <p>Not applied</p> <p>Engineering</p> <p>Not applied</p> <p>Administration</p> <p>Not applied</p> <p>PPE</p> <p>Not applied</p> <p>Control Effectiveness:</p> <p>SE</p>	<p>Guidance: Risk Controls are subject to ongoing due diligence in accordance with the authorised implementation and review timeframes.</p>	<p>Project Manager and Principal Contractor</p>	01/06/2023

			<p>A) Dangerous goods (fuels, oils, lubricants etc.) stored in designated storage areas).</p> <p>A) All fuel storage, handling and delivery system/vehicles are complaint with <i>AS1940 Storage and handling of flammable and combustible liquids</i> where applicable.</p> <p>A) All surface water runoff from the Turning Angle project area reports to the surface water management system (Basin 3).</p> <p>A) Hoses, connections and dry-break Banlaw fittings are to be maintained in good working order.</p> <p>Administration</p> <p>A) All fuel supply contractors are to provide Aurizon with a fuelling risk assessment for approval prior to operating on-site.</p> <p>A) All personnel undertaking provisioning activities are to be suitably qualified and trained.</p> <p>A) Civil equipment provisioning is undertaken in accordance with relevant operational instructions and procedures in designated locations.</p> <p>A) Liquid spills are to be cleaned using dry methods and immediately reported to the Project Manager and Senior Adviser Environment.</p> <p>A) Site Emergency Response Plan (SERP) 16-PLA-0001-HEX.</p> <p>A) Spill containment tubs placed to capture minor leakage from connections.</p> <p>A) Construction Environmental Management Plan and Soil and Water Management Plan. Site Management Plan for management of unidentified contamination.</p> <p>A) Aurizon Incident Management Framework RD SAF 0012 Guide 001.</p>	<p>but rejected: NIL</p>								
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			<p>A) SDSs for all chemicals in-use are to be available for review as required.</p> <p>PPE</p> <p>A) Hydrocarbon spill kits are to be maintained on-site and vehicles, fully stocked, in readily accessible locations.</p> <p>Control Effectiveness:</p> <p>SE</p>								
4	<p>Management of surface and groundwater quality</p> <p>Note: To satisfy Condition 62(e)(iv) of MP07_0171</p>	<p>A) Spills from provisioning activities or hazardous material storage reporting to soil, surface and or groundwater resulting in environmental impact.</p> <p>B) Failure of septic treatment plant resulting in untreated effluent being irrigated to surface.</p>	<p>Elimination</p> <p>Not applied</p> <p>Substitution</p> <p>Not applied</p> <p>Isolation</p> <p>Engineering</p> <p>A All excavations have been designed to be above the existing groundwater level..</p> <p>Administration</p> <p>A/B) Surface and groundwater quality performance criteria included in the Soil and Water Management Plan.</p> <p>A/B) Routine inspections and maintenance of site and surface water infrastructure undertaken.</p> <p>A/B) Surface and groundwater monitoring program and reporting requirements as per SWMP.</p> <p>B) Routine monitoring of water quality within the septic plant undertaken to</p>	<p>Guidance: The selected HOC is justified on the basis that the controls form part of the accepted safe system of work for the known operating environment and have valid potential to minimise the identified risk.</p> <p>All credible control options were considered within the hierarchy of control (HOC) as applicable to the accountable sphere of control.</p> <p>Controls considered but rejected:</p> <p>NIL</p>	2	2	L	<p>Elimination</p> <p>Not applied</p> <p>Substitution</p> <p>Not applied</p> <p>Isolation</p> <p>Not applied</p> <p>Engineering</p> <p>Not applied</p> <p>Administration</p> <p>Not applied</p> <p>PPE</p> <p>Not applied</p> <p>Control Effectiveness:</p> <p>SE</p>	<p>Guidance: Risk Controls are subject to ongoing due diligence in accordance with the authorised implementation and review timeframes.</p>	Project Manager and Principal Contractor	01/06/2023

			<p>monitor operational processes.</p> <p>PPE</p> <p>Not applied.</p> <p>Control Effectiveness:</p> <p>SE</p>								
5	<p>Flooding</p>	<p>A) Inadequate response to flood emergency resulting in damage to equipment or harm to the environment.</p>	<p>Elimination</p> <p>Not applied</p> <p>Substitution</p> <p>Not applied</p> <p>Isolation</p> <p>Not applied</p> <p>Engineering</p> <p>A) The facility has been designed to house all water sensitive equipment above the 1 in 50 year event flood level.</p> <p>Administration</p> <p>A) Flood Emergency Management Plan.</p> <p>PPE</p> <p>Not applied.</p> <p>Control Effectiveness:</p> <p>SE</p>	<p>Guidance: The selected HOC is justified on the basis that the controls form part of the accepted safe system of work for the known operating environment and have valid potential to minimise the identified risk.</p> <p>All credible control options were considered within the hierarchy of control (HOC) as applicable to the accountable sphere of control.</p> <p>Controls considered but rejected: NIL</p>	3	2	M	<p>Elimination</p> <p>Not applied</p> <p>Substitution</p> <p>Not applied</p> <p>Isolation</p> <p>Not applied</p> <p>Engineering</p> <p>Not applied</p> <p>Administration</p> <p>Not applied</p> <p>PPE</p> <p>Not applied</p> <p>Control Effectiveness:</p> <p>SE</p>	<p>Guidance: Risk Controls are subject to ongoing due diligence in accordance with the authorised implementation and review timeframes.</p>	<p>Project Manager and Principal Contractor</p>	01/06/2023
6	<p>Waste management</p>	<p>A) Improper waste management and disposal resulting in regulatory non-compliances or harm to the</p>	<p>Elimination</p>	<p>Guidance: The selected HOC is justified on the basis that the controls form</p>	3	2	M	<p>Elimination</p> <p>Not applied</p>	<p>Guidance: Risk are subject to ongoing due</p>	<p>Project Manager and Principal Contractor</p>	01/06/2023

<p>Note: To satisfy Condition 62(e)(ii) of MP07_0171</p>	<p>environment.</p>	<p>Not applied</p> <p>Substitution</p> <p>Not applied</p> <p>Isolation</p> <p>Not applied</p> <p>Engineering</p> <p>A) All waste water, sludge and hazardous material tanks are to be stored in a bunded area prior to removal offsite by a licenced waste contractor.</p> <p>A) If required all tanks are to be pumped out in identified bunded areas.</p> <p>Administration</p> <p>A) All waste is to be removed by a licenced waste contractor and disposed of at a licenced facility.</p> <p>A) Cardboard, paper and commingled waste recycling receptacles available in key work areas.</p> <p>A) Hydrocarbon receptacles (for oily rags and oil filters) available onsite.</p> <p>A) All waste classified in accordance with the Waste Classification Guidelines (DECCW 2009).</p> <p>A) Metals / steel / aluminium components recycled where feasible.</p> <p>A) Waste oil filters collected in dedicated hydrocarbon receptacles for off-site reprocessing and re-use.</p> <p>A) National waste management contractor engaged and utilised for all</p>	<p>part of the accepted safe system of work for the known operating environment and have valid potential to minimise the identified risk.</p> <p>All credible control options were considered within the hierarchy of control (HOC) as applicable to the accountable sphere of control.</p> <p>Controls considered but rejected: NIL</p>			<p>Substitution Not applied</p> <p>Isolation Not applied</p> <p>Engineering Not applied</p> <p>Administration Not applied</p> <p>PPE Not applied</p> <p>Control Effectiveness:</p> <p>SE</p>	<p>diligence in accordance with the authorised implementation and review timeframes.</p>			
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			waste management. A) Spoil and Waste Management Plan. PPE Not applied. Control Effectiveness: SE								
7	Spoil management Note: To satisfy Condition 62(e)(iii) of MP07_0171	A) Conducting earthworks in an improper manner resulting in regulatory non-compliances, impacts to landholders or harm to the environment.	Elimination Not applied Substitution Not applied Isolation Not applied Engineering A) Detailed design has identified project footprint, excavation area and likely excavation volumes (14 000m ³). A) All PASS contained and neutralised within bunded area. Administration A) Generalised construction methodology and soil handling procedures detailed in the CEMP and supporting management plans. A) Spoil characterisation and validation methodology for identified PASS and unidentified contamination detailed in the Site Management Plans and Acid Sulphate Soil Management Plan.	Guidance: The selected HOC is justified on the basis that the controls form part of the accepted safe system of work for the known operating environment and have valid potential to minimise the identified risk. All credible control options were considered within the hierarchy of control (HOC) as applicable to the accountable sphere of control. Controls considered but rejected: NIL	3	2	M	Elimination Not applied Substitution Not applied Isolation Not applied Engineering Not applied Administration Not applied PPE Not applied Control Effectiveness: SE	Guidance: Risk Controls are subject to ongoing due diligence in accordance with the authorised implementation and review timeframes.	Project Manager and Principal Contractor	01/06/2023

			<p>A) Stockpile location area restricted to no greater than 2 meters in height.</p> <p>A) Management of stockpiles detailed in the SMP/ASSMP and Spoil and Waste Management Plan</p> <p>A) Rehabilitation requirements for disturbed areas specified in the FFMP.</p> <p>PPE</p> <p>Not applied.</p> <p><u>Control Effectiveness:</u></p> <p>SE</p>								
8	Community	A) Onsite construction activities resulting in impacts to community members.	<p>Elimination</p> <p>Not applied</p> <p>Substitution</p> <p>Not applied</p> <p>Isolation</p> <p>Not applied</p> <p>Engineering</p> <p>Not applied</p> <p>Administration</p> <p>A) Community complaints management system in place as detailed in the Community Consultation Strategy.</p> <p>PPE</p>	<p>Guidance: The selected HOC is justified on the basis that the controls form part of the accepted safe system of work for the known operating environment and have valid potential to minimise the identified risk.</p> <p>All credible control options were considered within the hierarchy of control (HOC) as applicable to the accountable sphere of control.</p> <p>Controls considered but rejected:</p> <p>NIL</p>	2	2	L	<p>Elimination</p> <p>Not applied</p> <p>Substitution</p> <p>Not applied</p> <p>Isolation</p> <p>Not applied</p> <p>Engineering</p> <p>Not applied</p> <p>Administration</p> <p>Not applied</p> <p>PPE</p> <p>Not applied</p> <p><u>Control Effectiveness:</u></p> <p>SE</p>	<p>Guidance: Risk Controls are subject to ongoing due diligence in accordance with the authorised implementation and review timeframes.</p>	Project Manager and Principal Contractor/Senior Adviser Environment	01/06/2023

			Not applied. Control Effectiveness: SE								
9	Heritage	A) Construction activities resulting in impacts to unidentified Aboriginal and non-Aboriginal heritage items.	<p>Elimination</p> <p>A) Survey of the Site undertaken as part of the Turning Angle EA did not identify any artefacts within the vicinity of the project area.</p> <p>Substitution</p> <p>Not applied</p> <p>Isolation</p> <p>Not applied</p> <p>Engineering</p> <p>Not applied</p> <p>Administration</p> <p>A) Aurizon Cultural Heritage Tool Box Talk and unexpected finds protocol.</p> <p>A) CHMP and CNIHMP</p> <p>PPE</p> <p>Not applied.</p> <p>Control Effectiveness:</p> <p>SE</p>	<p>Guidance: The selected HOC is justified on the basis that the controls form part of the accepted safe system of work for the known operating environment and have valid potential to minimise the identified risk.</p> <p>All credible control options were considered within the hierarchy of control (HOC) as applicable to the accountable sphere of control.</p> <p>Controls considered but rejected: NIL</p>	1	1	L	<p>Elimination</p> <p>Not applied</p> <p>Substitution</p> <p>Not applied</p> <p>Isolation</p> <p>Not applied</p> <p>Engineering</p> <p>Not applied</p> <p>Administration</p> <p>Not applied</p> <p>PPE</p> <p>Not applied</p> <p>Control Effectiveness:</p> <p>SE</p>	<p>Guidance: Risk Controls are subject to ongoing due diligence in accordance with the authorised implementation and review timeframes.</p>	Project Manager and Principal Contractor/Senior Adviser Environment	01/06/2023

10	Historical site contamination	A) Disturbance of historical site contamination from ground disturbance works resulting in impacts to the environment.	<p>Elimination</p> <p>Not applied</p> <p>Substitution</p> <p>Not applied</p> <p>Isolation</p> <p>Not applied</p> <p>Engineering</p> <p>Not applied</p> <p>Administration</p> <p>A) Site Management Plan is in place and details process on how to identify and managed contamination.</p> <p>A) Completed field investigations undertaken as part of the Turning Angle environmental approval indicate no gross pollution present.</p> <p>PPE</p> <p>Not applied.</p> <p>Control Effectiveness:</p> <p>SE</p>	<p>Guidance: The selected HOC is justified on the basis that the controls form part of the accepted safe system of work for the known operating environment and have valid potential to minimise the identified risk.</p> <p>All credible control options were considered within the hierarchy of control (HOC) as applicable to the accountable sphere of control.</p> <p>Controls considered but rejected: NIL</p>	3	3	M	<p>Elimination</p> <p>Not applied</p> <p>Substitution</p> <p>Not applied</p> <p>Isolation</p> <p>Not applied</p> <p>Engineering</p> <p>Not applied</p> <p>Administration</p> <p>Not applied</p> <p>PPE</p> <p>Not applied</p> <p>Control Effectiveness:</p> <p>SE</p>	<p>Guidance: Risk Controls are subject to ongoing due diligence in accordance with the authorised implementation and review timeframes.</p>	Project Manager and Principal Contractor/Senior Adviser Environment	01/06/2023
11	Air Quality Note: To satisfy Condition 62(e)(i) of MP07_0171	<p>A) Construction activities resulting in the emissions of dust which impact sensitive receivers.</p> <p>B) Construction activities resulting in diesel emissions impacting sensitive receivers and the environment.</p>	<p>Elimination</p> <p>Not applied</p> <p>Substitution</p> <p>Not applied</p>	<p>Guidance: The selected HOC is justified on the basis that the controls form part of the accepted safe system of work for the known operating environment and have valid potential to minimise the identified risk.</p>	2	2	L	<p>Elimination</p> <p>Not applied</p> <p>Substitution</p> <p>Not applied</p> <p>Isolation</p> <p>Not applied</p> <p>Engineering</p> <p>Not applied</p>	<p>Guidance: Risk Controls are subject to ongoing due diligence in accordance with the authorised implementation and review timeframes.</p>	Project Manager and Principal Contractor	01/06/2023

			<p>Isolation</p> <p>Not applied</p> <p>Engineering</p> <p>B) Equipment is well maintained and operated as per manufactures requirements.</p> <p>B) Machinery is turned off when not in use.</p> <p>A) All truck on public roads to be covered with tracking of mud and deposit on public roads offsite not permitted.</p> <p>Administration</p> <p>A) Modify or cease operational activities during high wind periods that result in dust generation.</p> <p>A) No burning of materials onsite permitted at any time.</p> <p>B) NPI and GHG reporting is undertaken as required.</p> <p>A) Access roads are well maintained with unsealed roads watered as required.</p> <p>A) Vehicle movements are restricted to 40 km/h onsite.</p> <p>A/B) Aurizon Complaints Log is in place to record and respond to complaints. Incidents will be managed through BEAKON.</p> <p>A) Air quality monitoring as per the AQMP.</p> <p>A) Stockpiles and disturbed areas managed as per SWMP with disturbance revegetated as per the requirements of the FFMP.</p>	<p>All credible control options were considered within the hierarchy of control (HOC) as applicable to the accountable sphere of control.</p> <p>Controls considered but rejected: NIL</p>		<p>Administration</p> <p>Not applied</p> <p>PPE</p> <p>Not applied</p> <p>Control Effectiveness:</p> <p>SE</p>				
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			<p>A) Induct personnel on air quality issues and safeguards</p> <p>PPE</p> <p>Not applied.</p> <p>Control Effectiveness:</p> <p>SE</p>								
12	Biodiversity	A) Construction activities resulting in impacts to site biodiversity.	<p>Elimination</p> <p>A) No offsets retained onsite due to the retirement of offsite Bio Banking Credits.</p> <p>A) Where fauna species are located and require removal from Site, Hunter Wildlife Rescue (Native Animal Trust Fund) or equivalent are to be contacted as required.</p> <p>Substitution</p> <p>Not applied</p> <p>Isolation</p> <p>A) No EEC within the project are. Where required EEC will be delineated to prevent impact</p> <p>Engineering</p> <p>A) Rehabilitation of native vegetation areas impacted by approved site activities are to be undertaken immediately following the completion of works, where practicable.</p> <p>A) Areas subject to rehabilitation due to clearing during the construction phase of the project are to be maintained throughout the operational lifetime of the facility using prescribed species.</p> <p>A) Ongoing management of all</p>	<p>Guidance: The selected HOC is justified on the basis that the controls form part of the accepted safe system of work for the known operating environment and have valid potential to minimise the identified risk.</p> <p>All credible control options were considered within the hierarchy of control (HOC) as applicable to the accountable sphere of control.</p> <p>Controls considered but rejected: NIL</p>	2	2	L	<p>Elimination</p> <p>Not applied</p> <p>Substitution</p> <p>Not applied</p> <p>Isolation</p> <p>Not applied</p> <p>Engineering</p> <p>Not applied</p> <p>Administration</p> <p>Not applied</p> <p>PPE</p> <p>Not applied</p> <p>Control Effectiveness:</p> <p>SE</p>	<p>Guidance: Risk Controls are subject to ongoing due diligence in accordance with the authorised implementation and review timeframes.</p>	Project Manager and Principal Contractor	01/06/2023

			<p>rehabilitation areas are to include management of weeds, fencing, stock management and placement of coarse woody debris to create habitat for fauna.</p> <p>Administration</p> <p>A) Operational staff and contractors are to be made aware of areas of significant vegetation areas during Site inductions, where relevant.</p> <p>A) Weed identification and removal undertaken by a suitably qualified individual as per approved Weed Management Plan.</p> <p>A) Fauna and Flora Management Plan</p> <p>PPE</p> <p>Not applied.</p> <p><u>Control Effectiveness:</u></p> <p>SE</p>								
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Annexure 5 – SERP

SITE EMERGENCY RESPONSE PLAN (SERP)

		Signature:
Author:	Stephen Mueller Maintenance Superintendent	
Reviewer:	David Price Maintenance Superintendent	
Authoriser:	Mark Burns Maintenance Manager	

Version History		
1.0	24/09/2015	Initial Release
1.1	02/08/2016	Update & Review

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1 Site Information/ECO Details

SITE INFORMATION

Site Name: Aurizon, Hexham Train Support Facility
Site Address: Aurizon Private Access Road
 Hexham NSW 2322

Site Owner: Aurizon Limited
Owner Address: 175 Eagle Street, Brisbane, QLD 4001
Owner Phone Number: 132332

Site Occupier: Aurizon Rollingstock Maintenance
Occupier Address: Aurizon Private Access Road
 Hexham NSW 2322
Occupier Phone Number: 02 4014 2710

PERSONS RESPONSIBLE FOR ADMINISTERING THE SITE'S FIRE AND EVACUATION PLAN

Rolling-stock Maintenance Manager **Mark Burns**

PERSONS RESPONSIBLE FOR GIVING GENERAL & FIRST RESPONSE EVACUATION INSTRUCTIONS

	Fire Evacuation Instructions	Date of Instruction
Name:	Rolling-stock Maintenance Superintendent	
Phone Number:	0429 870 226 / 0427 790 370 / 0457 765 025	
Email:	Stephen.Mueller@aurizon.com.au David.Price@aurizon.com.au Benjamin.Wagener@aurizon.com.au	

EVACUATION COORDINATOR (CHIEF WARDEN)

Commencement Date: 15/07/2015
Name: Stephen Mueller
Phone Number: 02 4014 2794/ 0429 870 226
Email: Stephen.Mueller@aurizon.com.au

PERSONS RESPONSIBLE FOR CARRYING OUT THE EVACUATION COORDINATION PROCEDURES (WARDENS)

Name	Phone No	Email	Start Date
Rollingstock Maintenance Superintendent	0429 870 226	Stephen.Mueller@aurizon.com.au	01.07.2015
Rollingstock Maintenance Superintendent	0427 790 370	David.Price@aurizon.com.au	01.07.2015
Rollingstock Maintenance Superintendent	0457 765 025	Benjamin.Wagener@aurizon.com.au	01.07.2015

PERSONAL EMERGENCY EVACUATION PLANS (PEEPS)

Name	Effective Date	Plan held by:	Review Date
	N/A		

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PEEPS address situations where identified individuals may need specialty assistance with evacuation from the site

FIRE & EVACUATION PLAN ANNUAL REVIEW

Reviewed By	Date Of Review	Changes Made
Senior Advisor Safety Craig Bramble	01.07.2015	Review for structure changes

REVIEW OF MANAGING ENTITIES & SECOND OCCUPIERS FIRE & EVACUATION PLANS

Evacuation Coordination procedures	Date of Review	Name or Reviewer	Changes made	Worker Advised
				Tool Box Talk

EVACUATION COORDINATION PROCEDURES

Procedure for using communication device	Refer to Emergency Response Flip Chart
Procedure for contacting Fire Services	Refer to Emergency Response Flip Chart
Persons with special needs	Refer to Emergency Response Flip Chart
Checking all persons have been evacuated	Refer to Emergency Response Flip Chart
Inform the Evacuation Coordinator for the SITE	Refer to Emergency Response Flip Chart

2 Emergency Contact List

Police, Fire, Ambulance	000
State Emergency Services (SES)	13 25 00
Radio Channel	9
Network Emergency	1800 079 303
Mayfield Operations Centre	02 4014 2750

Aurizon Facilities Management		Emergency Equipment Maintenance
Maintenance Manager	Name: Mark Burns Email: Mark.Burns@aurizon.com.au	0428 161 545
Maintenance Superintendent	Name: Stephen Mueller Email: Stephen.Mueller@aurizon.com.au	0429 870 226
	Name: David Price Email: David.Price@aurizon.com.au	0427 790 370
	Name: Ben Wagener Email: Benjamin.Wagener@aurizon.com.au	0457 765 025
Electric Control Operator (if applicable)	Nearest location Brisbane	NA

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**Corporate Emergency
Management Notification**

Name: Michael Lee
Position: Manager Business Continuity
Enterprise Resilience
Email: resilience@aurizon.com.au

07 3019 3769
0408 185 884
8093769

Senior Advisor Environment <i>Heath Anderson</i>		02 4014 2735 0439 805 317
Senior Advisor Safety Health & Environment <i>Peter Scott</i>		02 40142738 0488 582 654
Senior Advisor Safety Systems <i>Craig Bramble</i>		07 3019 7923 0417 344 585
General Manager, Operations NSW <i>Louis Caruana</i>		02 4014 2735 0419 382 023
General Manager Rolling-stock Maintenance, East Coast Operations <i>Bob Barrable</i>		08 9454 0426 0409 201 760
Manager Service Delivery (Train Operations) <i>Michael Cotterill</i>		02 4014 2719 0419 418 956
Workplace Health and Safety NSW (Work Cover)	Hotline	13 10 50
Ausgrid (Electricity Supply)		13 13 88
Jemina (Gas Supply and underground mains) Please provide the following		13 19 09
a. Pipeline Name: "Licence 8 Northern Trunk Pipeline – Plumpton to Hexham"		
b. Location: Hexham, West of Rail line and Pacific Hwy (KP Reference 162.2)		
c. Nature of incident.		
Hunter Water		1300 657 000
Environmental Protection Agency (DERM)	Hotline	1300 130 372
Newcastle City Council	Emergency	02 742 000
BP Australia (Bulk Fuel Supply)	Hotline	1300 1300 27
Lubes Direct (Bulk Oil Supply)	Rod Bartley	0428 248 000
Unimin Australia (Bulk Sand Supply)	Richard Wilson	02 9637 7066
Poisons Information	Hotline	13 11 26
Electrical Safety	Information	1300 650 662
Explosives Inspectorate		1300 739 868
Rollingstock Defect Coordinator	07 3019 3222	
Senior Live Run Coordinator	02 4014 2750 1800 427 922	



3 Communication

Communication during an Emergency

In the event of an emergency it is important ECO members know how to communicate with each other for vital information. This may include one or more of the following methods:

- Radio (UHF) channel **9** (depot) channel **3** (train operations)
- Mobile Phone

Media Enquiries

All Media enquiries regarding Aurizon people, property or business activities should be directed through the Aurizon External Relations Section at media@aurizon.com.au. Aurizon staff should not make comment to media and provide the email address to the person making the enquiry.

Communication with other stakeholders

Copies of this plan have been provided to the following stakeholders. Any significant changes or revisions to this plan should be discussed with these stakeholders to ensure they are aware of Aurizon emergency management procedures.

Stakeholders to the Plan		
Name	Position	Contact Number

Plan

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4 Evacuation Coordination Procedure

Initial Communication		
Chief Warden to notify immediately		
	Emergency Services	Yes / no
	Hexham Control	Yes / no
	Service Delivery Supervisor	Yes / no
	Notes:	
Areas swept and confirmed cleared		
Chief Warden/ Wardens to verify		
	Downstairs office	Yes / no
	Upstairs office	Yes / no
	Workshop	Yes / no
	Washbay	Yes / no
	Stores Area	Yes / no
	Yard	Yes / no
	Provisioning Shed	Yes / no
	Notes:	
Support Functions Allocated		
	Person securing front gate	name
	Person sweeping Provisioning Shed	Name
	Notes:	
People Accounted		
	Hexham based Aurizon employees	Yes / no
	Non- Hexham based Aurizon employees	Yes / no
	Visitors	Yes / no
	Contractors	Yes / no
	Trucks/ Delivery	Yes / no
	Train crew – Provisioning Shed	Yes / no
	Train crew – on train or yard	Yes / no
	Notes:	
Further Communication		
Chief Warden to further notify as required		
	Offsite Aurizon Management	Yes / no
	Adjacent Land Holders	Yes / no
	ARTC	Yes / no
	Notes:	



5 Purpose

5.1 Purpose

This Procedure is formulated to meet the requirements of Australian Standard 3745-2010 Emergency Control Organisation and Procedures for Buildings (Sites), Structures and Workplaces and Building Fire Safety Regulation (BFSR) 2008. This document gives direction to personnel who are responsible for preparing for an emergency, or implementing an emergency response.

The implementation of a site emergency response program (plan) helps to ensure the effective utilisation of fire engineered or life safety features at a workplace to help protect people from fire and other emergency situations.

5.2 Risk Management

Fulfilment of the due diligence obligations within safety related legislations is premised upon Aurizon undertaking the systematic identification and management of potential business interruption risks which could also include scenarios with safety consequences.

Whilst the workplace manager is accountable for the workplace operations (including the safety of assets and persons), the ECO can positively contribute to the identification and management of those risk scenarios arising internally or externally to the workplace or have the capability to affect other workplaces which could require organised emergency response.

Four (4) broad categories of emergencies (source causation) are presented to help organise the risk assessment process:

(a) Human

Bomb; bomb threat; SITE invasion/armed intrusion; personal threat; chemical, biological and radiological/nuclear incidents; civil disorder; medical emergency; arson, explosion; suspect object.

(b) Natural

Bushfire/grass fire; cyclones, including storm surge; earthquake; explosion; fire and smoke; flood; severe weather/storm damage.

(c) Technological

Hazardous substances incidents (specifically health related issues, zoonoses, lead, etc); industrial incidents; structural instability; transport incidents; toxic emissions.

(d) High Risk Work - see **Attachment E** for samples

Confined Space Entry, Working at heights (i.e. using harnesses), electrical work, asbestos removal

The risk management process should follow the Enterprise Risk Management Framework located at:

<https://intranet.aurizon.com.au/ToolsResources/DocumentLibrary/RMT-DIR-0001.pdf>.

Using this framework:

- Identify objectives.
- Identify risks to objectives.
- Assess the risk including identification of the possible consequences of each emergency to people within the facility and their vulnerability before, during and after the emergency.
- Decide which types of potential emergencies are to be included in the emergency plan -
 - Potential emergencies scenarios for inclusion in the emergency plan may also be identified from documentation such as fire safety engineers' reports, fire safety plans, other safety reports and risk assessment reports or HARI assessments.
- Identify the legislative obligations for each type of emergency and any specific control mechanisms such as equipment or competencies -



- e.g., first aid facility risk assessments – see **Attachment D**. Identify Emergency Response Team members with competencies to address specific emergency scenarios from High Risk Work identified in (d) above.
- Identify the target audiences and methods for communication, implementation of systems and procedures –
 - e.g., workplace managers must ensure there is equipment, and that plans for rescuing from heights are built into applicable JSA's, Work Method Statements and Permit Systems etc. ECO members should be aware of these requirements in the event their assistance is required to respond to an emergency situation.

Any staff member who is performing the role of a Warden who has received the required training as specified in AS 3745-2010 and received instructions consistent with the BFSR 2008 are expected to behave in a competent and responsible manner.

It should be clearly understood, that the primary duty of Wardens and staff is **NOT** to combat emergencies but to ensure, to the best of their ability, the safety of the occupants and the orderly evacuation from danger when appropriate.

Persons appointed as Wardens shall:

- Be physically capable of performing their duties.
- Be available to undertake their appointed duties.
- Have leadership qualities and command authority.
- Be familiar with their future areas of responsibility.
- Have a clear diction and be able to communicate with the majority of people in their work area.

- Have maturity of judgment, good decision making skills and capable of remaining calm under pressure.

The following procedures are meant to provide a basis for response to various types of site emergencies. They should **NOT** be regarded as rigid but rather as flexible guidelines to be adapted to cope with unanticipated situations.

The procedure shall be implemented when:

- There is an unplanned event which requires the assistance of emergency services to control the incident.
- There is an evacuation.
- There is a possibility that an event may further develop requiring one or both of the above to occur.

5.3 Definitions

- The word 'shall' indicates that the statement is mandatory.
- ECO – Emergency Control Organisation is a structured group of people that is responsible to manage events that may occur during an emergency or exercise.
- Emergency - an event that arises internally, or from external sources, which may adversely affect the occupants or visitors in a facility, and which requires an immediate response. An emergency is a situation that poses an *immediate risk* to life or health. Most emergencies require urgent intervention to prevent a worsening of the situation, although in some situations, mitigation may not be possible and agencies may only be able to offer palliative care for the aftermath.
- Emergency Response Team (ERT) (AS 3745) - specialist personnel appointed to attend specific incidents to contain, control or eliminate the emergency using emergency response equipment and plans. Should be identified in the Risk Assessment phase
- Emergency plan - the written documentation of the emergency arrangements for a facility generally made during the planning process. It consists of the preparedness, prevention and response activities and includes the agreed emergency roles, responsibilities, strategies, systems and arrangements.
- Emergency Planning Committee (EPC) - the committee responsible to develop and maintain the emergency plan and establish the ECO.
- BFSR 2008 – Building Fire Safety Regulations 2008.



6 References

The EPC should liaise with specialist Aurizon risk advisors to ensure the requirements of the following are considered in the risk assessment and planning phase for formulating the local Site Emergency Response Plan:

- Australian Standard 3745-2010 Emergency Control Organisation and Procedures for Buildings (Sites), Structures and Workplaces.
- Applicable Building Fire Safety Regulations.
- Applicable Fire and Rescue Service Acts.
- Applicable Environmental Protection Acts and Regulations.
- Applicable Work Health and Safety Regulations.
- RMT/PRI/07 Emergency Management Corporate Principle.
- POL 07 Safety Policy.

7 Emergency Control Organisation (ECO)

An Emergency Planning Committee (EPC) shall be formed for each facility by the person or persons responsible for the facility and/or its occupants and visitors. The EPC shall consist of not less than two people who shall be representative of the stakeholders in the facility one of which shall be management, unless the facility is owner occupied and operated by a single person, in which case the EPC may be the sole person who is the owner/occupant.

During emergencies, instructions given by ECO personnel shall take precedence over the normal management structure. The Chief Warden if appointed is responsible for the management of the ECO and in the event of an emergency the control, command and coordination of emergency actions.

Members of the ECO should be capable of leading and taking command, remain calm under pressure and effectively communicate with occupants and visitors of the facility. They should be familiar with the day-to-day operations of the facility.

The table below outlines the responsibilities and activities for the ECO Positions

ECO Position	Activity
Chief Warden (if appointed)	
Pre-Emergency	<ul style="list-style-type: none"> ▪ Maintain a current register of ECO structure and members ▪ Liaise with Aurizon's Facilities Management to ensure Emergency Management equipment is to standard and being maintained ▪ Liaise with the site manager to ensure local risk assessment processes address potential emergency response needs and capabilities. ▪ Conduct regular exercises ▪ Ensure emergency response plan and procedures are up to date ▪ Annually (minimum) address the ERP with site safety committee ▪ Attend training and emergency exercises
Emergency	<ul style="list-style-type: none"> ▪ Respond to the alarm and take control as appropriate ▪ Ensure appropriate emergency services has been notified ▪ Ensure Area/Floor Wardens and Wardens are advised of the incident ▪ Provide direction to ECO on the evacuation process ▪ Brief emergency services upon their arrival of that status of the incident, including any persons requiring assistance
Post-Emergency	<ul style="list-style-type: none"> ▪ When advised the incident site is safe, or Emergency Services return control, notify ECO members to have staff return to the site ▪ Schedule a debrief within 2 weeks of the event or exercise ▪ Prepare an action plan for any issues identified through the debrief

*The Chief Warden may at times also perform the role of an **Incident Commander** at a facility. This is the person with the authority to command and coordinate resources on behalf of Aurizon and liaise with Emergency Services.*

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Area / Floor Warden	
Pre-Emergency	<ul style="list-style-type: none"> Coordinate the completion of PEEP documentation Report any deficiencies of emergency equipment Ensure emergency response procedures are communicated within their area Attend training and emergency exercises
Emergency	<ul style="list-style-type: none"> Assist in coordinating evacuation activities taking direction from the Chief Warden if appointed Maintain contact with Chief Warden through fire phone or other nominated communication method i.e. radio, mobile phone Provide direction to Wardens regarding checking areas and assisting with evacuation Report any persons requiring assistance to the Chief Warden Advise Chief Warden once floor/area is clear and all staff have moved to the assembly area.
Post-Emergency	<ul style="list-style-type: none"> Upon advice from Emergency Services or Chief Warden that the incident site is safe, notify wardens to have staff return to the site Participate in the after incident / exercise debrief Update local plans or procedures following the debrief activity

Warden	
Pre-Emergency	<ul style="list-style-type: none"> Participate in regular testing of emergency warning systems Ensure safe practices; clear pathways and emergency exits Attend training and emergency exercises
Emergency	<ul style="list-style-type: none"> Assist with evacuation activity taking direction from Area / Floor Warden and the Chief Warden Clear floor, building (site), area including bathrooms and breakout areas Ensure orderly movement of staff into stairwell and to assembly area Assist those persons requiring assistance with evacuation Move with staff to the assembly area
Post-Emergency	<ul style="list-style-type: none"> Upon advice from Emergency Services or Chief Warden that the incident site is safe, notify staff to return to the site Participate in the after incident / exercise debrief Update local plans or procedures follow the debrief activity

First Aid Officer	
Pre-Emergency	<ul style="list-style-type: none"> Maintain appropriate training qualification Attend training and emergency exercises
Emergency	<ul style="list-style-type: none"> Assist persons requiring assistance in evacuation activity Remain with those who are unable to evacuate where it is safe to do so Advise Area / Floor Warden of any persons who are injured or unable to safely move to assembly area i.e. unable to walk down stairs etc
Post-Emergency	<ul style="list-style-type: none"> Participate in the after incident / exercise debrief Update local plans or procedures following the debrief activity

Technical Officer	
Pre-Emergency	<ul style="list-style-type: none"> Maintain awareness of ECO membership Attend training and emergency exercises
Emergency	<ul style="list-style-type: none"> Provide site specific advice to Emergency Services in ceasing operations on site Facilitate the shutdown of machinery / equipment for the purpose of the evacuation
Post-Emergency	<ul style="list-style-type: none"> Participate in the after incident / exercise debrief Update local plans or procedures follow the debrief activity

The following colours should be used to identify Wardens in accordance with AS3745-2010:

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- Chief Warden and Deputy White
- Area / Floor Warden Yellow
- Warden Red
- First Aid White cross on a green back ground

ECO members shall be identifiable by the use of coloured apparel, selecting one or more of the following - helmet, cap, hat, vest and/ or tabard.

8 Indemnity

Aurizon has an indemnity in place in favour of Aurizon employees that protects them against civil liability resulting from their participation in EPC and ECO activities where the employees act in good faith and in the course of their emergency control duties.

9 Implementing Emergency Procedures

It is essential that all levels in Aurizon accept and participate in the implementation and maintenance of these emergency procedures. The emergency procedures *shall* form part of the culture of Aurizon.

Instruction given by trained Wardens during drills or emergency situations, *shall* override the normal management structure, however such instruction must be consistent with Aurizon's Code of Conduct.

The following *shall* apply in implementing these procedures:

- The emergency procedures *shall* form part of the routine management arrangements of Aurizon functions
- To ensure that those affected by these procedures are aware of them, information *shall* be provided about the procedures
- Training schedule that ensures relevant training *shall* be provided to nominated wardens and all other staff, the training *shall* be formalised
- At all stages of the implementation process, responsible managers / wardens *shall* monitor the effect of the procedures on personnel
- Where it is identified that the procedures have deficiencies or inaccuracies, the responsible manager/warden *shall* make amendments to rectify deficiencies
- The procedures *shall* be tested annually in a series of evacuation exercises in line with the risks for this site
- Responsible managers/wardens *shall* document/record all evacuation exercises and *shall* capture actions and lessons learnt.

10 Detection of an Emergency

Any staff member performing the role of a Warden who has received the required training as specified in AS 3745-2010 and instruction from BFSR 2008 *shall* raise the alarm and to the best of their ability ensure the safety of the occupants and conduct an orderly controlled evacuation from danger.

IF SAFE and the Warden/s have the required training, an attempt can be made to control the incident until the emergency services arrives or the area is safe.

Attachment A: "Action Decision Process" may be used as a guide to assist in the decision making process.

11 Site Emergency Flip Chart

This Site Emergency Response Plan will function as the Emergency Flip Charts. A copy of this plan will be located on the safety notice board adjacent to the front door.



12 Evacuation

There *shall* be a minimum of two (2) designated Assembly Areas and each designated area shall be identified by a sign that states “**Assembly Area**”.

Should the nature of the situation prevent either of these locations being used, the Warden *shall* designate another location. The Warden *shall* also decide which evacuation route to take as shown on the site map – see **Attachment C**.

When the evacuation alarm is raised, employees *shall* initiate shut down procedure(s) and make secure any machinery and move in a quiet and orderly manner directly to the designated assembly area. Employees hearing the alarm *shall* advise any employees working in the area who may not have heard the alarm, and then proceed to the assembly area.

Upon arrival at the assembly area, employees *shall* remain at this point so that their whereabouts can be accounted for.

At the assembly area, the Warden or nominated person *shall* check off staff as they arrive using the roster and sign on sheets. All staff not accounted for at the assembly area *shall* be treated as missing. This information *shall* be passed onto the Emergency Services upon their arrival.

No person *shall* re-enter the site until the Emergency Services have given the “*all clear*”.

13 Raise the Alarm

To notify Emergency Services Dial – (0) 000

State the following details:

- Your name
- What service you require (Police, Fire or Ambulance)
- Your location, nearest cross street and State e.g. QLD
- Nature of the emergency
- Approximate number of injured (if any)

Notify the **Responsible Manager/Warden/Supervisor** and emergency personnel and conduct evacuation if required.

Note: You may need to dial “0” before 000 to get an outside line.

14 Evacuation Coordination Procedure

- Wardens *shall* have shift rosters, visitors log and this procedure when conducting an evacuation.
- Under direction of Warden/s, employees, contracting partners and members of the public are required to move in a quiet and orderly manner to the designated Assembly Point.
- Persons with special needs shall be assisted by a Warden or nominated person to the Assembly Area.

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- If special needs person is in fire stairs Warden or nominated person shall wait with person until Emergency Services have arrived.
- Warden shall take visitors sign in book and roster to Assembly Point.
- Upon arrival at the Assembly Point, employees, contracting partners and visitors shall report to the Warden to be accounted for.
- Remain at the Assembly Point until instructed otherwise.
- If any employee cannot get to the designated Assembly Point, they must report to the Warden as soon as possible.
- Missing persons must be reported to the Emergency Services.
- Person shall not re-enter building (site) until “*all clear*” has been given by Emergency Services/Warden
- Evacuation Options – Full Evacuation, Partial Evacuation, Shelter-in-Place

Note: Advise adjacent neighbour if the emergency will impact them.

15 Fire and Smoke

REACT

- R** – Remove (evacuate) anyone from immediate danger - **IF SAFE**
- E** – Ensure doors and windows are closed to contain smoke and fire
- A** – Activate the alarm – Alert Others
- C** – Call the Fire Services (0) 000
- T** – Try to extinguish the fire – **IF SAFE AND TRAINED**

If personnel are trained and it is safe to do so try and extinguish the fire

PASS

- P** – Pull out the extinguisher safety pin – PRE TEST EXTINGUISHER
- A** – Aim the nozzle at base of fire
- S** – Squeeze the trigger
- S** – Sweep the nozzle from side to side whilst discharging
- If fire gets too big to extinguish close the door to slow the spread of heat and smoke.
- Notify Emergency Services of missing persons.
- Persons must not re-enter the area until the “*all clear*” has been given by the Officer in Charge of Fire Services.

Note: Extinguisher identification chart next page

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16 Fire Extinguisher Guide

Type of Fire			Ordinary Combustable (wood, paper, plastics etc)	Flammable & Combustable Liquids	Flammable Gases	Fire Involving Energised Electrical Equipment	Fire Involving Cooking Oils	
New Colour Coding	Previous Colour Coding	Type of Extinguisher	EXTINGUISHER SUITABILITY					Cautions
 Red	 Red	Water	Yes	No	No	No	No	Electrically Conductive
 Red / Oatmeal Band	 Oatmeal	Wet Chemical	Yes	No	No	No	Yes Most Suitable	Electrically Conductive
 Red / Blue Band	 Blue	Alcohol Resistant Foam	Yes	Yes Suitable for Alcohol Fires	No	No	Yes	Electrically Conductive
		AFF Type Foam	Yes	Yes Not suitable for Alcohol Fires	No	No	Yes	
 Red / White Band	 Red / White Band	AB (E) Dry Chemical Powder	Yes	Yes	Yes	Yes	No	
		B (E) Dry Chemical Powder	No	Yes	Yes	Yes	Yes	
 Red / Black Band	 Red / Black Band	Carbon Dioxide (CO ₂)	Yes	Yes	No	Yes	Yes	Depletes Oxygen in Confined Space

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17 Hose Reel Operation

- Open stop valve to release nozzle
- Advance hose reel to within safe striking distance of fire
- Open nozzle – turn anticlockwise
- Aim at base of fire
- Adjust spray to achieve an effective pattern
- After use re-wind pressurized hose in even layers
- Replace nozzle in correct stowage area, turn off water supply, then open nozzle to release pressure



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18 Fire Blanket Operation

A fire blanket consists of a piece of fire-resistant fabric, usually a woven glass fibre. Fire blankets are often installed in kitchen areas where small cooking fires may occur.

A fire blanket can be used to

- Smother a small fire
- Wrap around a person whose clothing is alight
- Wrap around yourself for protection should you be required to go past or through a hazard to get to an exit.

When using a fire blanket

- Hold it in front of you with the fabric rolled back at the edges to protect hands
- Place the bottom of the blanket on the near side of the fire
- Lay the blanket gently over the fire and then tuck in the edges of the blanket to seal around container
- Turn **OFF** heat source
- Do not remove fire blanket for a minimum of two hours or until container is cool enough to touch.
- Dispose of blanket after use and replace with new one
- Conduct follow up procedures.





19 Bomb or Arson Threat

In the event that you receive a threat by phone

- Remain calm - fill in Bomb Threat Checklist
- Engage the caller in conversation
- Use the Bomb Threat Checklist (next page) to gather as much information as possible
- **DO NOT HANG** up phone - leave line open
- **NEVER USE** mobile phone or radio to contact people
- Alert others while on the phone to raise the alarm - Dial (0) 000
- Notify the Responsible Manager/Supervisor
- Commence evacuation - **Leave all doors and windows open** - visually check area for suspicious articles while leaving site
- Pay attention to Assembly Points
- Provide Bomb Threat Check List detail to Police

In the event that the bomb or suspicious article is located

- Follow *Hot or Not* Procedure - the **HOT** principle, is it
 - **H**idden
 - **O**bvious
 - **T**ypical
- Raise the alarm Dial – (0) 000
- Do not operate any electrical device or radio in the area
- Commence evacuation while conducting ground to waist, waist to roof/ceiling search to assembly points
- Contact Site Manager giving full details of nature and location of the suspect package

Note: You will need to dial “0” before 000 to get an outside line.



20 Bomb Threat Check Sheet

Fill out this column while on the phone	Fill out this column after you have reported to the Warden as soon as possible				
<div style="display: flex; align-items: center;"> <div> <p>THREAT CHECKLIST</p> <ul style="list-style-type: none"> ▪ keep calm ▪ do not hang up </div> </div> <div style="border: 1px solid black; padding: 5px; margin-top: 10px;"> <p>EXACT WORDING OF THREAT</p> </div> <p>Calling Number ID: _____</p> <p>GENERAL QUESTIONS TO ASK</p> <ol style="list-style-type: none"> 1. What type of threat is it? <table style="width: 100%; border: none;"> <tr> <td style="width: 50%;">bomb <input type="checkbox"/></td> <td style="width: 50%;">radiation <input type="checkbox"/></td> </tr> <tr> <td>biological <input type="checkbox"/></td> <td>chemical <input type="checkbox"/></td> </tr> </table> 2. What is it? 3. When is the bomb going to explode? OR When will the substance be released? 4. Where did you put it? 5. What does it look like? 6. When did you put it there? 7. How will the bomb explode? OR How will the substance be released? 8. Did you put it there? 9. Why did you put it there? 10. What is your name? 11. Where are you? 12. What is your address? <p>BOMB THREAT QUESTIONS</p> <ol style="list-style-type: none"> 1. What type of bomb is it? 2. What is in the bomb? 3. What will make the bomb explode? <p>CHEMICAL / BIOLOGICAL THREAT QUESTIONS</p> <ol style="list-style-type: none"> 1. What kind of substance is in it? 2. How much of the substance is there? 3. How will the substance be released? 4. Is the substance a liquid, powder or gas? <p>Action: Report call to Chief Warden or Police immediately. Name _____ Ph _____</p>	bomb <input type="checkbox"/>	radiation <input type="checkbox"/>	biological <input type="checkbox"/>	chemical <input type="checkbox"/>	<div style="display: flex; align-items: center;"> <div> <p>THREAT REPORT</p> </div> </div> <p>CALLER'S VOICE</p> <p>Accent (e.g. Australian, American):</p> <p>Any speech difficulties (specify):</p> <p>Voice (e.g. loud soft):</p> <p>Speech (e.g. fast slow):</p> <p>Manner (e.g. calm, emotional):</p> <p>Did you recognise the voice?</p> <p>If so, who do you think it was?</p> <p>THREAT LANGUAGE</p> <p>Well spoken: Yes <input type="checkbox"/> No <input type="checkbox"/></p> <p>Confused: Yes <input type="checkbox"/> No <input type="checkbox"/></p> <p>Threatening: Yes <input type="checkbox"/> No <input type="checkbox"/></p> <p>Taped: Yes <input type="checkbox"/> No <input type="checkbox"/></p> <p>Message read by caller: Yes <input type="checkbox"/> No <input type="checkbox"/></p> <p>Other:</p> <p>BACKGROUND NOISES</p> <p>Street noises: Yes <input type="checkbox"/> No <input type="checkbox"/> Machinery Yes <input type="checkbox"/> No <input type="checkbox"/></p> <p>Aircraft: Yes <input type="checkbox"/> No <input type="checkbox"/> House noises: Yes <input type="checkbox"/> No <input type="checkbox"/></p> <p>Voices Yes <input type="checkbox"/> No <input type="checkbox"/> Internet call: Yes <input type="checkbox"/> No <input type="checkbox"/></p> <p>Music: Yes <input type="checkbox"/> No <input type="checkbox"/> Long distance: Yes <input type="checkbox"/> No <input type="checkbox"/></p> <p>Other:</p> <p>OTHER DETAILS</p> <p>Sex of caller: Male <input type="checkbox"/> Female <input type="checkbox"/></p> <p>Estimated age:</p> <p>Did the caller know the area?</p> <p>CALL DETAILS</p> <p>Date: / / Time:</p> <p>Duration of call:</p> <p>Number called:</p> <p>PERSON WHO RECEIVED CALL</p> <p>Name (print):</p> <p>Telephone number:</p> <p>Signature:</p>
bomb <input type="checkbox"/>	radiation <input type="checkbox"/>				
biological <input type="checkbox"/>	chemical <input type="checkbox"/>				
<p>Action: Report call to Chief Warden or Police immediately. Name _____ Ph _____</p>	<p>Hand completed form to Chief Warden or Police Don't worry if you can't fill in all the boxes, any information will be useful.</p>				

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21 Medical Emergency

In the event of a medical emergency

- Assess the situation, check for danger to yourself and others
- Raise the alarm - Dial (0) 000
- If safe to do so commence first aid
- Stay with the victim - send for assistance.
- Notify your Supervisor
- Supervisor is to advise the Responsible Manager and manager will determine notification requirement to Work, Health & Safety (WHS) regulator in the relevant state
- Complete any follow up procedures

Note: You will need to dial "0" before 000 to get an outside line.



22 Earthquake

During an Earthquake

- Remain calm and try to reassure others
- The safest place is an open space away from the building (site) away from trees and other structures
- If indoors stay there
 - Stay away from any glass
 - Under a desk or strong doorway will provide protection
 - Protect your head and neck
 - Be aware of falling building materials, book cases, cabinets etc.
- Do not use elevators

After an Earthquake

- Stay away from windows or items that could fall
- Be aware of electricity, gas and water
- Raise the alarm – Dial (0) 000
- NO SMOKING
- If safe evacuate persons
- If safe render assistance to injured persons
- Put out small fires
- Treat all electrical wires as live
- Expect after shocks

Note: You may need to dial “0” before 000 to get an outside line.

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23 Flood

During a Flood

- Remain calm and try to reassure others
- The safest place is a high area away from water streams or water sources
- If indoors stay there if it is safe from flooding
 - Stay away from any glass
 - A high place will provide best safety advantage
 - Protect your head and neck
 - Be aware of building materials, book cases, cabinets etc.

After a Flood event has subsided

- Stay away from windows or items that could fall
- Turn off electricity, gas and water
- Raise the alarm – Dial (0) 000
- NO SMOKING
- If safe evacuate persons
- If safe render assistance to injured persons
- Make area safe
- Treat all electrical wires as live

Note: You may need to dial “0” before 000 to get an outside line.

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24 Bushfire

During a Bushfire

- Remain calm and try to reassure others
- The safest place is a area away from combustible materials near water streams or water sources
- If indoors stay there if it is safe from fire
 - Stay away from any glass
 - A water irrigated area will provide best safety advantage
 - Protect your head and neck
 - Be aware of building materials, book cases, cabinets etc.

After a Bushfire event has passed

- Stay away from burning embers
- Be aware of electricity and gas
- Raise the alarm – Dial (0) 000
- NO SMOKING
- If safe evacuate persons
- If safe render assistance to injured persons
- Make area safe
- Treat all electrical wires as live

Note: You may need to dial “0” before 000 to get an outside line.

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25 Personal Threat

- If you or a colleague receives a threat in person or via phone it is important to alert someone around you
- Do not place yourself at risk
- Do not escalate the situation
- Get someone to discretely notify Security, your Supervisor or the Chief Warden
- Keep a safe distance between yourself and the offender
- Take note of exits and try to keep an eye on these and try to move towards the exit
- Record description of offender and record details of discussion/interaction as soon as possible
- If confronted by an armed intruder, obey the offender's instructions - do **ONLY** what is told and nothing more - do **NOT** volunteer any information

Note: Advise adjacent neighbour if the emergency will impact them.

26 Hazardous Material

- Turn off all ignition sources
- Walk away from chemical spill and raise the alarm – Dial (0) 000.
- If safe to do so evacuate injured person/s and provide first aid
- If possible wash chemically affected area of body with water
- Evacuate area upwind
- Keep upwind – be aware of wind change
- Set a guard, upwind, minimum 100 metres
- When evacuating avoid buildings, power lines and poles
- Do not re-enter until “*all clear*” is given

Note: You may need to dial “0” before 000 to get an outside line.

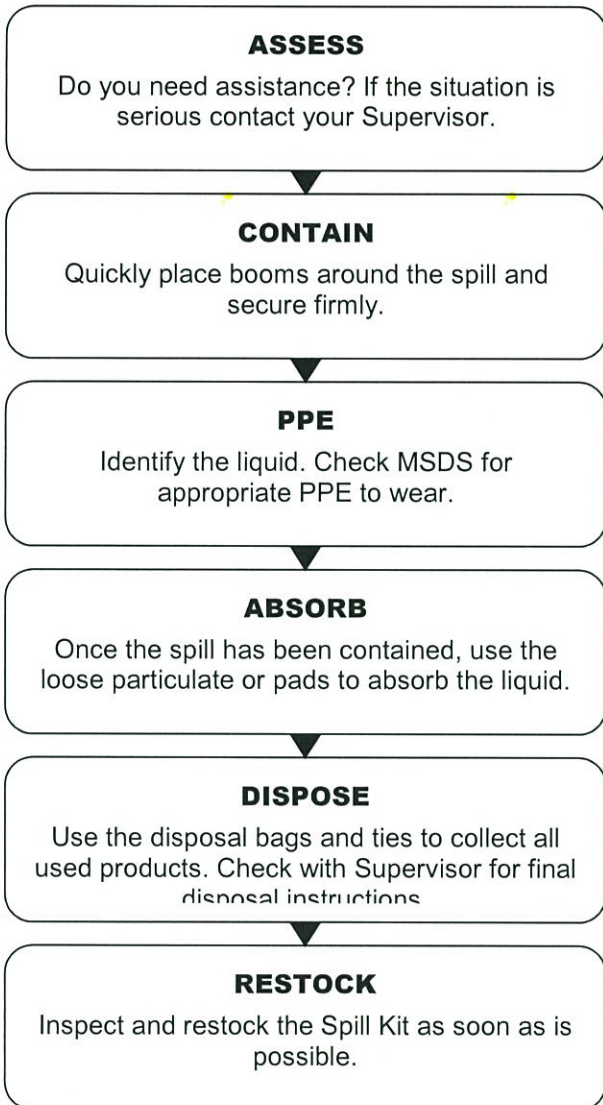
In the event of an emergency relating to an Orica product, please contact Orica. They can provide assistance. (REMOVE IF NOT REQUIRED)



27 Environmental Incident

SMALL OIL OR FUEL SPILL

An **Environmental Incident** is any event which has, or has the potential to have, a negative impact on the environment or causes environmental harm. **IF SAFE TO DO SO**



USE OF ABSORBENT PRODUCTS

LOOSE PARTICULATE

- Spread on spills
- Sweep into spills
- Create dikes around spill or area to be protected



SOCKS & BOOMS

- Contain spill
- Surround drain / area to be protected
- Divert flow of liquid



PILLOWS

- Use to dam drains or catchment basins
- Surround area to be protected
- Place in spill / under leak



PADS

- Place on spill
- Place under leaks and drips
- Use as wipe



Report all spills/leaks to Supervisor.

Supervisor to follow Business Instruction GM021 for reporting advice.

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28 Electrical Incident

Brown Out (Low Voltage or a Phase is down)

The following is required when a Brown Out event occurs

IF SAFE

- Shut down the operation of all plant, equipment and appliances that operate with an electrical motor to prevent them from burning out or possibly catching fire
- Raise the alarm – Dial (0) 000.
- Turn off the main switch at the site's main electrical switchboard cabinet at the depot until power returns to normal supply

Electrocution (Suspect Still Attached to Live Power)

- Do not panic
- Turn off the power to the area
- Assess any other dangers
- If Safe To Do So - conduct rescue as per training

Note: Only staff who have qualified and are current (in rescue from a Switch Board Training) *shall* conduct the rescue. Move casualty clear and perform emergency first aid and send someone to call an ambulance.

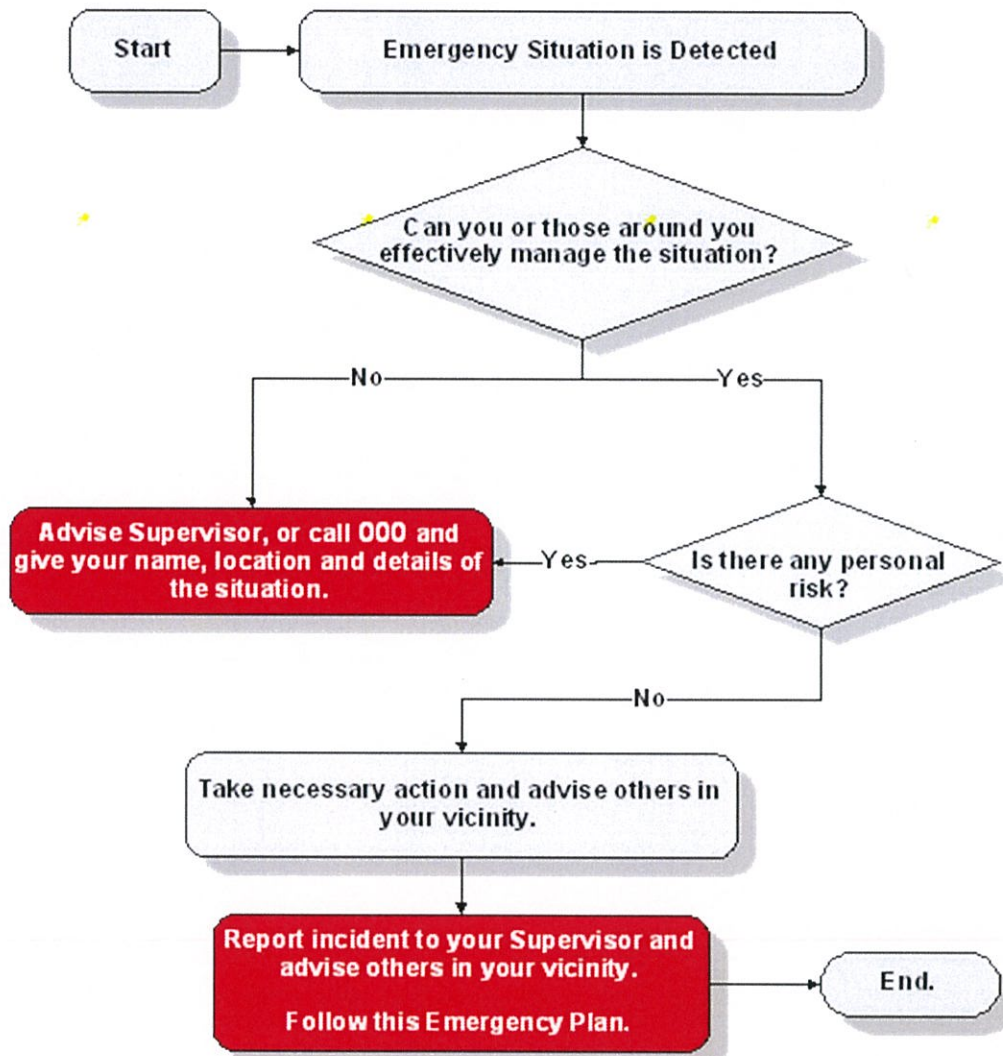
Note: You may need to dial "0" before 000 to get an outside line.

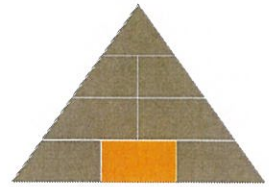


29 Attachment A – Action Decision Making Process

Figure 1.

Action / Decision Making Process - Detection of an Emergency.





STANDARD FIRE ORDER

Site Name: Hexham Train Support Facility

If you discover Smoke or Fire

- IF SAFE remove anybody from immediate danger
- Raise the alarm
- IF SAFE confine fire by closing doors or windows to the affected area
- Evacuate by going to the nearest safe area and follow Wardens instruction

A call to 000 must be made if a fire is confirmed even if fire alarm is operating.

Call 0 for outside line followed by 000

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31 Attachment C – Evacuation Sign & Diagram



32 Attachment D – First Aid Resource Assessment

REGION: _____

Location of Assessment (Building / site Name/ Workshop/ Depot):

Floors being assessed: _____ Date of Assessment ____ / ____ / ____

Assessed By: (1) _____ (2) _____
PRINT PRINT

Signature: (1) _____ (2) _____

1.0	WORKPLACE FACTORS	Description
1.1	Tick the type of workplace.	<input type="checkbox"/> Office environment (Single floor) <input type="checkbox"/> Workshop <input type="checkbox"/> Office environment (Multiple floors No. _____) <input type="checkbox"/> Construction workplace <input type="checkbox"/> Vehicle <input type="checkbox"/> Depot
1.2	Tick the Workplace hazards that apply: <input type="checkbox"/> Struck by object <input type="checkbox"/> Electrical <input type="checkbox"/> Animal/insect <input type="checkbox"/> Plant /equipment	<input type="checkbox"/> Chemical exposure <input type="checkbox"/> Assault <input type="checkbox"/> Manual Handling <input type="checkbox"/> Biological factors <input type="checkbox"/> Slip/trip/fall <input type="checkbox"/> Contact with hot substances <input type="checkbox"/> Stress <input type="checkbox"/> Other <input type="checkbox"/> Radiation/sun
1.3	Given the type of work performed at this workplace, is this workplace considered to be low risk (e.g. Office environment, vehicle) or high risk (e.g. workshop) workplace?	<input type="checkbox"/> Low risk (e.g. Office, vehicle) <input type="checkbox"/> High Risk (e.g. Workshop)
1.4	The number of persons working in the area (including employees, contractors, visitors).	<input type="checkbox"/> 1 person <input type="checkbox"/> < 50 persons <input type="checkbox"/> 50 – 199 persons <input type="checkbox"/> 200-299 persons <input type="checkbox"/> >300 persons
1.5	Do workers do shift work at this workplace? If yes, describe the times in which they could be working in the workplace after hours.	<input type="checkbox"/> Yes <input type="checkbox"/> No
1.6	Do workers work on their own or after hours including weekends? If yes, approximately how often and how long at any one time?	<input type="checkbox"/> Yes <input type="checkbox"/> No
1.7	Describe the nature of near misses, injuries, occupational illnesses which have occurred in the past 12 months at this workplace. (Attach a summary report)	_____



2.0	ACCESS TO FIRST AID/MEDICAL	Description																																			
2.1	<p>Advise how many first aid kits are supplied, the type of kit provided and whether the number is sufficient?</p> <p><i>Please Note: There are three types of First Aid Kits supplied in Network Services:</i></p> <p><i>G Kit is designed for Low Risk Workplaces such as offices and vehicles;</i></p> <p><i>F Kit has been designed for High Risk Workplaces.</i></p> <p><i>Personal Portable Kit has been designed for those who regularly travel and hire vehicles in the course of their work.</i></p> <p><i>As a general guide, Network Services recommends that the minimum kits provided should be:</i></p> <ul style="list-style-type: none"> • For a Building - 1 G Kit per floor (SAF/FRM/0005/WHS/NET) • For a Vehicle - 1 G Kit (SAF/FRM/0006/WHS/NET) • For a High Risk Workplace - 1 F Kit (SAF/FRM/0016/WHS/NET) • For person - 1 Personal Portable Kit (SAF/FRM/0007/WHS/NET) 	<p>No. First Aid Kits in the workplace _____</p> <p>Type of First Aid Kit provided: _____</p> <p>Is there a sufficient number of First Aid Kits? <input type="checkbox"/> Yes <input type="checkbox"/> No</p>																																			
2.2	<p>Is there currently a first aid room, and is there required to be one for this location?</p> <p><i>Please Note:</i></p> <p><i>First Aid Room: A first aid room with a minimum floor area of 11m² is required when there is more than 200 workers. A person with a current Occupational First Aid qualification (or higher qualification) should be responsible for the room and its contents.</i></p>	<p>First Aid Room Available? <input type="checkbox"/> Yes <input type="checkbox"/> No</p> <p>First Aid Room Required? <input type="checkbox"/> Yes <input type="checkbox"/> No</p>																																			
2.3	<p>How many current first aid personnel are there in the workplace and what type are they?</p> <p><i>Please Note:</i></p> <p><i>First Aid Officer (Apply First Aid Qualification): There should be at least 1 First Aid Officer available every shift, where the risk of injury/illness is low.</i></p> <p><i>Occupational First Aid Officer (Occupational First Aid Qualification): There should be at least 1 Occupational First Aid Officer available every shift, where the risk of injury/illness is high.</i></p> <p><i>Occupational Health Nurse: Consideration should be given to employing an Occupational Health Nurse where there are high risk work environments (e.g. exposure to hazardous substances) or where staff numbers exceeds 300.</i></p>	<p>First Aid Officer <input type="checkbox"/> Yes <input type="checkbox"/> No</p> <p>If yes, number available : _____</p> <p>If no, number required: _____</p> <p>Occupational First Aider <input type="checkbox"/> Yes <input type="checkbox"/> No</p> <p>If yes, number available: _____</p> <p>If no, number required: _____</p> <p>Occupational Health Nurse <input type="checkbox"/> Yes <input type="checkbox"/> No</p> <p>No. Available: _____</p>																																			
2.4	<p><u>Other resources available:</u></p> <p>* Remote Location strategies</p> <p>Eye wash station</p> <p>Running water</p> <p>Defibrillator (with trained personnel & service maintained)</p> <p>Medical oxygen (with trained personnel & service maintained)</p> <p>Exposure to Biological substances strategy</p>	<table border="0"> <thead> <tr> <th></th> <th colspan="2"><u>Available</u></th> <th colspan="2"><u>Required</u></th> </tr> </thead> <tbody> <tr> <td></td> <td><input type="checkbox"/> Yes</td> <td><input type="checkbox"/> No</td> <td><input type="checkbox"/> Yes</td> <td><input type="checkbox"/> No</td> </tr> <tr> <td></td> <td><input checked="" type="checkbox"/> Yes</td> <td><input type="checkbox"/> No</td> <td><input type="checkbox"/> Yes</td> <td><input type="checkbox"/> No</td> </tr> <tr> <td></td> <td><input type="checkbox"/> Yes</td> <td><input type="checkbox"/> No</td> <td><input type="checkbox"/> Yes</td> <td><input type="checkbox"/> No</td> </tr> <tr> <td></td> <td><input type="checkbox"/> Yes</td> <td><input type="checkbox"/> No</td> <td><input type="checkbox"/> Yes</td> <td><input type="checkbox"/> No</td> </tr> <tr> <td></td> <td><input type="checkbox"/> Yes</td> <td><input type="checkbox"/> No</td> <td><input type="checkbox"/> Yes</td> <td><input type="checkbox"/> No</td> </tr> <tr> <td></td> <td><input type="checkbox"/> Yes</td> <td><input type="checkbox"/> No</td> <td><input type="checkbox"/> Yes</td> <td><input type="checkbox"/> No</td> </tr> </tbody> </table>		<u>Available</u>		<u>Required</u>			<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> Yes	<input type="checkbox"/> No		<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> Yes	<input type="checkbox"/> No		<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> Yes	<input type="checkbox"/> No		<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> Yes	<input type="checkbox"/> No		<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> Yes	<input type="checkbox"/> No		<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> Yes	<input type="checkbox"/> No
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	<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> Yes	<input type="checkbox"/> No																																	
2.5	<p>Where is the nearest medical facility and how long would it take to get an injured person to the service?</p> <p>Where is the nearest hospital with a 24-hour Accident & Emergency Service, and</p>	<p>Medical Facility: _____</p> <p>Travel Time: _____</p>																																			

Plan

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2.0	ACCESS TO FIRST AID/MEDICAL	Description		
	how long would it take to get an injured person to this hospital?	Hospital: _____ Travel time: _____		
3.0	ACTIONS REQUIRED			
Are suitable controls in place? <input type="checkbox"/> Yes <input type="checkbox"/> No (complete table below)				
	Issue	Action required	Person responsible	Completed
				<input type="checkbox"/> Yes <input type="checkbox"/> No
				<input type="checkbox"/> Yes <input type="checkbox"/> No
				<input type="checkbox"/> Yes <input type="checkbox"/> No
+ List available in QLD First Aid Code of Practice 2004				
* Medical assistance response may be delayed due to geographical location/isolation				
Declaration:				
All required actions have been taken.				
Sign: _____			Date: _____	

33 Attachment E – Legislative Requirements

Confined Spaces Code of Practice 2011 **EMERGENCY PROCEDURES**

Regulation 74: A person conducting a business or undertaking must establish first aid and rescue procedures to be followed in an emergency and ensure those procedures are practised as necessary to ensure that they are efficient and effective. First aid and rescue procedures must be initiated from outside the confined space as soon as practicable in an emergency.

Managing the risk of falls at workplaces Code of Practice

9. Emergency procedures for falls

Whenever there are risks from working at height, appropriate emergency procedures and facilities, including first aid, must be established and provided. Typical injuries from falls can include unconsciousness and occluded airway, impalement, serious head or abdominal injuries and fractures.

A person using a fall-arrest system could suffer suspension intolerance as a result of a fall. The WHS Regulations contain a specific provision to address the need for emergency and rescue procedures for such situations.