

RANDWICK CAMPUS REDEVELOPMENT MANAGEMENT PLAN - EMERGENCY RESPONSE PLAN

[12/09/2019] | ISSUE No: 2.4



Plan Revision Status

Date	Revision (in numbers)	Purpose and Summary of Amendments	Reviewed by	Approved by
12/03/2018	2	Initial ERP		
4/12/2018	2.1	Review		
21/03/2019]	2.2]	Updated Evacuation Diagram]]]
21/05/2019	2.3	Regular three-month review, updated Evacuation Diagram, updated Appendix 1		
03/06/2019	2.4	Updated Reference for Flooding Emergency Response as per SSD 9113 Condition B41		
12/09/2019]	2.4]	Updated muster point and emergency & ECO contact list]		
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Plan Distribution List

Issue Number	Issued To	
	Name	Organisation
1	RCR Project Team – G Drive	LLB
2]	Aconex – Builder Brief Distribution List]]
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*Note that all printed paper/hard copies of this document and related procedures are uncontrolled. The controlled copy of this document is found either in Project Web, within the Project Management Plan section, or other project specific database/server approved by the Regional EHS Manager.

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1.0 INTRODUCTION

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

2.0 SCOPE

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

3.0 RELATED DOCUMENTS

- Background documents that support the detail outlined in this Emergency Response Plan are:
Emergency Response Procedure
- Emergency Call Ambulance Poster
- Evacuation / Emergency Drill Evaluation form
- Emergency Planning Committee Charter
- AS3745 Planning for Emergencies in Facilities
- First Aid in the Workplace – Code of Practice (Safe Work Australia)
- First aid facilities and services; Workplace amenities and facilities; Personal protective clothing – Code of Practice (Worksafe WA)
- First Aid in the Workplace – Compliance Code (WorkCover Victoria)

4.0 DEFINITIONS

Emergency Control Organisation (ECO)

Workplace Manager and nominated representative(s) responsible to direct and control the implementation of the emergency response plan.

Emergency Response Team (ERT)

Specialist personnel appointed to attend specific incidents, to contain, control or eliminate the emergency using emergency response equipment, e.g. fire brigade, ambulance service or paramedic.

Emergency Planning Committee (EPC)

HOSF persons responsible for the documentation and maintenance of the pro-forma emergency plan.

HOSF

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

Workplace Manager

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

5.0 PROTECTION PRIORITIES

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

- Safety of People; then
- Protection of the Environment; and finally

- Safeguarding of commercial considerations

6.0 EMERGENCY RESPONSE

Lendlease has an Emergency Response Plan and a nominated **Emergency Control Organisation** Leader at each of its workplaces. The primary role of the workplace **ECO** Leader is to direct and control the implementation of the emergency response plan and render personnel and facilities safe by the application of local resources and liaison with the Emergency Response Team, i.e. external emergency services.

The initial response to an emergency and the implementation of the emergency response plan may include the following actions:

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

7.0 RESPONSIBILITIES

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

Role	Responsible Person
Emergency Planning Committee (EPC)	Chaired and managed by HOSF
Emergency Control Organisation (ECO)	Chaired and managed by the Workplace Manager
Emergency Response Team (ERT)	Emergency Services e.g. fire brigade, ambulance service or paramedic.

8.0 EMERGENCY SCENARIOS

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

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

Other (List) – []

[]

[X]

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

9.0 TRAINING

Training requirements for members of the ECO listed in Appendix One shall be reviewed by the Workplace Manager when this plan is first established and thereafter at maximum 12 monthly intervals for offices and plant yards and maximum 6 monthly intervals for construction projects using the LLB Learning and Development Training Matrix. The Workplace Manager is responsible for ensuring that the ECO members are competent to fulfil their appointed ECO roles related to the direction and control of the implementation of the emergency response plan

10.0 PERIODIC DRILLS

This ERP shall be tested to determine its effectiveness at maximum 12 monthly intervals for offices and plant yards and maximum 6 monthly intervals for construction projects. Each emergency exercise shall:

- Test emergency preparedness and response to a particular predetermined scenario that has been identified in this plan including at least one environmental scenario every 24 months during the life of a construction project or occupancy of the asset.
- Include a documented description of the scenario which is communicated to all emergency exercise participants
- Include a documented review of learnings and actions post exercise which is communicated to all emergency exercise participants by completing the LLB Evacuation/Emergency Drill Evaluation Form or equivalent where the exercise is managed by a 3rd party.

11.0 EMERGENCY CONTACT NUMBERS

Emergency contact numbers are listed in Appendix Two of this ERP and must be displayed in prominent locations at this Project/Workplace.

12.0 EVACUATION DIAGRAM, ROUTES AND ASSEMBLY AREAS

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

Evacuation Diagrams shall be reviewed at maximum monthly intervals for all construction workplaces and updated to reflect any change. Evacuation Diagrams shall comply with the Evacuation Diagram Checklist contained in Appendix 3.

13.0 EMERGENCY EQUIPMENT AND FIRST AID LOCATIONS

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

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

A First Aid Risk Assessment shall be conducted upon commencement of works at the workplace and reviewed at maximum 3 monthly intervals for construction projects and where material changes occur at offices or plant yards using the pro-forma included in Appendix Six. This risk assessment will assist in

determining the requirements for first aid facilities and the number of competent first aiders to be provided at the workplace.

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

14.0 ACTIVATION OF THIS PLAN

This plan may be activated by:

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

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

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

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

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

15.0 TERMINATION OF AN EMERGENCY

An emergency may be terminated by one of the following:

- By the ECO Team Leader; or
- By the Emergency Response Team Leader; e.g. Fire Brigade Commander
- If the emergency has been escalated to LLB Crisis Management Team, by the LLB Crisis Management Team.

16.0 NOTIFICATION TO EXTERNAL AUTHORITIES

Formal notification to external authorities / regulators (other than emergency services) must be timely and undertaken by the ECO Team Leader after consultation with the relevant Regional EHS Manager and/or Head of EHS.

17.0 PERSONAL EMERGENCY EVACUATION PLAN

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

18.0 LOG OF EVENTS

The ECO Team Leader shall be responsible for appointing a Communications Officer who shall be responsible for completing the log of events during an emergency as contained in Appendix Seven.

This log shall be used to recording the following events:

- Time emergency was declared
- Time 000 call made to emergency services
- Time head count of workers at evacuation assembly point was finalised
- Time emergency services arrived at the workplace
- Time and detail when incident control was handed over to emergency services
- Time and detail of incoming calls from emergency services, LLB, client and other 3rd parties
- Time and detail of all outgoing calls to emergency services, LLB, client and other third parties
- Time and detail when Regulators attended the workplace
- Time and detail when union or other third parties attended the workplace
- Other actions taken relevant to the emergency scenario
- Time and details when emergency services handed back the workplace or incident control
- Time the emergency was terminated

19.0 ACTION SUMMARY

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

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

20.0 EMERGENCY SCENARIOS RESPONSE

Bomb Threat

IF YOU RECEIVE A BOMB THREAT

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

Bomb Threat Checklist

<table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td style="background-color: #f2f2f2;">Exact wording of threat</td> </tr> <tr> <td style="height: 100px;"></td> </tr> <tr> <td style="background-color: #f2f2f2;">Sex of Caller</td> </tr> <tr> <td> <input type="checkbox"/> Male <input type="checkbox"/> Female </td> </tr> <tr> <td style="background-color: #f2f2f2;">Question to ask</td> </tr> <tr> <td>When is it going to explode (release the substance)?</td> </tr> <tr> <td>What will make it explode (release the substance)?</td> </tr> <tr> <td>What does it look like?</td> </tr> <tr> <td>Where did you put it?</td> </tr> <tr> <td>Did you put it there?</td> </tr> <tr> <td>When did you put it there?</td> </tr> <tr> <td>Why did you put it there?</td> </tr> <tr> <td style="background-color: #f2f2f2;">Callers voice</td> </tr> <tr> <td> <table style="width: 100%;"> <tr> <td style="width: 33%;">Accent</td> <td style="width: 33%;"> <input type="checkbox"/> Asian <input type="checkbox"/> Australian </td> <td style="width: 33%;"> <input type="checkbox"/> English <input type="checkbox"/> American </td> </tr> <tr> <td></td> <td> <input type="checkbox"/> European <input type="checkbox"/> NZ </td> <td></td> </tr> </table> </td> </tr> <tr> <td>Other:</td> </tr> <tr> <td> <table style="width: 100%;"> <tr> <td style="width: 33%;">Voice</td> <td style="width: 33%;"> <input type="checkbox"/> Loud <input type="checkbox"/> Soft </td> <td style="width: 33%;"></td> </tr> <tr> <td colspan="3">Other:</td> </tr> </table> </td> </tr> <tr> <td> <table style="width: 100%;"> <tr> <td style="width: 33%;">Speech</td> <td style="width: 33%;"> <input type="checkbox"/> Fast <input type="checkbox"/> Clear </td> <td style="width: 33%;"> <input type="checkbox"/> Slow <input type="checkbox"/> Muffled </td> </tr> <tr> <td colspan="3">Other:</td> </tr> </table> </td> </tr> <tr> <td> <table style="width: 100%;"> <tr> <td style="width: 33%;">Impediment</td> <td style="width: 33%;"> <input type="checkbox"/> Lisp <input type="checkbox"/> Stutter </td> <td style="width: 33%;"></td> </tr> <tr> <td colspan="3">Other:</td> </tr> </table> </td> </tr> <tr> <td> <table style="width: 100%;"> <tr> <td style="width: 33%;">Manner</td> <td style="width: 33%;"> <input type="checkbox"/> Calm <input type="checkbox"/> Emotional </td> <td style="width: 33%;"></td> </tr> <tr> <td colspan="3">Other:</td> </tr> </table> </td> </tr> <tr> <td style="background-color: #f2f2f2;">Additional information</td> </tr> </table>	Exact wording of threat		Sex of Caller	<input type="checkbox"/> Male <input type="checkbox"/> Female	Question to ask	When is it going to explode (release the substance)?	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How will the substance be released?																																																																																				
In what form is the substance (liquid, gas or powder?)																																																																																				
Bomb threat questions																																																																																				
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Signature: _____ Date: _____																																																																																				

Fire or Explosion

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

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

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

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

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

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

**OTHER WORKPLACE
SPECIFIC**

Evacuation

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

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

Medical Emergency

Medical/first aid incident or emergency call:

FIRST AID OFFICER/AMBULANCE SERVICE

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

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

External Threat/Incident

NAME:

PHONE: []

IN THE EVENT OF AN ANNOUNCEMENT OF AN EXTERNAL THREAT

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

Environmental Spill/Incident

NAME: [REDACTED]

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

Internal Emergency

NAME:
PHONE:



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

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

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

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

**OTHER WORKPLACE
SPECIFIC**

▪

Personal Threat/Robbery/Intruder

CALL DIRECT MANAGER/POLICE SERVICE

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

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

Threat/Robbery/Intruder Identification

Threat/Robbery/Intruder Identification Form

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

First impressions are important.

Fill out the form alone.

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

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

Cyclone Planning

GENERAL

CYCLONE SEASON	<ul style="list-style-type: none"> Officially runs from November 1 to April 30 Refer Cyclone Information Bulletin
BUREAU OF METEOROLOGY ADVICE	<ul style="list-style-type: none"> A tropical cyclone watch is issued for coastal communities when the onset of gales is expected within 48 hours, but not within 24 hours. A tropical cyclone warning is issued for coastal communities when the onset of gales is expected within 24 hours, or are already occurring While the threat remains, a tropical cyclone advice will be issued every six hours, increasing to every three hours when cyclone warnings are required. In some circumstances, when a cyclone approaching the coast is under radar surveillance, the advices may be issued hourly.
WEEKLY CYCLONE CHECKLIST REQUIRED DURING CYCLONE SEASON	<ul style="list-style-type: none"> Projects/Workplaces in or north of Exmouth in Western Australia and <50km from the coast Projects/Workplaces located in within 50 kilometres of the Northern Territory coast Projects/Workplaces in or north of Bundaberg and <50km of coast

CYCLONE CATEGORIES

CATEGORY 1 (TROPICAL CYCLONE)	<ul style="list-style-type: none"> Negligible house damage. Damage to some crops, trees and caravans. Craft may drag moorings. A Category 1 cyclone's strongest winds are GALES with typical gusts over open flat land of 90 - 125 km/h.
CATEGORY 2 (TROPICAL CYCLONE)	<ul style="list-style-type: none"> Minor house damage. Significant damage to signs, trees and caravans. Heavy damage to some crops. Risk of power failure. Small craft may break moorings. A Category 2 cyclone's strongest winds are DESTRUCTIVE winds with typical gusts over open flat land of 125 - 164 km/h.
CATEGORY 3 (SEVERE TROPICAL CYCLONE)	<ul style="list-style-type: none"> Some roof and structural damage. Some caravans destroyed. Power failures likely. A Category 3 cyclone's strongest winds are VERY DESTRUCTIVE winds with typical gusts over open flat land of 165 - 224 km/h.
CATEGORY 4 (SEVERE TROPICAL CYCLONE)	<ul style="list-style-type: none"> Significant roofing loss and structural damage. Many caravans destroyed and blown away. Dangerous airborne debris. Widespread power failures. A Category 4 cyclone's strongest winds are VERY DESTRUCTIVE winds with typical gusts over open flat land of 225 - 279 km/h.
CATEGORY 5 (SEVERE TROPICAL CYCLONE)	<ul style="list-style-type: none"> Extremely dangerous with widespread destruction. A Category 5 cyclone's strongest winds are VERY DESTRUCTIVE winds with typical gusts over open flat land of more than 280 km/h.

CYCLONE PLANNING

MONITOR Cyclone Watch Issued	Assign personnel to monitor via internet, radio & TV. Consider subscribing to the National Alert System - http://www.emergencyalert.gov.au/
PREPARE – CODE BLUE Cyclone Warning Issued	Continue to Monitor. Commence tie-down checklists contained in Appendices Eight – Eleven Maintain communications with Client, workers and subcontractors Non-essential workers demobilised from the project/workplace Ensure workers have access to suitable cyclone proof shelters
TIE-DOWN – CODE YELLOW Gale-force winds to impact within 12 hours.	Ensure tie-down checklists are complete Non-essential travel to cease Photographs of at risk construction areas to assist any subsequent insurance claims Close project/workplace
SHUT-DOWN – CODE RED Gale force winds to impact within 6 hours	Project/Workplace Closed All workers at home or in nominated secure location – no one outside Only trained Emergency Personnel are permitted to leave secure buildings.
RE-OPEN – ALL CLEAR	All Clear given by authorities Site safety inspection conducted Site toolbox conducted prior to recommencement of works

OUT OF HOURS RESPONSE

Where a Cyclone Warning is issued out of normal working hours for a workplace, the Workplace Manager shall be responsible for ensuring the planning as detailed above is completed.

TIE DOWN KIT

Workplaces that are required to complete the Weekly Cyclone Checklist shall ensure adequate supplies of the following are maintained to assist with preparation and clean-up efforts:

- Rope – various sizes
- Chain – various lengths
- Cargo nets
- Plywood for window covers
- Masking tape
- Light plastic sheeting
- Tarpaulins of various sizes
- Plastic bags
- Tie down blocks e.g. concrete blocks, filled 200litre drums.

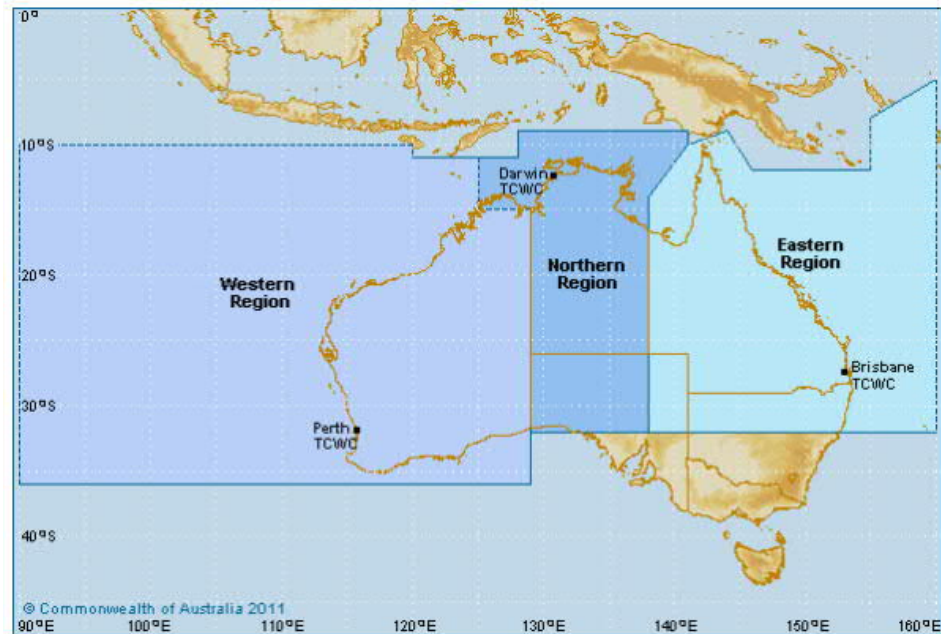
For further information:

<http://www.bom.gov.au/cyclone/index.shtml>

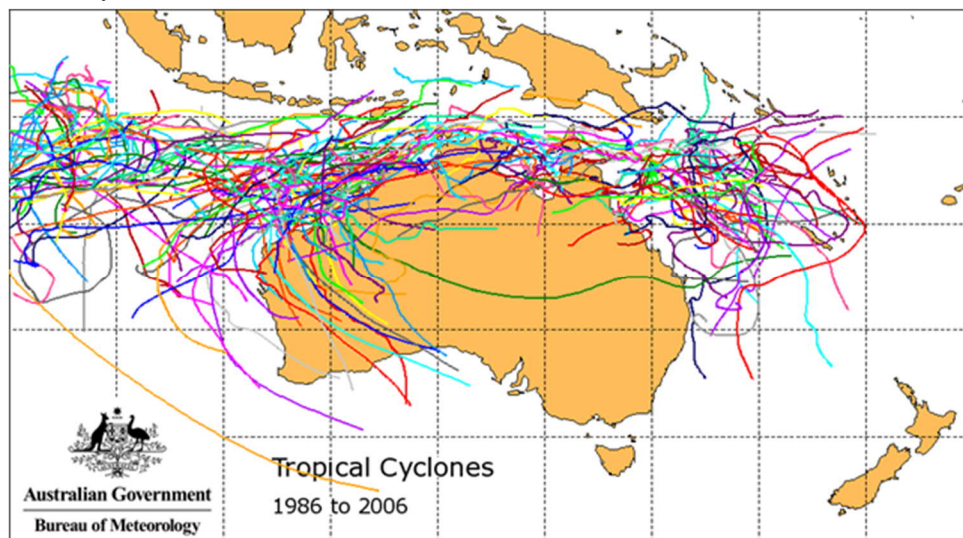
<http://www.abc.net.au/news/emergency/>

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

Cyclone Zones



Cyclone Track History



Bushfire

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

STAGES OF BUSHFIRE RESPONSE AT WORKPLACES

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

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

<http://www.bom.gov.au/weather-services/bushfire/about-bushfire-weather.shtml>
<http://www.abc.net.au/news/emergency/>
<http://www.abc.net.au/radio/frequency-finder/>

Australian Fire Seasons

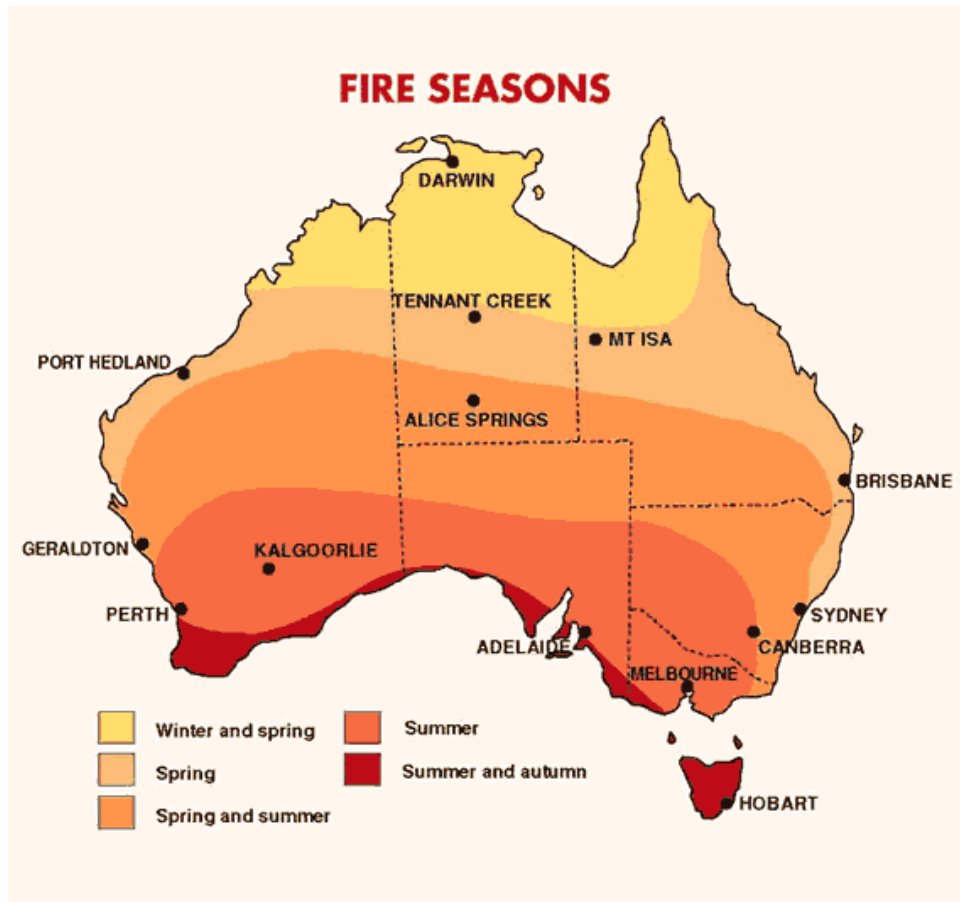


Figure 4

Flooding

PLANNING

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

OBEY INSTRUCTIONS

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

For further information:

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

OTHER WORKPLACE SPECIFIC

▪

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

PLANNING

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

PROCEDURE

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

A WORK SPECIFIC RESCUE PLAN IS APPENDED TO THIS DOCUMENT:

☐

ALL ECO MEMBERS HAVE BEEN BRIEFED ON THIS WORK SPECIFIC RESCUE PLAN:

☐

Rescue from Tower Crane

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

PLANNING	<ul style="list-style-type: none"> Preparation for an emergency of this kind should commence in advance of the use of a tower crane and the appropriate emergency scenario tested and preparations made for a response immediately upon commencement of tower crane operations
RESPOND	<ul style="list-style-type: none"> Refer to the Medical Emergency Procedure contained in this EPG

Single Crane Project

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

Multiple Crane Project

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

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

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

OTHER WORKPLACE SPECIFIC	<ul style="list-style-type: none">
---------------------------------	--

Rescue from Jump Form

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

RESPOND	<ul style="list-style-type: none"> Refer to the <i>Medical Emergency</i> Procedure contained in this EPG
RECOVER	<ul style="list-style-type: none"> Use crane to manoeuvre medical work box¹ to the jump form where worker is located and evacuate worker into the workbox using a stretcher or similar Lower stretcher to ground level for further medical attention
PROCEDURE	<ul style="list-style-type: none"> Report in line with the requirements contained within the Incident Reporting and Management Procedure

¹Use of a workbox requires a permit to work to ensure that there are no unintended consequences for the rescue party.

OTHER WORKPLACE SPECIFIC	<ul style="list-style-type: none">
---------------------------------	--

Rescue from a Swinging Stage Scaffold

PLANNING	<ul style="list-style-type: none"> A work specific rescue plan must be developed and appended to this document that accounts for the following as a minimum: <ul style="list-style-type: none"> The nature of the works The work height Accessibility for rescue Equipment required for rescue Number of workers required to participate in the rescue team Training requirements for rescue party
RESPOND	<ul style="list-style-type: none"> Refer to the work specific rescue plan appended to this document Refer to the Medical Emergency guidelines contained in this ERP
PROCEDURE	<ul style="list-style-type: none"> Report in line with the requirements containing within the Incident Reporting and Management Procedure

A WORK SPECIFIC RESCUE PLAN IS APPENDED TO THIS DOCUMENT:

☐

ALL ECO MEMBERS HAVE BEEN BRIEFED ON THIS WORK SPECIFIC RESCUE PLAN:

☐

Note:

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

Rescue from a Suspended Safety Harness

PLANNING	<ul style="list-style-type: none"> A work specific rescue plan must be developed and appended to this document that accounts for the following as a minimum: <ul style="list-style-type: none"> The nature of the works The likely suspension height Accessibility for rescue Equipment required for rescue Number of workers required to participate in the rescue team Training requirements for rescue party
RESPOND	<ul style="list-style-type: none"> Refer to the work specific rescue plan appended to this document Refer to the Medical Emergency guidelines contained in this ERP
PROCEDURE	<ul style="list-style-type: none"> Report in line with the requirements containing within the Incident Reporting and Management Procedure

A WORK SPECIFIC RESCUE PLAN IS APPENDED TO THIS DOCUMENT:

☐

ALL ECO MEMBERS HAVE BEEN BRIEFED ON THIS WORK SPECIFIC RESCUE PLAN:

☐

Storage of Hazardous Substances and Dangerous Goods

PLANNING	<ul style="list-style-type: none"> ▪ Ensure that the requirements of the Hazardous Substances and Dangerous Goods Procedure are in place ▪ Ensure hazardous substances and dangerous goods are not stored in flood prone areas
RESPOND	<ul style="list-style-type: none"> ▪ Follow Evacuation guidelines as outlined in this ERP. ▪ Follow Medical Emergency guidelines as outlined in this ERP. ▪ Follow the Fire or Explosion guidelines as outlined in this ERP ▪ Follow the Environmental Spill / Incident as outlined in this ERP
PROCEDURE	<ul style="list-style-type: none"> ▪ Report in line with the requirements containing within the Incident Reporting and Management Procedure
OTHER WORKPLACE SPECIFIC	<ul style="list-style-type: none"> ▪ ((Enter site specific details here or delete this text))

Vehicle / Plant Collision (Public or Project)

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

Other

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

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



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

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

Gate / Turnstile Warden	<ul style="list-style-type: none"> ▪ Direct emergency services to required location ▪ Prevent unauthorised access to site during evacuation
Muster Point Manager & assistants	<ul style="list-style-type: none"> ▪ Ensure all workers access cards are swiped and their name accounted for. ▪ Ensure all workers remain at the assembly area until the "All Clear" is given. ▪ Request subcontractor supervisors conduct a head count of their respective workers (including sub - subs) as a secondary measure to ensure all are accounted for.
Traffic Light Warden	<ul style="list-style-type: none"> ▪ To direct workers along Botany Street to the designated Emergency Assembly Area / Muster Point located in Writtle Park

Name	ECO Position	Contact Details
[REDACTED]	ECO Team Leader	[REDACTED]
[REDACTED]	ECO Deputy Leader	[REDACTED]
[REDACTED]	Area Warden	[REDACTED]
[REDACTED]	Communications Officer	[REDACTED]
[REDACTED]	Warden	[REDACTED]
[REDACTED]	[Warden]	[REDACTED]
[REDACTED]	[Warden - Gate 1 Botany St]	[REDACTED]
[REDACTED]	[Warden - Gate 2 Botany St]	[REDACTED]
[REDACTED]	[Warden]	[REDACTED]
[REDACTED]	[Warden]	[REDACTED]
[REDACTED]	[Muster Point First Aider]	[REDACTED]
[REDACTED]	[Muster Point Manager]	[REDACTED]
[REDACTED]	[REDACTED]	[REDACTED]
[REDACTED]	[Assistant Muster Point Manager]	[REDACTED]
[REDACTED]	[Warden - Turnstile - Hospital Road]	[REDACTED]
[REDACTED]	[Warden - Traffic Lights - Arthur & Botany St]	[REDACTED]
[REDACTED]	[Warden - Traffic Lights - Botany & High St]	[REDACTED]
[REDACTED]	[Warden - Traffic Lights - [REDACTED]]	[REDACTED]
[REDACTED]	[Warden - Site Office]	[REDACTED]
[]	[]	[]
[]	[]	[]
[]	[]	[]
[]	[]	[]
[]	[]	[]
[]	[]	[]
[]	[]	[]

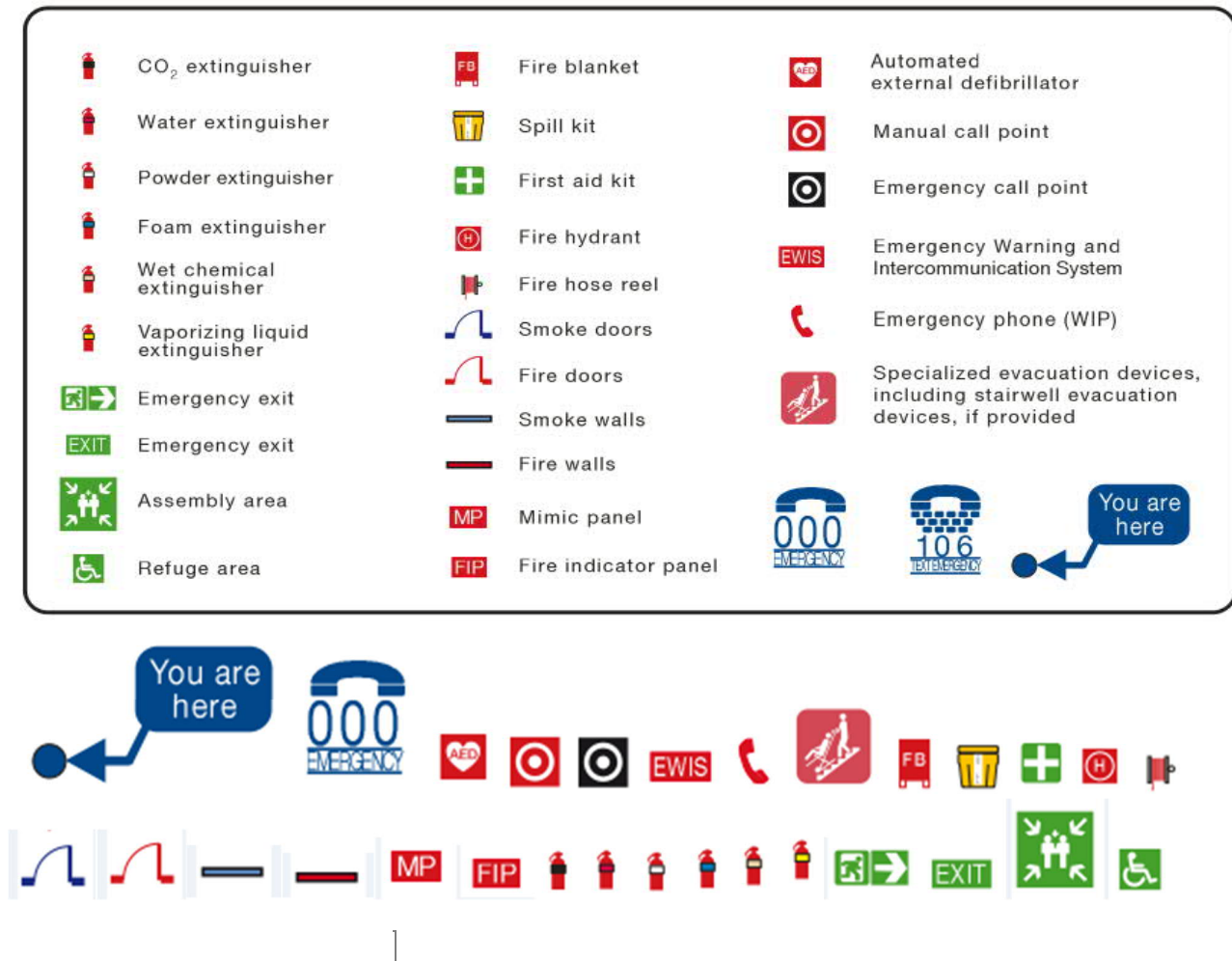
APPENDIX TWO – EMERGENCY CONTACT NUMBERS

Name	Workplace Position	Contact Number
[Mario Macr]		
	Regional EHS Manager	
	Project Director	
	EHS Coordinator	
	[General Foreman]	
	[HSR / IR Rep]	
	[Site Engineer]	
	[Site Engineer]	
	[Site Engineer]	
	[Site Engineer]	
	[Stakeholder Engagement Manager & Training PO]	
[]	[]	[]
[]	[]	[]
[]	[]	[]
[]	[]	[]
[]	[]	[]
[]	[]	[]
[]	[]	[]
[]	[]	[]
[]	[]	[]

[illegible]

APPENDIX THREE – EVACUATION DIAGRAM

Symbols used in evacuation diagrams



EVACUATION DIAGRAM CHECKLIST

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

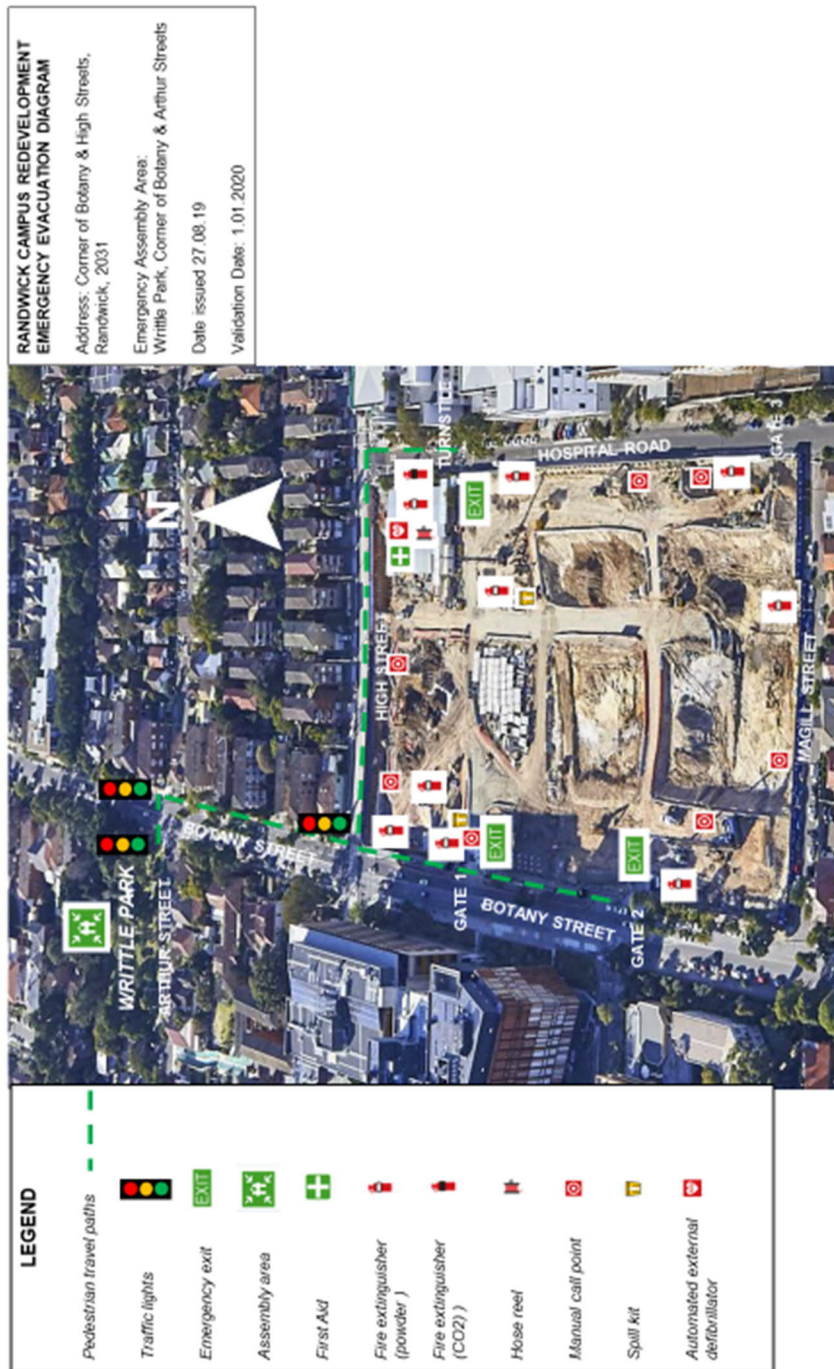
Minimum Requirements		Yes
Position of Diagram		
Between 1200mm to 1600mm above the finished floor surface		<input type="checkbox"/>
Visible to visitors/workers		<input type="checkbox"/>
Correct orientation to the direction of egress (i.e. not upside down), it must reflect the building/site layout regarding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

Emergency Call Points (ECPs) – symbol in red	<input type="checkbox"/>	<input type="checkbox"/>
Emergency Warning & Intercommunication System (EWIS) – symbol in red	<input type="checkbox"/>	<input type="checkbox"/>

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

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

[]



[APPENDIX FOUR – EMERGENCY EQUIPMENT AND FIRST AID LOCATIONS

See Emergency Evacuation Diagram

[APPENDIX FIVE] – PERSONAL EMERGENCY EVACUATION PLAN

Nil

[APPENDIX SIX] – FIRST AID RISK ASSESSMENT

The size and location of the workplace		
Scope of workplace	[New 13 storey Acute Services Building]	
Access between floors	[Stairs]	
Geographic size of workplace	65,000 m ²	
Nearest Hospital	[Prince of Wales]	
Maximum time to medical service	[5 minutes]	
The number and composition of the workers and other persons at the workplace.		
Number of workers	[Currently averaging 60 – peak at 500]	
Number of other persons	[Visitors - averaging approximately 6 a day]	
Shifts worked	[One]	
Overtime worked	[Yes]	
Remote or isolated workers	[No]	
Known health conditions effecting risk	[]	
Injuries, illnesses and incidents		
Last 12 months incident data	[2 X MTI]	
Incidents not resulting in injury	[2]	
Other	[]	
Nature of the work carried out and the nature of the hazards at the workplace		
Hazards	How the hazard could cause harm	Likelihood of occurrence and degree of harm
Work at Heights	Falls of material/people	Possible risk of daily exposure. Major injuries
Electrical	Shock	Possible risk of daily exposure.
Hazardous chemicals: <ul style="list-style-type: none"> • Solvents • Hydrocarbons • Disinfectants • Cement slurries 	Respiratory illnesses, cancers, dermatitis, chemical burns and the like Many SDS confirm a first aid response is required	Possible risk of daily exposure to hazardous chemicals.
Plant & Equipment	Contact with, operator error, failure of, exposure too flash or grinding sparks or the like	Possible risk of daily exposure.

Manual handling	Muscular strain, cuts lacerations, puncture wounds and the like	Possible risk of daily exposure.
Housekeeping	Slips/Trips/Falls	Possible risk of daily exposure.
Afternoon shift	Worker fatigue Reduced visibility (hours of darkness)	Possible risk of daily exposure. Major injuries
Radiation	Welding activities; and Work in direct sunlight	Possible risk of daily exposure.
Infection risk for First Aiders	Application of first aid	Risk of exposure to infectious disease
[]	[]	[]
[]	[]	[]
[]	[]	[]
[]	[]	[]
[]	[]	[]
[]	[]	[]
[]	[]	[]

Required First Aid

Number of first aiders needed	[]
Training and competencies for LLB first aiders	[]
Number and location of kits	[]
Contents of first aid kits and modules	[]
Other First Aid Items	[]
Kit maintenance	EHS Committee & First Aiders on the weekly walk to check all First Aid Kits

Consultation Arrangements

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

APPENDIX SEVEN – LOG OF EVENTS

[illegible]

[APPENDIX EIGHT – CYCLONE CHECKLIST OFFICE

Location:		Date:		Time completed:	
Person Responsible:			Complete	Hours Required	
1.	Check perimeter of building for loose items.				
2.	Fire extinguishers stored inside buildings.				
3.	Rubbish bins emptied and stacked.				
4.	All windows closed and locked.				
5.	Close air conditioners vents.				
6.	Refrigerators emptied.				
7.	Close all internal doors.				
8.	All desks cleared and tidied.				
9.	Records and drawings of significance removed from site or stored in waterproof containers.				
10.	Computers turned off, may need to remove from site.				
11.	Phone and email manned until site evacuates.				
12.	All electrical equipment turned off and power leads pulled out of wall sockets. Isolate power at the main switch box. (Electrician to isolate all power in compound under Lendlease Workplace Manager's instructions).				
13.	On evacuation close and lock all doors.				
14.					

Other / Comments

Signature:

APPENDIX NINE – CYCLONE CHECKLIST MEALS ROOMS AND TOILETS

Location:		Date:		Time completed:	
Person Responsible:				Complete	
1.	All windows locked.				
2.	Air conditioners turned off and vents closed.				
3.	Tie down drink machines and ice machines, or empty and move inside buildings.				
4.	Rubbish bins emptied and stored inside building.				
5.	Fire extinguishers to be stored inside.				
6.	Refrigerators to be emptied.				
7.	All outside furniture to be placed inside (Note: except for concrete furniture).				
8.	Noticeboards to be removed and placed inside buildings.				
9.	All electrical equipment turned off and power leads pulled out of wall sockets. Isolate power at the main switch box. (Electrician to isolate all power in compound under Lendlease Workplace Manager's instructions).				
10.	On evacuation close and lock all doors.				
11.					
12.					
13.					
14.					
Other / Comments					
Signature:					

APPENDIX TEN – CYCLONE CHECKLIST LAYDOWN, CONTAINER & WORK AREAS

Location:		Date:		Time completed:	
Person Responsible:			Complete	Hours Required	
1.	All vendor equipment secured.				
2.	Light steel work and pipes to be secured.				
3.	Generators removed from site or placed in containers.				
4.	All small pieces of equipment/material stored in containers.				
5.	All tarpaulins to be removed and stored in containers.				
6.	Welding machines to be placed together and secured, or removed from site.				
7.	All oil / fuel drums to be removed from site.				
8.	FORMWORK assessed (on an individual basis) and secured				
9.	All fire extinguishers removed and placed in containers.				
10.	Floor plate/grid mesh secured.				
11.	All loose scaffolding removed and placed in stillages and secured. Scaffold tag to be removed and re-inspected after event. Hand rails, planks and kick plates to be secured. All mobile scaffolding to be dismantled and removed from site or stored in containers. All shade cloth removed.				
12.	All materials and equipment that can suffer water damage raised from floors, ground, or stored in containers.				
13.	Gas cylinders placed in containers or removed from site, all hoses and valves to be disconnected.				
14.	Signage, star pickets and barricading to be removed and stored (only if area is within fenced construction zone)				
15.	Rubbish skips to be emptied and removed from site, or removed to central collection point and secured.				
16.	All loose material to be bundled together and secured. If possible store in a container, including pallets.				
17.	Traffic management road signage collected and placed in containers – ensure removal of does not create a hazard for road users.				
18.	Chain blocks removed and not left insitu				

19.	All temporary power boards disconnected and stored in a container, unless installed inside a secure structure.		
20.	All electrical leads rolled up and stored in container. All electrical equipment turned off. All electrical equipment turned off and power leads pulled out of wall sockets). Isolate power at the main switch box. (Electrician to isolate all power in compound under Lendlease Workplace Manager's instructions).		

Other / Comments

Signature:

APPENDIX ELEVEN – CYCLONE CHECKLIST PLANT

Location:		Date:		Time completed:	
Person Responsible:			Complete	Hours Required	
1.	Plant parked on high ground or removed from site.				
2.	Loose items of rigging gear stored.				
3.	Cabs closed and secured.				
4.	Slew brake and pin locked in position.				
5.	Hooks secured.				
6.	Boom down, hydraulic crank – stow job away.				
7.	All equipment lowered.				
8.	All vehicle fuel tanks full.				
9.	Brakes applied and set.				
10.	Electrical isolator off or battery disconnected.				
11.	Contact numbers for personnel with keys to be recorded below in comments section				
12.					
13.					
14.					
Other / Comments					
Signature:					

APPENDIX TWELVE – CYCLONE CHECKLIST WEEKLY

Location:		Date:		Time completed:	
Person Responsible:			Complete	Hours Required	
1.	Redundant scaffold removed.				
2.	Redundant barricading removed and star pickets in container.				
3.	Redundant materials removed off site.				
4.	Areas clear of rubbish and general housekeeping completed.				
5.	Timber stacked or placed in skip.				
6.	Stocks of <i>tie down materials</i> held on site				
7.	Containers tied down.				
8.	Redundant material removed from site.				
9.	Employee and sub contract supervisor contact details current?				
10.					
11.					
12.					
13.					
14.					
Other / Comments					

Signature:

[APPENDIX THIRTEEN] – PLAN INDUCTION RECORD

[illegible]

(Print additional pages as required)