

# Emergency Response Plan

## Western Sydney Airport – Surface and Civil Alignment Works

<b>Project Name</b>	Sydney Metro – Western Sydney Airport, Surface and Civil Alignment Works
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### Document Approval

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<b>Signature</b>					

## Distribution and Authorisation

### Document Control

The CPBUI JV Project Director is responsible for ensuring this plan is reviewed and approved. The Project Safety Manager is responsible for updating this plan to reflect changes to the project, legal and other requirements, as required.

The controlled master version will be maintained on TeamBinder. All circulated hard copies are deemed to be uncontrolled.

### Amendments

The implementation of this Plan is under the authority of the CPBUI Delegated Authority Matrix. All Contract personnel will perform their duties in accordance with this Plan, supporting plans, and related procedures.

### Revision Details

Rev.	Details
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## Table of contents

<b>Abbreviations and definitions .....</b>	<b>iv</b>
<b>Part A Overview .....</b>	<b>1</b>
<b>1. Introduction .....</b>	<b>1</b>
1.1. Project Scope.....	1
1.1.1. Package scope .....	1
<b>2. Plan overview .....</b>	<b>2</b>
2.1. Plan Purpose and Objectives .....	2
2.1.1. Primary objectives.....	2
2.1.2. Performance objectives .....	2
2.2. Plan structure .....	3
2.3. Interface with other management plans.....	3
2.4. Emergency agencies liaison process .....	4
2.5. Plan review and updates .....	4
2.6. Compliance with the Contract Requirements.....	5
2.6.1. Emergency Response Contract Requirements .....	5
<b>3. Legislative requirements .....</b>	<b>10</b>
3.1. WHS legislation.....	10
3.2. Environmental legislation.....	10
<b>4. Roles and Responsibilities .....</b>	<b>11</b>
<b>Part B Implementation Plan .....</b>	<b>16</b>
<b>5. Elements and Expectations .....</b>	<b>16</b>
Element 1: Risk Identification and Management.....	17
Element 2: Emergency Response Planning.....	20
Element 3: Emergency Awareness and Training .....	26
Element 4: Initial response to an emergency .....	28
Element 5: Recovery from an emergency.....	36
Element 6: Testing and review .....	38
<b>Part C Appendices.....</b>	<b>39</b>
<b>Appendix A – Inventory of Typical Main Pollutants for the SCAW Project .....</b>	<b>39</b>
<b>Appendix B – Emergency Contact List .....</b>	<b>41</b>
<b>Appendix C – Site Emergency Equipment.....</b>	<b>43</b>
<b>Appendix D – Incident and Emergency Response Process .....</b>	<b>45</b>
<b>Appendix E – Notification of Agencies of a Pollution Incident and Environmental Incident Management .....</b>	<b>46</b>
<b>Appendix F – Types of Emergencies .....</b>	<b>49</b>
<b>Appendix G – Guide for Bomb or Substance Threat .....</b>	<b>50</b>
<b>Appendix H – Armed Offender or Intruder Witness Guide .....</b>	<b>54</b>
<b>Appendix I – Guide for the Response to Major Spill or Release of Polluted Water .....</b>	<b>56</b>
<b>Appendix J – Storm/Severe Weather Guide .....</b>	<b>60</b>
<b>Appendix K – Fire Guide .....</b>	<b>61</b>

<b>Appendix L – On-Site Vehicle Collision Guide .....</b>	<b>63</b>
<b>Appendix M – Gas Leak Guide .....</b>	<b>64</b>
<b>Appendix N – Medical Emergency/Injury Guide.....</b>	<b>66</b>
<b>Appendix O – Electric Shock Guide .....</b>	<b>67</b>
<b>Appendix P – Deceased Persons Guide .....</b>	<b>68</b>
<b>Appendix Q – Training .....</b>	<b>69</b>
<b>Appendix R – Incident Response Duty Cards .....</b>	<b>71</b>
<b>Appendix S – Alignment with State Emergency Plan .....</b>	<b>72</b>
<b>Appendix T – Site Maps .....</b>	<b>73</b>

## List of figures

Figure 1 – SCAW Project scope	1
Figure 2 – Incident and Emergency Response Process	45

## List of tables

Table 1 – Abbreviations and definitions	iv
Table 2 – Performance Objectives	2
Table 3 – Management Plan interface with other Plans	3
Table 4 – Emergency Response Contract Requirements	5
Table 5 – Requirement: Sydney Metro Integrated Management System (IMS), 2.7.1	7
Table 6 – Roles and Responsibilities	11
Table 7 – Evaluating the Threat	51

## Abbreviations and definitions

Refer to Definitions, Abbreviations and Acronyms, Sydney Metro – Western Sydney Airport Surface Civil and Alignment Works Package, Schedule C1 General Specification.

Table 1 – Abbreviations and definitions

Abbreviation	Description
CEMP	Construction Environmental Management Plan
CPB	CPB Contractors Pty Ltd
CPBUI JV	CPB Contractors Pty Limited and United Infrastructure Pty Limited Joint Venture
Crisis	A Crisis is an extra ordinary event, announcement, disclosure or set of circumstances that threatens the safety or well-being of workers and other stakeholders and/or the integrity, performance, reputation, survival of CPBUI
Emergency	An imminent threat or actual incident that poses significant or Material Harm to the safety or health of persons, property, the environment, the local community or adjacent traffic operations. An incident of this kind may result in CPBUI seeking assistance from the external emergency services agencies.
GIS	Geographic Information System
Incident	A localised event, either accidental or deliberate, which may result in injury to persons or damage to property or the environment. A construction incident requires a normal response from SCAW Project incident management personnel and may also require a response from the external emergency services agencies.
Material Harm	As defined in Section 147 of the POEO Act
PIRMP	Pollution Incident Response Management Plan (incorporated into this Plan)
POEO Act	Protection of the Environment Operation Act, 1997
Pollution Incident	Any pollution incident that causes or threatens Material Harm to the environment or human health
Project	Sydney Metro Western Sydney Airport
SCAW	Western Sydney Airport Surface and Civil Alignment Works
SMWSA	Sydney Metro Western Sydney Airport
UI	United Infrastructure Pty Limited
WSI	Western Sydney International

# Part A Overview

## 1. Introduction

Through aligned values, CPBUI JV will partner with Sydney Metro to deliver the Western Sydney Airport (WSA) Surface and Civil Alignment Works (SCAW). We will establish strong foundations and create seamless interfaces to pave the way for the successful completion of Sydney Metro – Western Sydney Airport (SMWSA), on Darug Country as part of the future Western Parkland City.

### 1.1. Project Scope

The SMWSA Project involves the construction and operation of a new 23km metro rail line that extends from the existing Sydney Trains suburban T1 western line (at St Marys) in the north to the Aerotropolis (at Bringelly) in the south. The alignment includes a combination of tunnels and civil structures, including viaducts, bridges, and surface and open-cut troughs between the two tunnel sections. The Project also includes six new metro stations, and a stabling and maintenance facility and operational control centre at Orchard Hills. The SCAW package is the second major contract package to be procured for the Project. The successful and timely completion of the SCAW package is critical to the subsequent construction activities and ultimate completion of the entire Project.

#### 1.1.1. Package scope

The scope for the SCAW package includes approximately 10.6km of alignment up to the underside of track formation from Orchard Hills to the WSI airport. This includes approximately:

- 3.6km of viaduct
  - 400m of viaduct over Blaxland Creek
  - 660m of viaduct over the Patons Lane area and un-named creek
  - 2.5km of viaduct in the Luddenham Road area including across the Warragamba pipeline, at Luddenham Station, across Luddenham Road and across Cosgrove Creek
- 209m of bridges
  - A bridge, approximately 187m long, over the proposed M12 Motorway
  - A bridge, approximately 22m long, over the drainage swale on the WSI airport site
- 6.9km of at-grade alignment
  - 600m at Orchard Hills, south of Lansdowne Road
  - 1.6km alongside the stabling maintenance facility in Orchard Hills
  - 900m to the north of the Warragamba pipelines
  - 1.1km north of the proposed M12 motorway
  - 1.4km south of the proposed M12 Motorway on Elizabeth Drive
  - 1.3km within the Airport site from the northern boundary to the Airport Business Park Station
- Temporary and permanent access roads.

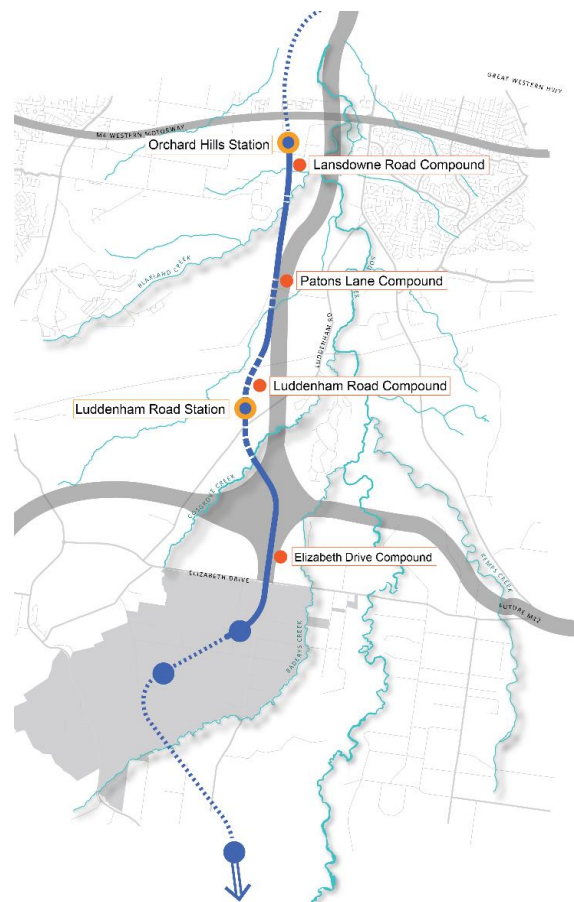


Figure 1 – SCAW Project scope

## 2. Plan overview

### 2.1. Plan Purpose and Objectives

The purpose of this Emergency Response Plan (this Plan) is to provide guidance and direction on how CPB and United Infrastructure Joint Venture (CPBUI) will respond to an emergency during the construction of the Surface and Civil Alignment Works (SCAW) of the Sydney Metro Western Sydney Airport (the Project) within NSW.

This Plan applies to all safety and environmental emergencies within the SCAW Project sites (or incidents occurring outside the worksites that impact on activities within the SCAW Project) where:

- CPBUI's Project Director determines the need to enact the Plan, and/or
- In the event of a pollution incident where Material Harm to the environment is caused or threatened (See Glossary for definitions).

The scope of this Plan excludes:

- All emergencies where the New South Wales State Emergency Plan (EMPLAN) has been activated. An outline of where this Plan aligns with the EMPLAN is provided in Appendix R – Incident Response Duty Cards
- Small scale safety and environmental incidents that are not causing or threatening to cause Material Harm to the environment and can be handled without the assistance of external emergency agencies, such as first aid incidents, small oil spills, etc. (see Section 2.3)

#### 2.1.1. Primary objectives

The primary objectives of this Plan are to ensure that:

- A risk management approach is adopted for the identification, assessment and control of incidents that, potentially, can develop into an emergency situation;
- Effective procedures are developed to respond to key risk types that could, potentially, result in a significant safety and/or environmental emergency;
- Key roles, responsibilities and authorities of emergency response personnel are clearly defined and communicated;
- Comprehensive and timely communication about an emergency is provided to the workforce, relevant emergency services agencies and people outside the premises who may be affected by the impacts of an emergency;
- Emergency management resources are clearly identified and readily accessible;
- All relevant personnel have received appropriate first response training;
- Processes are developed for recovery action following an emergency which triggers the enactment of this Plan.

#### 2.1.2. Performance objectives

Additional internal performance objectives for managing emergencies that invoke this Plan include:

Table 2 – Performance Objectives

Objectives	Actions
<b>With the provisions of the Plan</b>	
Keys which may trigger the enactment of this Plan identified.	Conduct risk identification and analysis in the development and review of this Plan.
Specific procedures developed for key issues which may trigger the enactment of this Plan.	Preparation of issue specific emergency management procedures where procedures vary from the basic approach documented in this Plan.
All personnel with emergency response responsibilities are appropriately trained.	All assigned persons are provided with training as soon as practicable after being assigned emergency management responsibilities.

Objectives	Actions
All relevant site personnel are familiar with this Plan.	All new persons provided with Project Induction on the emergency response procedures before commencing work on site. All relevant site personnel are provided with refresher training on the emergency management procedures. Refresher training through toolbox meetings is to be provided within two months of any significant change to this Plan.
Adequate resources are provided to facilitate an effective emergency response.	Resource requirements are identified and provided.
Notifications and response actions implemented within targeted timeframes	The Incident and Emergency Notification Protocol is communicated to all relevant personnel to follow and observe.

## 2.2. Plan structure

The plan has the following structure:

<b>Part A: Overview</b>	This section clearly defines: <ul style="list-style-type: none"> <li>▪ Introduction</li> <li>▪ Legislative requirements</li> <li>▪ Roles and responsibilities</li> </ul>
<b>Part B: Implementation Plan</b>	Outline of Elements and Expectations: <ul style="list-style-type: none"> <li>▪ How the SCAW will meet each element and expectation</li> <li>▪ Responsibilities for each expectation</li> <li>▪ The procedures and deliverables for each expectation</li> </ul>
<b>Part C: Appendices</b>	Information and resources to support the development and implementation of this Plan

## 2.3. Interface with other management plans

Business as usual incident management processes, relevant to particular functional areas, will be found in the relevant management plan, as shown in the table below:

Table 3 – Management Plan interface with other Plans

Management Plans	Process
Construction Management Plan	Addresses the processes to be followed for construction planning, preparation and delivery incorporating implementation of risk controls associated with potential incidents.
WHS Management Plan	Addresses incident notification, managing, recording, investigation, and reporting on all safety related incidents.
Construction Environmental Management Plan	Address management and mitigation for environmental related incidents. Incident management details are captured in Section 8.10 Element 9 – Incident Management. (including SM-WSA CEMF Section 3.12)
Traffic Management and Safety Plan	Addresses the preparation for and co-ordination of responses and recovery from any traffic incident



Management Plans	Process
	on public roads that affects traffic flow inside of and within the immediate surrounds of the Project Works.
Chain of Responsibility Management Plan	Addresses processes to be followed regarding HVNL requirements.
Community Communication Strategy	Addresses community consultation (issues related to media, residents and councils).
Crisis Management Plan	Addresses the process for declaring a crisis, assigns roles and responsibilities, provides direction and guidance on reporting obligations and ensures there is a coordinated response with this Plan.

## 2.4. Emergency agencies liaison process

Copies of this Plan will be provided to:

- Sydney Metro
- Western Sydney Airport Corp
- Environment Protection Authority (EPA)
- Sydney West Metropolitan Emergency Management District
- Penrith and Liverpool City Councils
- NSW Police Force
- NSW Fire & Rescue
- Rural Fire Service
- NSW Ambulance Service
- State Emergency Service
- Transport Management Centre
- Customer Journey Planning and other relevant TfNSW traffic management stakeholders.

Within three months of construction commencing, the CPBUI Workplace Health and Safety Manager will instigate a workshop with representatives from these organisations to ensure full understanding of the emergency response processes and promote cooperation amongst all parties. Outcomes from this workshop will encompass:

- Gaining a clear understanding of stakeholder requirements and communication protocols
- Agreement on emergency response processes to be followed
- Ongoing meeting arrangements covering frequency, location, attendees, topics
- Ongoing site familiarisation and access for emergency response
- Emergency response debriefing.

The outcomes of the above will be considered in future revisions of this Plan.

## 2.5. Plan review and updates

Specific processes for emergency management and response will be reviewed regularly and this Plan updated, or new procedures developed to support this Plan, as the SCAW Project moves through the various stages to completion or as a result of learnings after an emergency. A schedule of emergency testing scenarios will be developed and Sydney Metro and other relevant agencies and/or regulator will be invited to participate where appropriate.

Changes in legislative requirements and standards will also be considered in reviewing requirements to update this Plan:

- Relevant best practices and developing standards
- Changes in Project Plans
- Changes in Law and the requirements of Authorities.

See Part B 0 for more details.

## 2.6. Compliance with the Contract Requirements

### 2.6.1. Emergency Response Contract Requirements

Table 4 – Emergency Response Contract Requirements

Reference	Contract Requirement	Plan Section
POEO Act		
Section 153A	<p><b>Duty of licence holder to prepare pollution incident response management plan</b></p> <p>The holder of an environment protection licence must prepare a pollution incident response management plan that complies with this Part in relation to the activity to which the licence relates</p>	This Plan
Section 153C	<p><b>Information to be included in plan</b></p> <p>A pollution incident response management plan must be in the form required by the regulations and must include the following—</p>	See below
(a)	<p>the procedures to be followed by the holder of the relevant environment protection licence, or the occupier of the relevant premises, in notifying a pollution incident to—</p> <p>(i) the owners or occupiers of premises in the vicinity of the premises to which the environment protection licence or the direction under section 153B relates, and</p> <p>(ii) the local authority for the area in which the premises to which the environment protection licence or the direction under section 153B relates are located and any area affected, or potentially affected, by the pollution, and</p> <p>(iii) any persons or authorities required to be notified by Part 5.7,</p>	<p>Element 4.7 Notify neighbouring residents and other land users</p> <p>Element 0 Implement Notification and reporting procedure</p>
(b)	<p>a detailed description of the action to be taken, immediately after a pollution incident, by the holder of the relevant environment protection licence, or the occupier of the relevant premises, to reduce or control any pollution,</p>	0 4 Emergency Guides in Part C
(c)	<p>the procedures to be followed for co-ordinating, with the authorities or persons that have been notified, any action taken in combating the pollution caused by the incident and, in particular, the persons through whom all communications are to be made</p>	Element 4 Emergency Guides in Part C
(d)	<p>any other matter required by the regulations.</p>	See below
153	<p><b>Keeping of plan</b></p> <p>A person who is required to prepare a pollution incident response management plan under this Part must ensure that it is kept at the premises to which the relevant environment protection licence relates, or where the relevant activity takes place, and is made available in accordance with the regulations.</p>	Section 3.2
Section 153E	<p><b>Testing of plan</b></p> <p>A person who is required to prepare a pollution incident response management plan under this Part must ensure that it is tested in accordance with the regulations.</p>	Element 6

Reference	Contract Requirement	Plan Section
Section 153F	Implementation of plan If a pollution incident occurs in the course of an activity so that material harm to the environment (within the meaning of section 147) is caused or threatened, the person carrying on the activity must immediately implement any pollution incident response management plan in relation to the activity required by this Part.	Element 4 Emergency Guides in Part C
<b>POEO General Regulation</b>		
131(1)	Clause 131(1) of the General Regulation states that the PIRMP must include:	
131(1)a	a description of the hazards to human health or the environment associated with the activity to which the licence relates,	Appendix H – Armed Offender or Intruder Witness Guide to Appendix L – On-Site Vehicle Collision Guide
131(1)b	the likelihood of any such hazards occurring, including details of any conditions or events that could, or would, increase that likelihood,	Element 1
131(1)c	details of the pre-emptive action to be taken to minimise or prevent any risk of harm to human health or the environment arising out of the relevant activity,	Element 1
131(1)d	an inventory of potential pollutants on the premises or used in carrying out the relevant activity,	Appendix A – Inventory of Typical Main Pollutants for the SCAW Project
131(1)e	the maximum quantity of any pollutant that is likely to be stored or held at particular locations at or on the premises to which the licence relates,	Appendix A – Inventory of Typical Main Pollutants for the SCAW Project
131(1)f	a description of the safety equipment or other devices that are used to minimise the risks to human health or the environment and to contain or control a pollution incident,	Appendix C – Site Emergency Equipment and Appendix H – Armed Offender or Intruder Witness Guide Appendix L – On-Site Vehicle Collision Guide
131(1)g	The names, positions and 24-hour contact details of those key individuals who— (i) are responsible for activating the plan, and (ii) are authorised to notify relevant authorities under section 148 of the Act, and (iii) are responsible for managing the response to a pollution incident,	Appendix B – Emergency Contact List
131(1)h	the contact details of each relevant authority referred to in section 148 of the Act,	Appendix B – Emergency Contact List

Reference	Contract Requirement	Plan Section
131(1)i	details of the mechanisms for providing early warnings and regular updates to the owners and occupiers of premises in the vicinity of the premises to which the licence relates or where the scheduled activity is carried on,	Element 4
131(1)j	the arrangements for minimising the risk of harm to any persons who are on the premises or who are present where the scheduled activity is being carried on,	Appendix D – Incident and Emergency Response Process
131(1)k	a detailed map (or set of maps) showing the location of the premises to which the licence relates, the surrounding area that is likely to be affected by a pollution incident, the location of potential pollutants on the premises and the location of any stormwater drains on the premises,	Appendix S – Alignment with State Emergency Plan
131(1)l	a detailed description of how any identified risk of harm to human health will be reduced, including (as a minimum) by means of early warnings, updates and the action to be taken during or immediately after a pollution incident to reduce that risk,	Appendix D – Incident and Emergency Response Process
131(1)m	the nature and objectives of any staff training program in relation to the plan,	Section 1 and Element 3
131(1)n	the dates on which the plan has been tested and the name of the person who carried out the test,	Element 6 and Cover Page
131(1)o	the dates on which the plan is updated,	Cover Page
131(1)p	the manner in which the plan is to be tested and maintained.	Element 6
Clause 132	<p>Availability of plan</p> <p>(1) A plan is to be made readily available—</p> <p>(a) to an authorised officer on request, and</p> <p>(b) at the premises to which the relevant licence relates, or where the relevant activity takes place, to any person who is responsible for implementing the plan.</p> <p>(2) A plan is also to be made publicly available in the following manner within 14 days after it is prepared—</p> <p>(a) in a prominent position on a publicly accessible website of the person who is required to prepare the plan,</p> <p>(b) if the person does not have such a website—by providing a copy of the plan, without charge, to any person who makes a written request for a copy.</p> <p>(3) Subclause (2) applies only in relation to that part of a plan that includes the information required under—</p> <p>(a) section 153C(a) of the Act, and</p> <p>(b) clause 131(1)(h) and (i) or (2)(b) and (c) (as the case requires).</p> <p>(4) Any personal information within the meaning of the <a href="#">Privacy and Personal Information Protection Act 1998</a> is not required to be included in a plan that is made available to any person other than a person referred to in subclause (1).</p>	Element 1

Table 5 – Requirement: Sydney Metro Integrated Management System (IMS), 2.7.1

Reference	Contract Requirement	Plan Section
2.7.1 Emergency Preparedness and Response		

Reference	Contract Requirement	Plan Section
a.	Establish, implement and maintain a process to prepare and respond to potential Emergency scenarios identified as per Section 2.3, including but not limited to	
i.	Documenting planned response procedures for each scenario, including:	
A.	Nominating individuals and documenting the responsibilities of: <ol style="list-style-type: none"> <li>1. The emergency response team leader;</li> <li>2. Emergency first-aiders; and</li> <li>3. Other applicable emergency response roles</li> </ol>	Section 4, Element 2 Element 3 Element 4
B.	Arrangements for communicating and liaising with: <ol style="list-style-type: none"> <li>1. Emergency response and rescue organisations</li> <li>2. Nominated Sydney Metro Crisis Management Team (CMT) member(s); and</li> <li>3. Other key entities or authorities.</li> </ol>	Section 2.4, 4, Element 2
C.	Internal and external communication protocols;	Element 1 Element 2 Appendix E – Notification of Agencies of a Pollution Incident and Environmental Incident Management
i.	Training persons in the planned response procedures;	Section 4, Element 3 Appendix P – Deceased Persons Guide
ii.	Periodically testing and exercising the planned response capability;	Section 4, Element 6
iii.	Evaluating and if necessary, revising the planned response procedures, particularly after the occurrence of an emergency;	Section 2.5, Element 5 Element 6
iv.	Communicating and providing relevant information to:	
A.	All persons working under the direction of the Principal Contractor; and:	Section 4, 0Element 1 to Element 6
B.	Emergency response services, Sydney Metro and, as appropriate, the local community;	Section 4, 0Element 2 Element 4 Element 6
vi.	Ensure the inclusion of Sydney Metro and other relevant parties in the development and testing of planned response procedures.	Section 2.5, Element 6
	Requirement: Sydney Metro Construction Environmental Management Framework Section 3.12	
<b>Construction Environmental Management Framework 3.12 Emergency and Incident Response</b>		
a.	Principal Contractors undertaking off-airport work in accordance with an EPL must develop and implement a Pollution Incident Response Management Plan, in accordance with the requirements of the POEO Act. Contractor's emergency and incident response procedures will also be consistent with any relevant Sydney Metro procedures and, for on-airport works, consistent with the environmental incident and emergency management requirements identified in the Western Sydney	Section 2.3, Section 3.2, Element 2 Element 3 Element 4 Appendix E – Notification of Agencies of a Pollution Incident and

Reference	Contract Requirement	Plan Section
	<p>Airport Site Environmental Management Framework, and will include:</p> <ul style="list-style-type: none"> <li>i. Categories for environmental emergencies and incidents;</li> <li>ii. Notification protocols for each category of environmental emergency or incident, including notification to Sydney Metro, WSA (where required for on-airport works) and notification to owners / occupiers in the vicinity of the incident. This is to include relevant contact details;</li> <li>iii. Identification of personnel who have the authority to take immediate action to shut down any activity, or to affect any environmental control measure (including as directed by an authorised officer of any regulator or government department);</li> <li>iv. A process for undertaking appropriate levels of investigation for all incidents and the identification, implementation and assessment of corrective and preventative actions; and</li> <li>v. Notification protocols of incidents to relevant regulators and stakeholders including (but not limited to) the EPA, DPIE, the AEO, WSA and DITRDC for incidents that are made by the Contractor or Sydney Metro.</li> </ul>	<p>Environmental Incident Management</p>
<p>b.</p>	<p>The Contractor will make all personnel aware of the plan and their responsibilities.</p>	<p>Element 3 Appendix Q – Training</p>

### 3. Legislative requirements

The following legislative requirements are recognised and met through the implementation of this Plan and associated reference documents.

#### 3.1. WHS legislation

Part 3.2 Division 4 of the Work Health & Safety Regulation 2017, calls for Persons Conducting Business or Undertaking (PCBU) to prepare, maintain and implement an emergency plan so that it remains effective and provides for taking specified action in the event of an emergency.

#### 3.2. Environmental legislation

The *Protection of the Environment Operations Act 1997* (POEO Act) requires that CPBUI immediately notify environmental authorities of the occurrence of pollution incidents where there is a risk of Material Harm to the environment and requires CPBUI to hold an Environment Protection Licence (EPL). The EPL specifies stringent requirements for the discharge of pollutants into the air, water and land.

Part 5.7A of the POEO Act and POEO (General) Regulation 2009 Part 3A requires licensees to prepare a Pollution Incident Response Management Plan (PIRMP) in relation to each licensed activity. Licensees must also ensure that the PIRMP is kept at the premises to which it relates, it is tested in accordance with the Regulations and it is implemented when a pollution incident causes or threatens Material Harm to the environment.

This Plan has been prepared to address PIRMP requirements.



## 4. Roles and Responsibilities

CPBUI assumes responsibility for facilitating and coordinating all emergency situations for the SCAW Project until an appropriate officer from an emergency services agency assumes responsibility.

Responsibilities for key personnel involved in the development and implementation of this plan are described in the following table. Duty Cards for key roles will be prepared and provided.

CPBUI commit to providing adequate resources (skilled personnel, plant, equipment and materials) for the Project Works to ensure an effective and efficient capacity to respond to and recover from any significant construction related incident.

Table 6 – Roles and Responsibilities

CPBUI Role	Authority and Responsibility
<b>SCAW Wide Roles</b>	
Project Director	<ul style="list-style-type: none"> <li>▪ Oversee the preparation and implementation of this Plan</li> <li>▪ On becoming aware of the occurrence of an emergency, determine if this Plan is to be activated</li> <li>▪ Oversee all formal communication with external authorities</li> <li>▪ Notify Sydney Metro of an emergency and maintain on-going dialogue including where enacted, liaising with Sydney Metro Crisis Management Team members and other key entities or authorities.</li> <li>▪ Report to CPB and United Infrastructure, including corporate personnel as appropriate, in accordance with the severity and status of the emergency</li> <li>▪ Consult with joint venture partners and Sydney Metro where the Crisis Management Plan may need to be activated, including arrangements for communicating with Sydney Metro Crisis Management Team</li> <li>▪ Media contact with prior approval from joint venture partners and Sydney Metro.</li> <li>▪ If the Project Director is unavailable, a senior manager nominated by the Project Director will perform this role.</li> </ul>
Construction Emergency Coordinator	<p>The Project Manager is appointed the Construction Emergency Coordinator (CEC) under this Plan. The main responsibilities of CEC include:</p> <ul style="list-style-type: none"> <li>▪ Immediately notifying the Project Director, as well as Health and Safety, community and environment managers as appropriate in the event of an emergency</li> <li>▪ In the event of an emergency requiring emergency services, assume control from the Site Emergency Controller until the relevant District or Local Emergency Operations Controller takes control of the situation</li> <li>▪ Conduct all communication with the relevant emergency services provider once the agency has arrived on-site and from this point, all direction will be given by the relevant emergency service provider</li> <li>▪ If required, establish an Emergency Control Centre (ECC) for communications with emergency personnel and external parties and ensure the recording of events and issues as they unfold</li> <li>▪ As necessary, advise emergency services of the nature and extent of the emergency and current status</li> </ul>



CPBUI Role	Authority and Responsibility
	<ul style="list-style-type: none"> <li>▪ Assign responsibilities for sealing the site to all persons other than responding emergency services at the nominated SCAW Project site entrance</li> <li>▪ If required, attend or nominate another senior worker to attend, the Emergency Control Centre when requested by the relevant Emergency Operations Controller</li> <li>▪ In consultation with the Project Director, and HS Manager, ensure appropriate training and resourcing of emergency response personnel.</li> <li>▪ If the CEC is not available, the General Superintendent is to perform this role</li> </ul>
WHS Lead	<ul style="list-style-type: none"> <li>▪ Maintain accuracy of this Plan, conduct reviews on an appropriate frequency and made relevant updates</li> <li>▪ Liaise with, and communicate with external authorities</li> <li>▪ Provide adequate expertise and support resources to assist with emergency management, recovery and investigation</li> <li>▪ Monitor progress with the management of the emergency</li> <li>▪ Review of this Plan in consultation with the Project Director and nominated construction, environment and community representatives.</li> </ul>
Construction Manager and Project Managers	<ul style="list-style-type: none"> <li>▪ Ensure that the provisions of this Plan are implemented at site level.</li> <li>▪ On becoming aware of the occurrence of an emergency that triggers the enactment of this Plan:               <ul style="list-style-type: none"> <li>– Provide high level decisions and instruction regarding personnel, property or the environment that are affected by the emergency</li> <li>– In conjunction with the CEC, liaise with on-site emergency services personnel as appropriate</li> <li>– Report to the Project Director as appropriate, in accordance with the severity and status of the emergency</li> <li>– Co-ordinate recovery planning including any changes to site procedures, construction methodology and/or design</li> <li>– In conjunction with the Project Director review and document the outcome and close out of emergencies. This may be completed as part of the incident investigation.</li> </ul> </li> <li>▪ If the Construction Manager is not available this role will be performed by a designated Project Manager (not fulfilling CEC role).</li> </ul>
Environmental & Sustainability Manager	<ul style="list-style-type: none"> <li>▪ In conjunction with the Health and Safety Manager, ensure that this Plan is developed and regularly reviewed to maintain its currency in relation to environmental issues</li> <li>▪ Liaise with the EPA to ensure this Plan and supporting procedures reflect current requirements</li> <li>▪ Assess any pollution incident to determine if there is a risk of Material Harm to the environment and immediately notify the Project Director if enactment of this Plan is required</li> <li>▪ Notify relevant authorities if required to do so</li> <li>▪ Facilitate the establishment of investigation teams for all significant environmental incidents</li> </ul>

CPBUI Role	Authority and Responsibility
	<ul style="list-style-type: none"> <li>▪ Participate in environmental incident investigations as required.</li> <li>▪ If Environmental Manager is not available, this role will be performed by the next most senior environmental representative.</li> </ul>
Human Resources Manager	<ul style="list-style-type: none"> <li>▪ In the event of an emergency triggering the enactment of this Plan leaving CPBUI staff traumatised, arrange any necessary counselling</li> <li>▪ Where human behaviour is found to be a factor in an emergency investigation, consult the Project Director and determine necessary actions.</li> </ul>
Stakeholder and Community Stakeholder Manager	<ul style="list-style-type: none"> <li>▪ Advise the Project Director on media and stakeholder communication issues</li> <li>▪ Assist the Environmental Manager and the CEC to identify any stakeholders who may require notification and coordinate any necessary notification activities.</li> <li>▪ Assist the Project Director in developing any media responses and other communication required by the Project Company Representative.</li> <li>▪ If the Community and Stakeholder Manager is not available this role will be performed by the next most senior representative.</li> </ul>
<b>Worksite Specific Roles</b>	
Project Managers	<ul style="list-style-type: none"> <li>▪ Ensure that the specific resources (skilled personnel, plant, equipment and materials) are identified, provided and maintained for each site to enable an effective and efficient response to and recovery from any significant construction related emergency</li> <li>▪ Ensure that the site provisions of this Plan are implemented, e.g., signage requirements, training requirements, resource allocations, desk top and mock rehearsals etc.</li> <li>▪ Ensure Site Emergency Plans are prepared and current</li> <li>▪ On becoming aware of the occurrence of an emergency that triggers the enactment of this Plan:               <ul style="list-style-type: none"> <li>– Immediately notify the Project Director</li> <li>– Fulfil role of Construction Emergency Coordinator</li> </ul> </li> <li>▪ If the relevant Project Manager is not available, this role will be performed by the most senior Project Engineer present on site.</li> </ul>
Site Incident Controller	<p>The Site Incident Controller (SIC) is the most senior CPBUI Superintendent/Site Supervisor for an area or shift on site. The main responsibilities of the SIC include:</p> <ul style="list-style-type: none"> <li>▪ Immediately notify the Project Manager in the event of an emergency</li> <li>▪ Assume control until the CEC arrives on site/ takes control or the relevant Emergency Operations Controller assumes control of the situation (if required).</li> <li>▪ The SIC is to:               <ul style="list-style-type: none"> <li>– Initiate the call to emergency services on 000 (if not already made)</li> <li>– Isolate and secure the emergency – cease work in the immediate vicinity of the emergency and assign</li> </ul> </li> </ul>

CPBUI Role	Authority and Responsibility
	<p>responsibilities for sealing off the immediate vicinity around the emergency</p> <ul style="list-style-type: none"> <li>- Ensure First Aid personal are notified</li> <li>- Ensure a person is assigned to wait at the nearest access point to direct emergency services to the emergency site</li> <li>- Assign Area Wardens for the control of muster/assembly areas and facilitating the orderly evacuation of the area and headcounts</li> <li>- Report to the CEC and undertake any action required to recover from the emergency</li> </ul> <p>The SIC will be identified onsite by wearing an Orange Hi Vis vest marked "Site Incident Controller."</p>
Area Wardens	<p>The main responsibilities of Area Warden include:</p> <ul style="list-style-type: none"> <li>▪ Immediately notifying the SIC in the event of an emergency</li> <li>▪ Assist the SIC to: <ul style="list-style-type: none"> <li>- Isolate/secure the emergency</li> <li>- Ensure First Aid personnel are notified/available</li> <li>- Control all movement within the vicinity of the emergency</li> <li>- Ensure external agencies are met at Project perimeter and escorted to the emergency location</li> <li>- Facilitate the orderly evacuation of personnel to the designated muster area</li> <li>- Move all personnel within the emergency/evacuation muster area to other nominated muster points or areas as dictated by the status of the emergency</li> <li>- Supervise muster points and ensure all head counts are conducted and reported to the SIC</li> <li>- Supervise site gates to control entry to site</li> <li>- Duties will be directed by the SIC and must not abandon their role without permission of the SIC during an emergency situation.</li> </ul> </li> </ul> <p>Area Wardens will be identified onsite by wearing by wearing an Orange Hi Vis vest marked "Area Warden."</p>
First Aiders	<p>The main responsibilities of First Aiders include:</p> <ul style="list-style-type: none"> <li>▪ Attend to all casualties in the affected area, providing it is safe to do so</li> <li>▪ Await instruction from the SIC or Area Warden and respond to the requirements of the First Aid room and treatments should the site be inaccessible</li> <li>▪ Be fully familiar with the location of the sites Hazardous Chemical Register and Safety Data Sheets on all hazardous chemicals on the SCAW Project sites</li> <li>▪ Ensure a register of all SDS is available at the First Aid room.</li> <li>▪ First Aiders can be identified onsite by a first aid sticker on the hard hat.</li> </ul>
Site Health, Safety & Environment Personnel	<ul style="list-style-type: none"> <li>▪ Maintain the Site Specific Emergency Response Boards including Duty Cards</li> <li>▪ Monitor emergency management preparedness</li> <li>▪ Co-ordinate required drills and testing of the Plan</li> </ul>

CPBUI Role	Authority and Responsibility
	<ul style="list-style-type: none"> <li>▪ Monitor emergency response and support the SIC/CEC during an emergency</li> <li>▪ Assist in conducting incident investigations</li> <li>▪ Assist in testing and review of this Plan</li> </ul>
Community Coordinators	<ul style="list-style-type: none"> <li>▪ Assist in implementing any necessary community notification activities.</li> </ul>
Receptionists / Administrator	<ul style="list-style-type: none"> <li>▪ Record any threatening phone call on the required checklist and report it to the SIC</li> <li>▪ Direct all phone calls relating to an emergency to the CEC (except media inquiries which are to be directed to the Community Relations Manager)</li> <li>▪ Ensure that at all times during an emergency situation, a line is clear for emergency services to contact the site</li> <li>▪ Follow all directions from the CEC and SIC whilst an emergency situation is in progress</li> </ul>
First Responders	<p>First Responders report to the SIC and, if safe to do so, assist in containing, controlling or eliminating the emergency using emergency response equipment, including retrieval of any injured personnel until such time as the SIC/CEC hands over control to external Emergency Services.</p>

## Part B Implementation Plan

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### 5. Elements and Expectations

This Plan has six elements, listed below, describing CPBUI's requirements for emergency management. Each Element is associated with an intent and a set of expectations to be addressed by the CPBUI delivery team.

This part of the Plan details how CPBUI will implement and meet the expectations:

- Element 1: Risk Identification and Management
- Element 2: Emergency Response Planning
- Element 3: Awareness and Training
- Element 4: Initial Response
- Element 5: Recovery
- Element 6: Testing and Review

## Element 1: Risk Identification and Management

Expectations	Reference Documents	How we will meet the Expectations (Minimum Requirements)	Responsibilities Key Contributor	Deliverables
1.1 Typical Main Pollutants are identified	Appendix A – Inventory of Typical Main Pollutants for the SCAW Project	<p>Potential pollutants on the premises</p> <ul style="list-style-type: none"> <li>▪ Infrastructure construction has by its nature a limited list of typical pollution types which require consideration under the Plan. The list in Appendix A covers the main types located on the premises. For each stage of the Project works, a component of this list may apply.</li> <li>▪ For details of actual pollutants present on site, see the site Hazardous Substance and Dangerous Goods Registers.</li> <li>▪ Hazardous substances are stored onsite in HAZMAT bunded and ventilated containers.</li> <li>▪ SDS Folders and a print out of the Hazardous Substance and Dangerous Goods Registers are kept in every First Aid room at Worksites.</li> </ul>	<p>Environmental &amp; Sustainability Manger <i>Project Manager</i> <i>Construction Manager</i> <i>WHS Manager</i></p>	<ul style="list-style-type: none"> <li>▪ Inventory of Typical Main Pollutants</li> <li>▪ SDS Folder</li> <li>▪ Hazardous Substances and Dangerous Goods Register (Chemalert)</li> </ul>
1.2 Conduct risk assessment and prepare required guides	<p>Safety Risk &amp; Governance Management Plan</p> <p>Principal Project Risk Assessment</p>	<p>Risk Assessment</p> <ul style="list-style-type: none"> <li>▪ A risk-based approach is adopted to specifically assist in identifying and managing emergency situations that could occur in delivering the SCAW Project.</li> <li>▪ Hazards with the potential to result in an emergency are reviewed and a risk assessment is conducted prior to the commencement of work and integrated into the relevant Principal Project Risk Assessment (PPRR).</li> <li>▪ The risk assessment will identify: <ul style="list-style-type: none"> <li>– Identify all foreseeable Project specific emergencies;</li> <li>– Identify the requirements to develop specific Emergency Action Plans for each identified potential emergency;</li> <li>– Identify the resources including communications that will be required to efficiently respond to the identified potential emergencies;</li> </ul> </li> </ul>	<p>Project Director Construction Managers <i>Project Manager</i> <i>WHS Manager</i> <i>Environmental &amp; Sustainability Manager</i></p>	<ul style="list-style-type: none"> <li>▪ Principal Project Risk Register</li> <li>▪ Emergency Action Plans</li> </ul>

Expectations	Reference Documents	How we will meet the Expectations (Minimum Requirements)	Responsibilities Key Contributor	Deliverables
		<ul style="list-style-type: none"> <li>- Identify the training and competency requirements for workers who will be appointed to the Project Emergency Response Team.</li> <li>▪ Specific emergency action plans are to be developed based on the potential emergencies identified through the risk assessment process. Initial emergency action plans are provided in the Appendices of this Plan. These will be reviewed with the key stakeholders and updated if necessary.</li> </ul>		
1.3 Copy of this Plan is kept at the premises and made publicly available	This Plan	<p>The current version of this Plan shall be available on the project information system for all SCAW personnel to access. Relevant sections of the PIRMP (this Plan) are available to the public on the project website. Copies of this plan provided to Emergency Services Agencies</p>	Community and Stakeholder Manager <i>Environmental Manager</i>	<ul style="list-style-type: none"> <li>▪ This Plan</li> <li>▪ PIRMP Extract</li> </ul>
1.4 Risks and controls have been communicated to relevant personnel	Principal Project Risk Register	<ul style="list-style-type: none"> <li>▪ Internal Communication of Emergency Risks and Treatments</li> <li>▪ Emergency risks are recorded in Principal Project Risk Register (PPRR) and communicated during the development of Construction Area Risk Review (CARR), Work Pack Risk Assessment (WPRA) and SWMS.</li> </ul> <p>No work will be allowed to commence unless the risk assessment or relevant work procedure for the task has been communicated to relevant personnel.</p>	Construction Managers <i>Project Managers</i> <i>Engineers</i> <i>Supervisors / Superintendent</i>	<ul style="list-style-type: none"> <li>▪ PPRR</li> <li>▪ CARR</li> <li>▪ WPRA</li> <li>▪ SWMS</li> </ul>
1.5 Regular inspections and observations are conducted to monitor compliance with and effectiveness of identified emergency management controls	Project WHS Management Plan	<p>Effectiveness of Emergency Management Controls</p> <ul style="list-style-type: none"> <li>▪ Formal inspections and observations of emergency management controls will be conducted               <ul style="list-style-type: none"> <li>- Project Managers will ensure that emergency management preparedness is part of their safety inspections.</li> <li>- The site HS committee and Health and Safety Representatives (HSRs) will inspect emergency equipment for on-going serviceability as part of their role as HS committee members and HSRs</li> </ul> </li> </ul>	Project Managers Construction Managers <i>WHS Manager / Advisors</i> <i>Project Engineers</i> <i>Supervisor</i> <i>Superintendent</i> <i>HS Committee Members</i>	<ul style="list-style-type: none"> <li>▪ Safety Observations</li> <li>▪ Inspection records</li> </ul>

Expectations	Reference Documents	How we will meet the Expectations (Minimum Requirements)	Responsibilities Key Contributor	Deliverables
		<ul style="list-style-type: none"> <li>- Site Health and Safety Advisors will conduct safety inspections to monitor emergency management preparedness.</li> <li>- Medical and first aid equipment will be inspected on a minimum monthly schedule</li> <li>▪ Senior managers will conduct or participate in safety inspections and safety observations</li> </ul>	<i>HSRs</i>	



## Element 2: Emergency Response Planning

Expectations	Reference Documents	How we will meet the Expectations (Minimum Requirements)	Responsibilities Key Contributor	Deliverables
2.1 Establish response priorities	This Plan	<ul style="list-style-type: none"> <li>▪ In planning the response to an emergency situation, the following priorities will be observed:               <ul style="list-style-type: none"> <li>- Protection and rescue of human life</li> <li>- Rendering affected areas safe</li> <li>- Protection of property, the environment and information.</li> </ul> </li> <li>▪ The following shall occur when clearance has been provided by the SIC/CEC:               <ul style="list-style-type: none"> <li>- Clearing of damage / affected area</li> <li>- Restoration of disrupted services, including traffic operations</li> <li>- Resumption of normal workplace operations;</li> <li>- A prompt Investigation and corrective action</li> <li>- A debrief with all those involved.</li> </ul> </li> </ul>	Construction Manager Project Managers <i>WHS Manager</i> <i>Superintendents</i> <i>Senior Project Engineers</i> <i>Project Engineers</i> <i>Supervisors</i>	<ul style="list-style-type: none"> <li>▪ Work area incident response priorities</li> </ul>
2.2 Emergency Planning Committee (EPC)	This Plan	<ul style="list-style-type: none"> <li>▪ The Emergency Planning Committee is responsible for overseeing:               <ul style="list-style-type: none"> <li>- The effectiveness and accuracy of the Emergency Response Plan, and relevant emergency documentation</li> <li>- The appointment of Emergency Response Team personnel</li> <li>- Staff training in emergency preparedness</li> <li>- Co-ordination of evacuation exercises</li> <li>- Post - emergency/exercise review</li> </ul> </li> <li>▪ The Committee will meet once upon mobilisation and meet as a minimum every three months thereafter. The committee should also meet to assess any significant changes to workplace conditions / activities and address their possible impact on the Workplace and the Workplace Emergency Response Plan. The Committee will also convene as soon</li> </ul>	Construction Emergency Coordinator / Project Managers Construction Manager <i>WHS Manager</i> <i>Superintendents</i> <i>Supervisors</i>	<ul style="list-style-type: none"> <li>▪ Minutes from EPC meeting</li> </ul>

Expectations	Reference Documents	How we will meet the Expectations (Minimum Requirements)	Responsibilities Key Contributor	Deliverables
		<p>as practicable after an emergency situation to review organisational response and at other times when matters affecting the emergency preparedness of the site deem it necessary. This meeting shall be documented, and the Emergency Response Debrief distributed.</p>		
2.3 Integration with other relevant Plans	Crisis Management Plan	<p>As part of the emergency response planning process, ensure that:</p> <ul style="list-style-type: none"> <li>▪ This Plan integrates with and supports the Crisis Management Plan</li> <li>▪ This Plan integrates with and supports the New South Wales Emergency Plan and local area EMPLANS</li> </ul>	<p>Project Director <i>WHS Manager</i> <i>Environmental &amp; Sustainability Manager</i></p>	<ul style="list-style-type: none"> <li>▪ Meeting Records</li> <li>▪ Consultation records</li> <li>▪ Emergency Services Agency Contact Details</li> </ul>
2.4 Establish effective lines of communication with agencies		<p>Communication and Consultation with Emergency Services Agencies</p> <ul style="list-style-type: none"> <li>▪ If engaged, personnel from the appropriate Emergency Services Agency are responsible for directing the control and management of any incident, in consultation with the CEC, once they arrive on the site.</li> <li>▪ A key objective of this Plan is to ensure that effective lines of communication are established and maintained with the District and Local Emergency Services Agencies both during general construction and at the time of any emergency response.</li> <li>▪ This approach will ensure that Emergency Management systems are compatible and that any incident requiring the attention of an Emergency Services Agency will be attended to promptly and effectively. These requirements may vary according to the nature of the incident. Where appropriate, further procedures will be developed.</li> <li>▪ In the event of an emergency, all communications outside the Business, will be handled through the Project Director or the Crisis Management Team, if a crisis is deemed. External parties may include, but not limited to:</li> </ul>	<p>Project Director <i>WHS Manager</i> <i>Environmental &amp; Sustainability Manager</i>  <i>Construction Emergency Coordinators</i></p>	<ul style="list-style-type: none"> <li>▪ Consultation records</li> </ul>

Expectations	Reference Documents	How we will meet the Expectations (Minimum Requirements)	Responsibilities Key Contributor	Deliverables
		<ul style="list-style-type: none"> <li>- Client;</li> <li>- Regulator e.g., Worksafe NSW, EPA;</li> <li>- Media;</li> <li>- Family/Next of Kin of any involved person if required.</li> <li>▪ External parties do not include contact with Emergency service providers.</li> <li>▪ No worker is allowed to provide comment to the media.</li> </ul>		
<p>2.5 Ensure Site Emergency Response Boards are developed for each site</p>		<p>Site Emergency Response Boards</p> <ul style="list-style-type: none"> <li>▪ Site Emergency boards will be developed to:               <ul style="list-style-type: none"> <li>- Provide relevant information drawn from this Plan in a form readily accessible during an emergency</li> <li>- Include Duty Cards based on the site roles and responsibilities</li> <li>- Include site layout diagrams and signage</li> <li>- Nominate the emergency channel to be used.</li> </ul> </li> </ul> <p>Site Layout Diagrams and Signage</p> <ul style="list-style-type: none"> <li>▪ Layout diagrams are developed for each site and reviewed for currency at regular intervals, including after each significant re-location of site resources. Site layout diagrams will include information on:               <ul style="list-style-type: none"> <li>- Site boundaries, roadways, buildings</li> <li>- All Access Gates and ID number (nearest intersection) , nominate which gate is the Emergency Access Point</li> <li>- First Aid Room</li> <li>- Fire Extinguishers</li> <li>- Fire Hydrants, valves and fire lines</li> <li>-</li> <li>- “Emergency” / communications room</li> <li>- Emergency Muster Points</li> <li>- Backup Generators</li> </ul> </li> </ul>	<p>Project Manager Construction Manager <i>WHS Advisor</i> <i>Supervisor</i></p>	<ul style="list-style-type: none"> <li>▪ Site Layout Diagrams</li> <li>▪ Project Signage</li> </ul>

Expectations	Reference Documents	How we will meet the Expectations (Minimum Requirements)	Responsibilities Key Contributor	Deliverables
		<ul style="list-style-type: none"> <li>- Fire pumps</li> <li>- Fuel Tanks - fixed</li> <li>- Hazardous Chemicals store</li> <li>- Oxy Acetylene storage locations</li> <li>- SDS folders location</li> <li>▪ Project signage and contact numbers for Project personnel, including after-hours emergency telephone numbers, will be clearly displayed and visible on the site notice boards.</li> </ul> <p>Relevant information relating to dangerous goods such as Hazchem placarding, emergency contact details and registers are to be available for emergency services, if required.</p>		
2.6 Ensure all Site Environmental Plans are in place	Site Environmental Plans	<p>Site Environment Plans</p> <p>Site Environment Plans (SEPs) will show the location of the works, the surrounding area that could potentially be affected by a pollution incident, the location of chemical storage areas, the location of stormwater drains on the premise and waterways.</p>	Project Manager Environmental Manager <i>Environment Coordinator</i>	<ul style="list-style-type: none"> <li>▪ Site Environmental Plans</li> </ul>
2.7 Ensure key emergency equipment is available and maintained	Appendix C – Site Emergency Equipment	<p>Emergency Equipment</p> <ul style="list-style-type: none"> <li>▪ Ensure that adequate resources are provided at each worksite to enable key potential emergencies can be effectively managed.</li> <li>▪ Minimum emergency equipment at all sites is identified in Appendix C.</li> <li>▪ All Project Superintendents/Supervisor vehicles are also equipped with a Type C First Aid kit as a minimum which is to be kept fully maintained at all times.</li> <li>▪ Materials for handling environmental spills, etc. will include oil spill kits and sand bags, together with other items as deemed to be appropriate.</li> <li>▪ Specialised equipment available for an emergency response will be maintained in a “fit for purpose” state and their</li> </ul>	Project Manager General Superintendent <i>WHS Advisor</i> <i>Supervisor</i> <i>Environmental Coordinator</i>	<ul style="list-style-type: none"> <li>▪ Site emergency equipment register.</li> <li>▪ Equipment calibration, inspection, testing and maintenance records</li> <li>▪ First Aid Equipment Assessment</li> <li>▪ First Aid Equipment Register</li> </ul>

Expectations	Reference Documents	How we will meet the Expectations (Minimum Requirements)	Responsibilities Key Contributor	Deliverables
		<p>location clearly identified on the Layout Diagrams. On call equipment may also be obtained through hire companies.</p> <p>Communications Systems</p> <ul style="list-style-type: none"> <li>The communications systems will provide the primary external link to and from Emergency Services Agencies. A combination of two way radios, and mobile phones may be used depending on the site.</li> <li>In the event of an emergency, the call is to commence “Emergency, Emergency, Emergency”.</li> </ul> <p>Emergency Control Centre (ECC)</p> <ul style="list-style-type: none"> <li>If appropriate, an Emergency Control Centre will be established as the primary communications centre, (e.g., it may be determined that an Emergency Control Centre be established at the specific location of the emergency).</li> </ul>		<ul style="list-style-type: none"> <li>Emergency Equipment Assessment</li> </ul>
2.8 Ensure process for escalation to a Crisis is in place	Crisis Management Plan	<p>Escalating an Emergency to a Crisis</p> <ul style="list-style-type: none"> <li>The Project Director will convene a crisis management team where an emergency may need to be escalated to a Crisis.</li> <li>A crisis response will be activated at the direction of the Project Director in accordance with the Crisis Management Plan. Should this occur, this Plan will operate to provide first response to the incident, under the direction of the Crisis Management Team</li> <li>The Project Director or nominee will be responsible for liaising with Sydney Metro Crisis Management Team members and other key entities or authorities.</li> </ul>	Project Director WHS Manager Senior Leadership Team Community and Stakeholder Manager	<ul style="list-style-type: none"> <li>Crisis Management Team</li> </ul>
2.9 Ensure an emergency response team is nominated and trained in the appointed role	Appendix Q – Training	The project is to establish a team that consists of persons who have been trained in this plan and in specific emergency competencies as identified by risk assessment. The minimum persons to make up this team are listed in Appendix R – Incident Response Duty Cards.	Project Director Construction Manager <i>Project Managers</i> <i>WHS Manager</i>	<ul style="list-style-type: none"> <li>Training acknowledgement form</li> <li>Duty Cards</li> </ul>

Expectations	Reference Documents	How we will meet the Expectations (Minimum Requirements)	Responsibilities Key Contributor	Deliverables
			WHS Advisor –	

### Element 3: Emergency Awareness and Training

Expectations	Reference Documents	How we will meet the Expectations (Minimum Requirements)	Responsibilities Key Contributor	Deliverables
3.1 All relevant staff are fully aware of their responsibilities in responding to and managing emergencies	Project Training Management Plan Appendix Q – Training	<p>Emergency Response Awareness</p> <ul style="list-style-type: none"> <li>▪ All relevant CPBUI personnel, subcontractors and visitors will receive training to ensure that they are fully aware of their roles and responsibilities in the event of an emergency situation arising. This training will generally be provided through:               <ul style="list-style-type: none"> <li>– Project Induction                   <ul style="list-style-type: none"> <li>▪ Provided to all workers &amp; subcontractors prior to commencement on the Project</li> <li>▪ Content includes basic emergency procedures and incident reporting</li> </ul> </li> <li>– Site Specific Inductions                   <ul style="list-style-type: none"> <li>▪ Provided to all workers &amp; subcontractors prior to commencement on the worksite</li> <li>▪ Includes basic emergency procedures including evacuation procedures and details</li> </ul> </li> <li>– Visitors Induction                   <ul style="list-style-type: none"> <li>▪ Provided with information in the arrangements that will apply if a site emergency occurs and an evacuation is necessary</li> </ul> </li> <li>– Prestart and Toolbox Meetings</li> </ul> </li> </ul> <p>To cover safety issues and refresher training on emergency response procedures, dealing with the public, locations and use of response equipment.</p>	Project Director Construction Manager Project Manager Construction Managers WHS Advisor Training Team	<ul style="list-style-type: none"> <li>▪ Induction Records</li> <li>▪ Training records</li> <li>▪ Toolbox meeting records</li> <li>▪ Pre-Start Meeting Records</li> </ul>
3.2 Provide training for specific competency needed in an emergency	Project Training Management Plan Appendix Q – Training	<p>Training</p> <ul style="list-style-type: none"> <li>▪ Determine the specific competencies required to respond to an emergency situation on each site and the training required to achieve the level of expertise required. The objective of specific training will be to:</li> </ul>	Project Manager WHS Manager / Advisor Training Team	Induction or training records

Expectations	Reference Documents	How we will meet the Expectations (Minimum Requirements)	Responsibilities Key Contributor	Deliverables
		<ul style="list-style-type: none"> <li>- Provide (or refresh) specific skills such as emergency response drills, evacuations, First Aid, etc. These may be conducted in conjunction with emergency services agencies.</li> <li>- Enable the proficient use of specialised equipment</li> <li>- Ensure detailed familiarity with the provisions of this Plan</li> <li>- Ensure learnings from mock evacuation and other emergency management exercises are communicated</li> <li>- Ensure knowledge of legislative and statutory requirements.</li> </ul> <p>Training will be conducted, and records of training kept in accordance with the requirements of the Project Training Management Plan</p>		



## Element 4: Initial response to an emergency

Expectations	Reference Documents	How we will meet the Expectations (Minimum Requirements)	Responsibilities Key Contributor	Deliverables
4.1 Construction Emergency Coordinator implements action plan	Appendix D – Incident and Emergency Response Process	<p>Implementation of Action Plan</p> <ul style="list-style-type: none"> <li>▪ In the event of a significant safety or environmental incident or emergency occurring, the following will apply, unless other specific guides or procedures override this approach:               <ul style="list-style-type: none"> <li>– The Project Director determines that the emergency provisions of this Plan will be activated and notifies the Construction Emergency Coordinator (CEC) to take responsibility for coordinating the response</li> <li>– The CEC assumes control of the emergency from the SIC until control is handed over to the relevant Emergency Operations Controller</li> <li>– The CEC will identify and evaluate the most appropriate action to be taken to secure the site and provide an initial response to mitigate the environmental / safety risk where it is safe to do so</li> <li>– The SIC or CEC will assess the situation and organise staff and/or subcontractors to take whatever action is necessary to safely isolate/contain the aspects of the components of the emergency, control vehicle and pedestrian movements and attend to injured parties</li> <li>– Where evacuation of a given site is necessary, the area will be evacuated under the direction of the SIC or CEC</li> <li>– The relevant site will be evacuated in an orderly manner with all persons moving to the nominated site Emergency Muster Area(s) (generally located at the main entry point at each site)</li> <li>– Upon arrival at the site Emergency Muster Area, all personnel are to be checked off the site attendance record sheet which may be pre start briefing sheets by the relevant Area Warden for that day/shift</li> </ul> </li> </ul>	Construction Manager Project Managers Construction Emergency Coordinator Site Incident Controller Area Wardens	Emergency Activation Process Time and Action Logs Emergency Muster Area Maps Site attendance records Notification time log maintained

Expectations	Reference Documents	How we will meet the Expectations (Minimum Requirements)	Responsibilities Key Contributor	Deliverables
		<ul style="list-style-type: none"> <li>- All personnel must remain in the evacuated area until advised by the SIC, CEC or Area Warden</li> <li>- The Area Wardens will be responsible for ensuring all Project Workforce personnel under their control have assembled at the nominated area and that personnel entering or leaving the site are continuously monitored</li> <li>- All Area Wardens will inform the SIC or CEC of the status of the attendance checks and if persons are missing.</li> <li>▪ In addition to the above requirements, the CEC will ensure:               <ul style="list-style-type: none"> <li>- Contact has been made with the relevant Emergency Services personnel</li> <li>- Where the emergency has an impact on neighbouring properties, assess the severity of the situation and notify neighbours accordingly</li> <li>- All operations causing, or those directly affected by the emergency have ceased</li> <li>- The Emergency Services are notified of any missing persons</li> <li>- The relevant management/staff, and regulatory authorities are contacted, where required.</li> </ul> </li> </ul> <p>The CEC will nominate a First Responder to meet the Emergency Services at an agreed location to provide all necessary direction or advice to ensure the Emergency Services are aware of the nature of the emergency and have the information necessary to proceed to the affected area.</p>		
4.2 All casualties are located as a matter of urgency	Appendix D – Incident and Emergency Response Process	<p><b>Rescue and retrieval</b></p> <p>In the event of an emergency involving casualties, every effort is to be made to ensure that all casualties are located as a matter of urgency and personnel are retrieved, provided it is safe to do so. All casualties are to be removed to a safe area. All casualties that cannot be moved must be protected from further injury, providing it is safe to do so.</p>	Construction Emergency Coordinator Area Warden First Aider	tagging/tracking system. First Aid Reports DAMSTRA Records

Expectations	Reference Documents	How we will meet the Expectations (Minimum Requirements)	Responsibilities Key Contributor	Deliverables
		<p>A designated First Aider will assume responsibility for the initial management of all casualties until such time as the casualty is handed over to the relevant emergency services agency for professional treatment and, where necessary, transportation to hospital.</p> <p>The First Aider will also ensure that ambulance officers provide advice on the hospital to which the ambulance is taking any casualties. This destination must be sought from the ambulance service so as to alert the treating hospital of any source of contamination or any events that may become known as a result of investigation.</p>		
4.3 Personnel are adequately evacuated to muster areas	Appendix R – Incident Response Duty Cards	<p>Evacuation of affected personnel</p> <ul style="list-style-type: none"> <li>▪ Safe and rapid evacuation of persons in the event of an emergency must be implemented in those areas of the site affected by the emergency, if instructed to do so by the Area Warden, SIC, CEC or Emergency Operations Controller.</li> </ul> <p>Conduct at emergency / evacuation muster area</p> <ul style="list-style-type: none"> <li>▪ All affected personnel will be directed to assemble at the designated muster locations on the site to enable all persons to be accounted for.</li> <li>▪ Every person entering the Emergency/Evacuation Muster Area will report to their Supervisor and await instruction.</li> <li>▪ All Area Wardens will conduct a head count and account for their workers. Any missing personnel will be reported to the SIC responsible for the Muster Area. The SIC and the CEC will be advised and appropriate action taken.</li> <li>▪ All persons within the site Emergency/Evacuation Muster Area will follow all direction as given by the person in charge of the Muster Area.</li> </ul>	Construction Emergency Coordinator Area Supervisor Area Warden Site Incident Controller	Emergency Activation Process Time and Action Logs Emergency Muster Area Maps Site attendance records Notification time log maintained

Expectations	Reference Documents	How we will meet the Expectations (Minimum Requirements)	Responsibilities Key Contributor	Deliverables
		<ul style="list-style-type: none"> <li>On completion of the emergency, all SIC/CEC and Area Wardens will conduct a second head count to ensure all personnel are accounted for</li> </ul>		
4.4 Emergency is contained where safe to do so	Site Environment Plans	Containing emergencies <ul style="list-style-type: none"> <li>Every effort must be made to contain, reduce or suppress the cause of the emergency provided it is safe to do so. Where applicable, immediate actions will be implemented by the SIC and CEC to ensure all contaminated materials are neutralised or removed to a safe place, in accordance with the requirements of the SDS.</li> <li>If practicable, a SWMS should be completed prior to the commencement of required containment/suppression works.</li> <li>Every effort will be made to minimise any secondary damage/exposure and to prevent the propagation of damage after the initial emergency. Where necessary, additional resources will be called upon to assist in containing the situation and ensuring the situation is returned to normal as soon as possible.</li> </ul>	Site Incident Controller Construction Emergency Coordinator Environmental Coordinator	Emergency Response Equipment
4.5 Site is secured for investigation where practicable	Project WHS Management Plan	Secure site <ul style="list-style-type: none"> <li>The affected area will be barricaded until an inspection of the affected area(s) is undertaken by key project personnel appropriate to the nature of the emergency.</li> <li>In relation to safety incidents, the WHS Regulator imposes additional obligations, which are defined as a non-disturbance occurrence which are listed in the WHS Regulations 2017. Details including incident investigation are included in the Project WHS Management Plan.</li> </ul>	Construction Emergency Coordinator	Clearance or release approval
4.6 Implement Notification and reporting procedure	Appendix C – Site Emergency Equipment	External emergency response and other services agencies are listed in tool – Project Emergency Contact Details.	Project Director Project Managers	Incident notification records Evidence of:

Expectations	Reference Documents	How we will meet the Expectations (Minimum Requirements)	Responsibilities Key Contributor	Deliverables												
	Community Communication Strategy	<p>Notifying Regulatory Authorities</p> <ul style="list-style-type: none"> <li>The H&amp;S Director will provide SafeWork NSW with the required information and reporting.</li> <li>In the event of a pollution incident, the Environmental Manager is to be contacted immediately. The procedures for notifying in the event of a pollution incident where there is risk of material harm to the environment are described in Appendix E – Notification of Agencies of a Pollution Incident</li> <li>An overview of incident classification reporting requirements is provided in Project Incident Notification Criteria.</li> <li>The Project personnel identified below have the following authority to contact the relevant external authorities in the event of a safety or environmental incident:</li> </ul> <table border="1" data-bbox="734 746 1536 1265"> <thead> <tr> <th>Position</th> <th>Authority</th> </tr> </thead> <tbody> <tr> <td>Project Director</td> <td>All</td> </tr> <tr> <td>Construction Manager / Project Manager</td> <td>All</td> </tr> <tr> <td>Construction Emergency Coordinator</td> <td>All</td> </tr> <tr> <td>H&amp;S Lead</td> <td>SafeWork NSW, Emergency Services</td> </tr> <tr> <td>Environmental Manager</td> <td>Emergency Services, EPA, Councils, DP&amp;E, Ministry of Health, (environmental incidents only)</td> </tr> </tbody> </table> <p>Notifying Project Company Representative</p> <ul style="list-style-type: none"> <li>The Project Director is responsible for immediately notifying the Project Company Representatives of all emergencies where this Plan has been activated. The Project Director will ensure full access is provided to SafeWork NSW, EPA</li> </ul>	Position	Authority	Project Director	All	Construction Manager / Project Manager	All	Construction Emergency Coordinator	All	H&S Lead	SafeWork NSW, Emergency Services	Environmental Manager	Emergency Services, EPA, Councils, DP&E, Ministry of Health, (environmental incidents only)	<p>Construction Manager            Construction Emergency Coordinator            Site Incident Controller            WHS Manager            Environmental &amp; Sustainability Manager</p>	<p>Incidents Classified            Notifications within timeframes            Flash Reports within timeframes Synergy            Records INX            Records</p>
Position	Authority															
Project Director	All															
Construction Manager / Project Manager	All															
Construction Emergency Coordinator	All															
H&S Lead	SafeWork NSW, Emergency Services															
Environmental Manager	Emergency Services, EPA, Councils, DP&E, Ministry of Health, (environmental incidents only)															

Expectations	Reference Documents	How we will meet the Expectations (Minimum Requirements)	Responsibilities Key Contributor	Deliverables
		<p>or other investigating authorities where such an authority is authorised to conduct an investigation.</p> <p><u>Notifying Sydney Metro</u></p> <ul style="list-style-type: none"> <li>▪ Sydney Metro will be notified of emergencies in line with the significant incident and other notification requirements protocol outlined in the Project Health and Safety Management Plan. i.e.</li> <li>▪ Record all health and safety incidents, regardless of severity, in the Sydney Metro incident reporting and investigation database within 24 hours of the incident occurring, or being discovered, including any:               <ul style="list-style-type: none"> <li>▪Exposure above the workplace exposure standard not “adequately controlled”<sup>7</sup></li> <li>▪Diagnosed deemed disease<sup>8</sup>; and</li> <li>▪Worker identified with reduced function of any body system, resultant of health hazard exposure.</li> </ul> </li> <li>▪ Ensure the timely reporting of incidents notifiable to relevant regulators, authorities or external stakeholders.</li> </ul> <p><u>Notification of Significant Incidents</u></p> <p>The Principal Contractor must: Report to Sydney Metro as soon as possible, or within 1 hour, any significant incident, or event that has the potential to escalate to a significant incident, the following:</p> <ul style="list-style-type: none"> <li>▪Time, date, location and associated contract;</li> <li>▪Status of any injured person(s);</li> <li>▪Emergency service(s) request or response;</li> <li>▪Incident description;</li> <li>▪Current situation summary;</li> <li>▪Media attention, actual or expected;</li> <li>▪Name and contact details of the person in charge of the incident scene; and</li> </ul>		

Expectations	Reference Documents	How we will meet the Expectations (Minimum Requirements)	Responsibilities Key Contributor	Deliverables
		<p>▪When further information will be provided.</p> <p>Provide Sydney Metro with additional information regarding the significant incident upon request.</p> <p><u>Other Notification Requirements –Sydney Metro Communications</u> The Principal Contractor must report to the Sydney Metro Communications Director: Within 10 minutes, any incident that has attracted, or can reasonably be expected to attract the attention of the:</p> <ul style="list-style-type: none"> <li>▪Media;</li> <li>▪Minister for Transport;</li> <li>▪Member of Parliament; or</li> <li>▪Broader community.</li> </ul> <p>Within 1 hour, any other incident.</p> <p><u>Emergencies arising outside normal hours</u></p> <ul style="list-style-type: none"> <li>▪ The SIC, CEC and the Project Director are nominated as call out persons for emergency events outside normal hours.</li> <li>▪ In the event that an emergency event arises out of normal hours, the Site Incident Controller for the works will contact the CEC and/or the Project Director and remain on stand-by until further directions are provided.</li> <li>▪ The Community contact 1800 717 703 which will be prominently displayed at the main gates at all sites to assist the public to report SCAW Project related incidents, especially outside normal hours.</li> </ul> <p>Media Contact</p> <p>All communication from the media will be directed to the Community and Stakeholder Manager who will further direct the call to Sydney Metro. The Project Director will provide updates to all Joint Venture partners to allow company directors to meet continuous disclosure obligations if relevant. The Project</p>		

Expectations	Reference Documents	How we will meet the Expectations (Minimum Requirements)	Responsibilities Key Contributor	Deliverables
		<p>Director may communicate with the media following all Joint Venture partners and Sydney Metro prior approval</p>		
<p>4.7 Notify neighbouring residents and other land users</p>	<p>Community Involvement Plan</p>	<p>Notification of neighbouring residents and other land users</p> <ul style="list-style-type: none"> <li>▪ If the Project Director, in consultation with the CEC, the Environmental Manager and the Stakeholder and Community Relations Manager, determines that an emergency requires notification of surrounding premises and residents, this notification will be co-ordinated by the Stakeholder and Community Relations Manager.</li> <li>▪ The area to be notified will be determined by the CEC and the Environmental Manager in consultation with the Stakeholder and Community Relations Manager. The preferred method for early warning will be by door knock under taken as soon as practicable, with written letters/emails used to provide any additional information.</li> <li>▪ Records of addresses where contact could not be made should be noted and cards containing CPBUI contact person details and details of the reasons for the notification should be left in a prominent location. Follow-up visits should be undertaken as soon as practicable to speak to residents.</li> <li>▪ Notification of surrounding residents and other land uses may also be undertaken at the direction of Emergency Operations Controller, the EPA or the Ministry of Health.</li> </ul>	<p>Community and Stakeholder Manager Construction Emergency Coordinator</p>	<p>Community Contact Records</p>



## Element 5: Recovery from an emergency

Expectations	Reference Documents	How we will meet the Expectations (Minimum Requirements)	Responsibilities Key Contributor	Deliverables
<p>5.1 Return the site to normal operations</p>		<p>Recovery from an emergency – Re-entry and Clean-Up</p> <ul style="list-style-type: none"> <li>▪ When the Emergency Services Agencies hand control of the site back to CPBUI and all authority to commence work has been granted by any relevant authority, efforts will concentrate on returning the site to normal operating status.</li> <li>▪ All re-entry and clean-up will be approved by the SIC/CEC in consultation with relevant personnel.</li> </ul> <p>Provision of a work team briefing</p> <ul style="list-style-type: none"> <li>▪ Prepare a factual brief to be delivered to the workers detailing the event, the outcome and the process to be followed to bring the affected area back to a safe and functioning state.</li> </ul> <p>Re-Commencement of Work In the Affected Area</p> <ul style="list-style-type: none"> <li>▪ No work can commence in the affected area until the Project Director has completed appropriate inspections, issues affecting the safety of persons or threatening Material Harm to the environment have been rectified (e.g., damage to plant and equipment), clearances have been provided from the appropriate authorities and the Project Director has authorised a recommencement of work.</li> </ul> <p>Post Emergency Debrief</p> <p>When work in the affected area has resumed, organise a debriefing session to assess the effectiveness of the emergency response. Where appropriate, an Emergency Response Debrief record is to be completed, otherwise this may be closed out as part of the incident investigation.</p> <p>Personnel involved and any other stakeholders mental and physical condition and capacity to resume work will be considered and where necessary, EAP, Mates in Construction or other support organisations contacted to assist in providing support to anyone affected by the emergency.</p>	<p>Project Director Construction Manager Project Managers Site Incident Controller</p>	<p>Inspection records Plant and equipment damage reports Investigation Report Worksite briefing Authority Clearance to Resume Work Emergency Response Debrief Record</p>

Expectations	Reference Documents	How we will meet the Expectations (Minimum Requirements)	Responsibilities Key Contributor	Deliverables
5.2 Prepare and implement site recovery plan		<p>Recovery Plan</p> <ul style="list-style-type: none"> <li>▪ Where a major incident requires action beyond clean-up activities in order for work to recommence (i.e., where major demolition works and/or design changes are required), the Project Manager will prepare a Site Recovery Plan.</li> <li>▪ The Site Recovery Plan will address:               <ul style="list-style-type: none"> <li>- Scope of works required to recover the site</li> <li>- Any design changes proposed</li> <li>- Any additional environmental assessment and approval requirements</li> <li>- Any required additional resources</li> <li>- Programme for implementation</li> </ul> </li> </ul> <p>Hazard identification, risk assessment and controls</p>	<p>Project Director Construction Manager Project Managers Construction Managers</p>	<p>Site Recovery Plan</p>

## Element 6: Testing and review

Expectations	Reference Documents	How we will meet the Expectations (Minimum Requirements)	Responsibilities Key Contributor	Deliverables
6.1 Key emergency response procedures have been tested and the Plan reviewed		<p>Testing emergency response and review of the Plan</p> <ul style="list-style-type: none"> <li>▪ Emergency evacuation drills and a mock emergency response scenario exercise will be conducted at least annually and within one month of any pollution incident occurring.</li> <li>▪ The test exercise may be via desktop simulation and practical exercises and is to be carried out in a manner so as to ensure that the information included in the Plan is accurate and up to date and capable of being implemented in a workable and effective manner. Testing may cover key components of the Plan including the effectiveness of training.</li> <li>▪ Relevant internal and external personnel, such as client and emergency services may be invited to participate.</li> <li>▪ A recorded debrief session will be included and this Plan is to be revised to correct any deficiencies identified during the text exercise.</li> </ul>	<p>Project Manager Construction Manager WHS Manager Environmental Manager</p>	<p>Emergency drill debrief records</p> <ul style="list-style-type: none"> <li>▪ Emergency Drill Planner</li> </ul>
6.2 Maintain a process for filing all incident reports	Records Management Plan	<p>Record Keeping</p> <ul style="list-style-type: none"> <li>▪ Filing, retrieval and retention of all information, records, investigations and reports on all incidents where the provisions of this Plan are activated will be in accordance with the Project's Records Management Plan. This encompasses: <ul style="list-style-type: none"> <li>- Identification of documents to be filed and archived</li> <li>- File naming convention</li> <li>- Appropriate storage location</li> <li>- Appropriate retention period of archived documents to satisfy statutory obligations</li> <li>- Process for transmission of documents</li> </ul> </li> </ul> <p>Process for subsequent retrieval of information</p>	<p>WHS Manager Environmental &amp; Sustainability Manager</p>	<p>Meeting Minutes Corrective Actions Register Incident Reports</p>

## Part C Appendices

### Appendix A – Inventory of Typical Main Pollutants for the SCAW Project

Description	Comments	Storage Location(s)
Fuel (diesel and petrol based fuels)	For plant and equipment operations	Construction Compounds
Lubricants, hydraulic & machine oils	For plant and equipment operations	Construction Compounds
Greases	Plant and equipment grease, mould oils (precast) and other greases for use	Construction Compounds
Transformer oils	Oil used within HV transformers and switchgear	HV transformers and kiosks at sites
Workshop materials	General workshop materials including oxy/acetylene, degreasers, consumables, waste oil (for collection and recycling)	Construction compounds
Paints and surface coatings	Surface coatings must be applied to meet relevant specifications and durability requirements	Construction Compounds
Soil stabilisers	For temporary stabilisation of fill batters	Construction Compounds
Water treatment chemicals	Acids, flocculants, coagulants, bases, biocides and corrosion inhibitors for the treatment and conditioning of water.	Water treatment Plants
Pesticides	Control of weeds and pests	Construction Compounds
Sewage	Sewage generated onsite is managed through existing localised sewage systems and holding tanks associated with temporary ablution blocks.	Construction Compounds
Dust	From exposure of ground, stockpiling of materials and spoil and use of plant and equipment	Where soils are exposed or material stockpiled at construction compounds
Sediment laden surface water	General site issue where excavation faces are exposed.	See site specific Erosion and Sedimentation Control Plans

Description	Comments	Storage Location(s)
Groundwater inflow	Groundwater inflow from excavations are predicted to be very minor. Contingency plan to be implemented in the event that inflow volumes are too great to be reused onsite.	In cut excavations and pre-treatment settlement ponds
Contaminated materials	See Soil and Water Quality Management Plan	All areas of contamination to be removed to appropriately licenced facilities
Bentonite, cement, sodium silicate and retarder	Chemicals used in the production of grout	See site specific Erosion and Sedimentation Control Plans
Concrete washout water Flash, cement, retarder	Washout of concrete vessels in designated areas only. Materials used within the batching of concrete	Designated washout area/s located onsite Designated storage area/s and hazardous materials store located on site

## Appendix B – Emergency Contact List

### CPBUI Personnel

Project Personnel	Contact Name / Representative	Telephone
Project Director		
Construction Manager		
WHS Manager		
Environmental Manager		
Community & Stakeholder Relations Manager		

### Other Staff

Project Personnel	Contact Name / Representative	Telephone
First Aid	To be confirmed through SWMS	
Fire Wardens	To be confirmed on individual sites	

### Sydney Metro

Project Personnel	Contact Name / Representative	Telephone
Delivery Director Sydney Metro		
Senior Safety Manager Sydney Metro		
Communications Manager		
Environmental Manager		

### External Agencies

Agency	Location Purpose	Telephone
Ambulance Service of NSW	Emergency	000
NSW Police Force	Emergency	000
Australian Federal Police	Emergency	131 444
Fire Brigade Service / HAZMAT	Emergency	000
NSW State Emergency Service	Emergency	132 500
Police – General Enquires	General Enquiries	13 14 44
Fire and Rescue NSW	General Enquiries	1300 729 579
SafeWork NSW	Incident notification (including After Hours), information, advice, assistance	13 10 50
EPA Pollution Line	Notify potential for actual Material Harm to the environment	13 15 55
Penrith City Council	Where any council owned, or governed asset is affected.	02 4732 7777 (and listen to prompts)
Liverpool City Council	Where any council owned, or governed asset is affected.	1300 362 170

### Utility Service Providers

Organisation	Location/Purpose	Telephone
Sydney Water	24 hours	13 20 90
Electricity – Ausgrid	24 hours	13 13 88
Jemena (Gas)		13 19 09
Telstra		13 22 03
Optus		13 13 44
NBN	Contact Centre	1800 687 626

### Medical Providers

<p>Oran Park Family Health (02) 4634 2000            Oran Park Podium            Shop 8e 351 Oran Park Dr            Oran Park NSW 2570</p>
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## Appendix C – Site Emergency Equipment

### First Aid Equipment Assessment

The Project must conduct a First Aid Equipment Assessment to identify the First Aid requirements appropriate to the Project and the nature of the work to be performed, the Assessment must consider:

- Compliance to the relevant legislation and codes of practice requirements;
- The type, quantity and location of the equipment required;
- The type and position of signage;
- The location, direction and signage of emergency exit routes;
- The type, quantity and location of equipment to respond to the identified specific emergencies;
- The number of workers and the training and qualifications required to be appointed as Emergency Response Team members.

### The First Aid Equipment Assessment must be completed by:

A worker who has attended and successfully completed the following training:

- HLTAID003 Provide First Aid.

First Aid Equipment Maintenance and Review

The site must establish a current First Aid Equipment Register that identifies:

- The First Aid Equipment on the site;
- A schedule of testing and maintenance;
- Evidence that the testing and maintenance has been carried out.

The site must also establish a contract with an organisation to carry out a regular assessment of the First Aid Equipment, to ensure that the equipment remains valid and appropriate to:

- Relevant legislation and codes of practice;
- The scope and remoteness of the site;
- The methods to be employed during construction;
- The disbursement of labour;
- The surrounding environment.

The organisation must also be contracted to ensure that all First Aid equipment is resupplied as required.

### Emergency Equipment Assessment

The Project must conduct an Emergency Equipment Assessment to identify the type of emergency equipment required that is appropriate to the nature of the work to be performed including:

- Ensuring compliance to the relevant legislation and codes of practice requirements;
- The most efficient method of raising the alarm;
- The type, quantity and location of the equipment required;
- The type and position of signage;
  - The location, direction and signage of emergency exit routes;
  - The type, quantity and location of equipment to respond to the foreseeable project specific emergency situations;
  - The number of workers and the training and qualifications required to be appointed as Emergency Response Team members.

The Emergency Equipment Assessment must be completed by a Manager who has attended and successfully completed the following training:

- BSB 41415 Certificate IV in Work Health and Safety or equivalent or higher.



## Emergency Equipment Maintenance and Review

The site must establish a current Emergency Equipment Register that identifies:

- The Emergency Equipment on the site;
- A schedule of testing and maintenance;
- Evidence that the testing and maintenance has been carried out.

The site must establish a contract with an appropriate provider of emergency equipment who have employees who have been trained in emergency equipment testing to carry out a regular assessment of the emergency equipment to ensure that the equipment is maintained and remains valid and appropriate to:

- Relevant legislation and codes of practice;
- The scope and remoteness of the site;
- The methods to be employed during construction;
- The disbursement of labour;
- The surrounding environment; and

The organisation must also be contracted to ensure that all emergency equipment is resupplied as required.

## Minimum Equipment on site

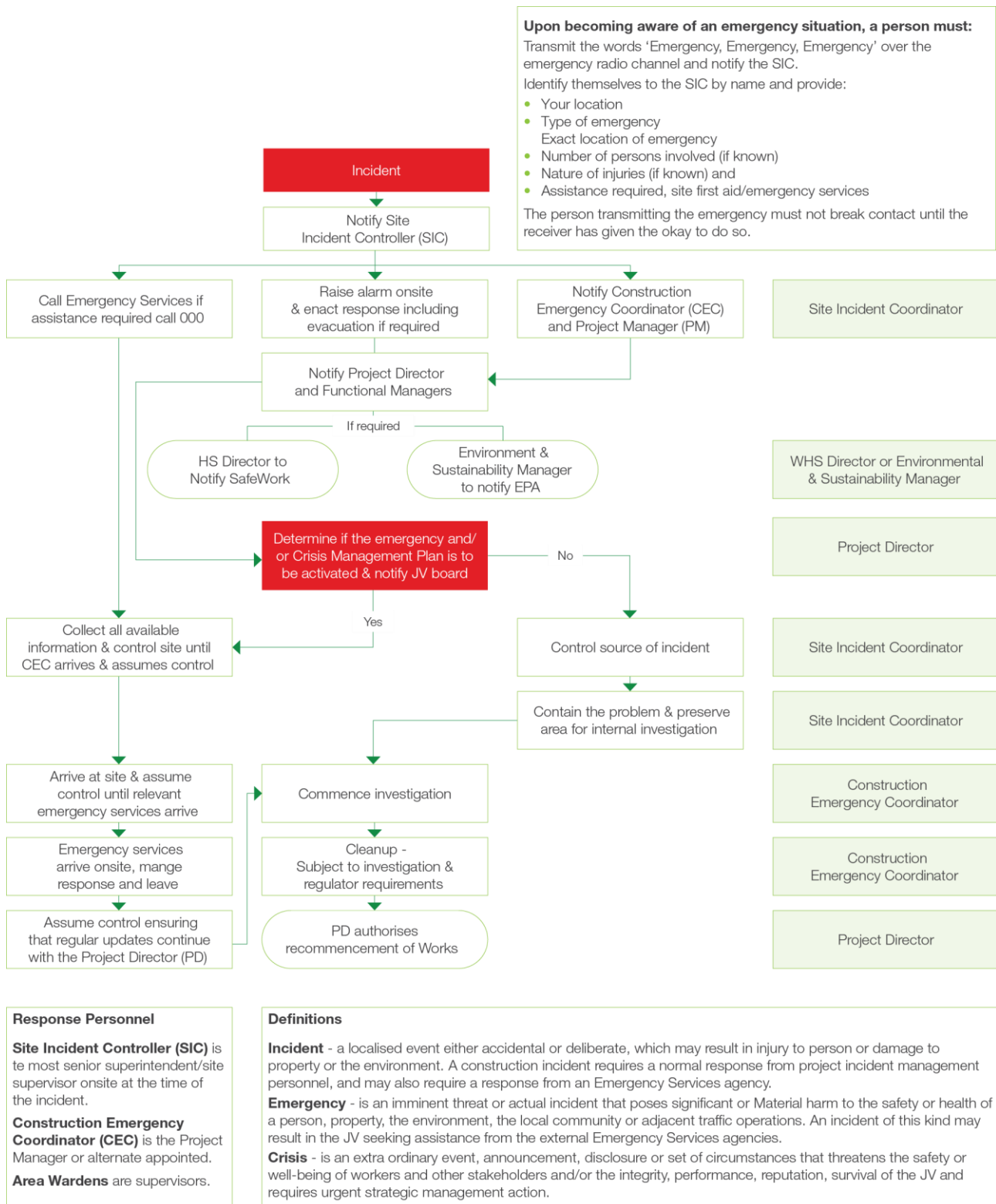
The following minimum emergency equipment will be available in worksite first aid rooms:

- Oxy Viva Oxygen Treatment Kit
- Automatic Defibrillator Equipment
- 1 x Fibreglass Stokes Litter (Stretcher)
- 6x Lifting Bridles to fit Stokes Litter (Stretcher)
- Back Spine Boards
- Cervical neck collars
- 1x First Aid Bed
- 1 x Portable Trauma Kit
- 2 x Portable “B” Standard First Aid Kit
- 1 x “A” Standard First Aid Kit – Fixed
- Eye wash facilities
- Fire Extinguishers – 9kg ABE

The following minimum emergency equipment will be available at each worksite compound kitchen and crib room:

- 1 x Fire Blanket.
- Fire Extinguisher – 9kg ABE

# Appendix D – Incident and Emergency Response Process



**Response Personnel**

**Site Incident Controller (SIC)** is the most senior superintendent/site supervisor onsite at the time of the incident.

**Construction Emergency Coordinator (CEC)** is the Project Manager or alternate appointed.

**Area Wardens** are supervisors.

**Definitions**

**Incident** - a localised event either accidental or deliberate, which may result in injury to person or damage to property or the environment. A construction incident requires a normal response from project incident management personnel, and may also require a response from an Emergency Services agency.

**Emergency** - is an imminent threat or actual incident that poses significant or Material harm to the safety or health of a person, property, the environment, the local community or adjacent traffic operations. An incident of this kind may result in the JV seeking assistance from the external Emergency Services agencies.

**Crisis** - is an extra ordinary event, announcement, disclosure or set of circumstances that threatens the safety or well-being of workers and other stakeholders and/or the integrity, performance, reputation, survival of the JV and requires urgent strategic management action.

Figure 2 – Incident and Emergency Response Process

## Appendix E – Notification of Agencies of a Pollution Incident and Environmental Incident Management

The procedure for notification and reporting of environmental incidents will follow the Sydney Metro Environmental Incident and Noncompliance Reporting Procedure (SM-17-00000096) and the Synergy Event Classification Matrix (the CPB Contractors HSE management database software).

### Internal Notification

The procedure for notification following an incident is as follow:

1. Immediately notify the CPBUI Personnel contained in **Appendix B – Emergency Contact List**
  - 1.1. The CPBUI Environmental Manager will notify (verbally) the Sydney Metro Environmental Manager details contained in **Appendix B – Emergency Contact List**. The Notification of Agencies (detailed below) will be undertaken by the CPBUI Environmental Manager.
  - 1.2. The Community & Stakeholder Relations Manager will notify any nearby owners or occupiers if the incident poses a risk to adjacent lands
2. If the works occurred on the WSI airport site, the Sydney Metro Environmental Manager will notify the WSA Co Environment Manager (who has the responsibility to notify the Airport Environment Officer (AEO) and Infrastructure Department)
3. Sydney Metro will subsequently notify the Planning Secretary (if required) in accordance with CoA A41-A45

### Notification of Agencies

The Authorities must be notified in the order listed below in the event of a Pollution Incident if there is a risk of Material Harm to the Environment.

Authority	Name	Contact	After Hours Contact
Emergency Services	Fire and Rescue NSW Police NSW Ambulance Service	000  Only ring 000 if the incident presents an immediate threat to human health or property and requires Emergency Services. If the incident does not require an initial combat agency or once the 000 call has been made, notify as listed below	N/A
EPA	Pollution Line	131 555	N/A
Ministry of Health	Nepean Blue Mountains Local Health District (Penrith)	02 4734 2022	02 4734 2000 and ask for the Public Health On-call Officer
Ministry of Health	South Western Sydney Local Health District (Liverpool)	02 8738 6000	02 8738 3000 and ask for the Public Health On-call Officer
SafeWork NSW	Information Line	131 050	N/A
Penrith City Council	Customer Contact Centre	02 4732 7777 (and listen to prompts)	N/A
Liverpool City Council	Customer Contact Centre	1300 362 170	N/A

#### Notes:

Although the EPA's Incident Notification Protocol identifies 000 as the contact number for Fire and Rescue NSW, CPBUI has been advised that the number listed here should be used for pollution incident notifications and that 000 must only be used for emergency calls.

Penrith – Badgerys Creek, Luddenham, and Orchard Hills

Liverpool – Badgerys Creek and Luddenham

## Incident Classification

### Sydney Metro Environmental Incident and Noncompliance Reporting Procedure

Environmental Incidents are classified into one of three Classes that are based upon the consequence descriptors for environmental risks in the Sydney Metro Risk Matrix. Each of these classifications trigger a variety of management actions and/or legislative requirements depending on the severity of the consequence described where Class 3 represents minor consequences and Class 1 represents major consequences.

The matrix is further sub-divided into consequence ratings ranging from C6 (low impact) to C1 (high impact). An incident transitions between a Class 3 to a Class 2 incident once material harm has been caused, and transitions into a Class 1 incident once it is determined that the Environmental Harm caused is large-scale and cannot be remediated:

Class 3			Class 2		Class 1
C6	C5	C4	C3	C2	C1
No appreciable changes to environment and/or highly localised event	Change from normal conditions within environmental regulatory limits and environmental effects are within site boundaries	Short-term and/or well-contained environmental effects. Minor remedial actions probably required	Impacts external ecosystem and considerable remediation is required	Long-term environmental impairment in neighbouring or valued ecosystems Extensive remediation required	Irreversible large-scale environmental impact with loss of valued ecosystems

### CPB Synergy Event Classification Matrix

This matrix is used to assign the Actual Consequence to an Environmental Incident in EVENTS and the Classification to an Environmental Impact in IMPACTS in Enablon Synergy

Event Classes				
Actual Consequence				
1A	2A	3A	No Impact	
Environmental discharges, environmental pollution or degradation which has high severity impacts on the community and/or environment or may have irreversible detrimental long-term impacts.	Environmental discharges, environmental pollution or degradation which has moderate severity impacts on the community and/or environment (1 to 3 months) but is fully reversible in the long term.	Environmental discharges, environmental pollution or degradation which has low severity impacts on the community and environment in the short term (<1 month) and is fully reversible with no residual impacts. Includes nuisance level impacts.	Negligible or sporadic discharges	
Potential Consequence				
1P	2P	3P	4P	5P
Long-term / irreversible damage to neighbouring or valued ecosystem. Long-term remediation required. Irreparable damage to highly valued items / locations of cultural significance.	Impacts extend off-site / external ecosystem. Considerable remediation required. Significant damage to structures / locations of cultural significance.	Medium term, contained impact; requiring significant remedial action. Moderate but permanent damage to structures / items / locations of cultural significance.	Short lived, well-contained environmental impact; minor remedial action required. Moderate damage that is largely repairable.	Small, contained localised impact. Low level repairable damage to commonplace structures.

## Environmental Incident Investigation

Environmental Incidents will be investigated as per the Sydney Metro Environmental Incident and Noncompliance Reporting Procedure (SM-17-0000096) and the CPB Investigate SHE Incidents procedure.

### Sydney Metro Environmental Incident and Noncompliance Reporting Procedure

Environmental Incident Investigations must be carried out for all Class 1 and Class 2 Incidents. Investigations may also be requested for any other Environmental Event at the discretion of Sydney Metro. This discretion is likely to be exercised where incidents of a similar nature are occurring repetitively.

### CPB Investigate SHE Incidents Procedure

For the following incident classifications:

- Class 1A / 1P incident investigations must be completed within 14 days using the Incident Investigation Report with final review by the relevant Business Unit General Manager;
- Class 2A / 2P incident investigations must be completed within 21 days using the Incident Investigation Report with final review by the Project Manager;
- Class 3, 4 or 5 incidents do not require investigation unless directed by a relevant regulator or a requirement exists under legislation i.e. Rail Safety National Law.

## Appendix F – Types of Emergencies

Planning for Emergencies will be undertaken at key stages of work activities for example prior to site mobilisation, as part of each Construction area Plans and include any other stakeholders such as Sydney Trains, Sydney Metro

Emergency situations at project levels will be assessed by way of risk assessment during the lifecycle of the project and must assess and implement controls for any reasonably foreseeable types of emergencies. Types of emergency to be considered and which may require controls to be developed will include but not be limited to;

- Acts of terrorism
- Damage to rail infrastructure or associated structures due to work activities i.e collapse of piling rig when working within proximity of rail infrastructure
- Utilities strike/damage
- Mobile Plant failure/collapse/rollover
- Temporary structural failure/collapse (e.g. scaffold, formwork, etc.)
- HV and LV electrical incidents
- Excavation collapse
- Fire, Explosion
- Flood/river incident/rescue
- Chemical spill/leak/exposure
- Confined space incident/rescue
- Working at heights/rescue
- Road traffic accident
- 3rd Party emergencies affecting project activities including the general public

Where an emergency situation is foreseeable either duty cards will be developed or controls to eliminate or mitigate the risk will be developed through the planning and construction framework and documented in SWMS or associated emergency plans such as emergency rescue plans.

## Appendix G – Guide for Bomb or Substance Threat

### Purpose

This guide is to be adopted in the event of any emergency which may involve bomb or substance threats.

Evacuation from buildings or worksites may be necessary as the result of a situation.

Because each threat is different, it is impossible to have a detailed procedure for each contingency as such this guide is designed to help you assess the level of the threat and decide on a course of action based on the information available.

### Evaluating the Threat and Course of Action

Following the receipt of a threat, the CEC must consider the level of threat and decide on the appropriate course of action. These steps have been summarised in Table 7 below.

**WARNING:** Handheld radio transceivers and mobile phones **MUST NOT** be used during a bomb emergency because, under certain conditions because transmissions may trigger an electronically detonated or radio activated bomb.

Table 7 – Evaluating the Threat

Evaluating the Threat and Course of Action for Bomb or Substance Threat by Phone, Mail or Suspicious Item Found			
Non Specific Threat or Low Risk	For example a call made by a child and/or with childish laughter in background or where little detail is received.		
Specific Threat of Much Greater Risk	For example a call made in a calm deliberate manner where greater detail regarding timing, location or type of device is given.	Factors that may provide assistance include: <ul style="list-style-type: none"> <li>▪ A threat is only that until something obvious is found.</li> <li>▪ A perpetrator will infrequently give warning of an attack.</li> <li>▪ The consequence for issuing a threat is not as severe as the placement or initiation of a device.</li> </ul>	
	For example determining the level of threat from a suspect item.	Factors that may provide assistance include: <ul style="list-style-type: none"> <li>▪ How was it received?</li> <li>▪ Was an initiation time indicated?</li> <li>▪ Whether the item was hidden?</li> <li>▪ Is it obviously a device?</li> <li>▪ Is it similar to the original threat description?</li> <li>▪ When undertaking a search, is the suspect item typical of all other items in the area?</li> <li>▪ Has there been a report of unauthorised persons being on site?</li> <li>▪ Is there evidence of forced entry?</li> </ul>	
<b>3.2. Course of Action</b>			
Do nothing	Low Threat Level	It may be tempting, when receiving a threat from an intoxicated person or child, to adopt this course of action.	The CEC must be absolutely sure it is a prank call. <b>If there is the slightest doubt, the CEC must adopt one of the other options.</b>
Decision to evacuate	High Threat Level	The Police will normally leave the decision to evacuate to the CEC.	The Police may provide advice or make recommendations.



Evacuate immediately without search	High Threat Level	If CEC considers the situations to be a high risk there may be a case for evacuation as quickly as possible, without conducting a search, especially where there is a possibility of imminent initiation of device.	Evacuation procedures are the same as evacuation for fire.
Search and evacuate only if a suspicious object is found	Low Threat Level	This choice means people will be in the building for a longer period if there is a device present.	Evacuation will proceed if a suspicious object is found. If nothing is found, and there are no other significant factors, the CEC may then consider that the building can be declared safe.
Search with partial evacuation	Moderate Threat Level	When the threat level is considered to be moderate and there is no reason to believe an initiation to be imminent, the CEC might consider partial evacuation, retaining essential staff and search teams.	When the time of initiation has been disclosed in a threat, the CEC must ensure search procedures are terminated well before the deadline, even if the device has not been found. All searching must cease no later than 20 minutes before the time given. At the very least, 20 minutes must elapse after the threatened time of initiation before search teams re-enter the building. Buildings or other facilities should be searched prior to re-occupation.
Threat after hours	High Threat Level	If a threat be received outside normal working hours, the recipient should report the matter to the CEC.	The CEC will alert onsite Security, Police 000 and any other occupants occupying the work area. Evacuate the building using the closest emergency exits. Do not re-enter the building until advised by CEC, Security or Police it is safe to do so.
<p><b>WARNING:</b> Hand held radio transceivers and mobile phones <b>MUST NOT</b> be used during a bomb emergency because transmissions may trigger an electronically detonated or radio activated bomb.</p>			

## Search Guide

The Police will often request the building or worksite occupants to conduct a search; Police will not usually search a building following receipt of a threat because:

- Police are unlikely to know the layout of the premises and the various places in which a device can be concealed
- Police will not know what should be in a particular place and what should not. Staff should know and be able to search more thoroughly.

Detailed searches take a considerable amount of time. Occupants may not be permitted to return for some hours. Consideration should be given to their welfare, for example in summer or wet weather, relocation to a more comfortable location with shade or shelter.

If a search is decided upon, Area Wardens should be directed to search their area and report the location and appearance of any suspicious item.

Area Wardens should look for anything:

- That should not be there
- That cannot be accounted for
- That is out of place.

If a suspicious object is found:

- No one is to touch or move it
- Clear people away from the immediate vicinity
- Secure the area
- Inform CEC, who will inform the Police
- Initiate evacuation
- Leave a trail to the object

The evacuation assembly areas should be searched by Area Wardens nominated by the CEC.

### Detailed Room Search

Divide the room into sections, for example, halves or quarter's search teams should:

- Listen for any unusual sounds
- Conduct a passive search only (that is, look without touching)
- Checking the area as follows:
  - Floor to waist level
  - Waist level to head level
  - Head level to ceiling
- Mark the area as clear, using chalk marks, post-it labels etc

## Appendix H – Armed Offender or Intruder Witness Guide

### Purpose

This guide is to be adopted in the event of any emergency which may involve armed confrontation, hostage seizure, siege or other situation involving high risk of injury. Evacuation from buildings and/or worksite may be necessary as the result of situation.

The purpose of the guide is to provide for:

- Minimising the risk exposure to any such threat
- Safe and orderly evacuation of people from the Main Office/ site in an emergency
- Early control of the situation.

### Precautions

There are steps that you can follow for your safety

- Be aware of people loitering for extended periods that appear agitated and may be holding bulky items. Advise the CEC if you see anyone acting strangely or suspiciously
- Keep rear and side doors locked from external access at all times. Minimise the points of entry to lessen the chance of unauthorised persons gaining access to the premises
- If cash is held on the premises, never discuss cash transactions or procedures involving the holding or movement of cash with any person other than staff who have a direct need to know
- Cash tins should be locked when not in use and the key must be under the control of an authorised person at all times
- Do not discuss security procedures with anyone other than staff members who have a direct need to know.

### General

- Obey the intruder's instructions, do what you are told and nothing more, and do not volunteer any information
- Stay out of danger if not directly involved, leave the building if it is safe to do so and then raise the alarm. Call the Police and notify the SIC or CEC
- Be deliberate in one's actions if ordered to carry out an action by the offender. The action should be carried out with due consideration to one's safety
- Phone the Police emergency number 000 if able to do so without danger and to keep the phone line open. Alternatively, ask some other responsible member of the staff, by way of pre-determined gesture(s) or key word(s), to phone the Police if it is safe to do so
- Carefully observe any vehicle used by the offender(s), taking particular note of the registration number, type, colour, and number of occupants and their appearances
- Immediately after the offender(s) have left, mark off the areas until the Police have checked for fingerprints and other forensic tell-tales
- Observe the offender(s) as much as possible. In particular, take note of the speech, mannerisms, clothing, scars, tattoos or any other distinguishing features, and record these observations in writing as quickly as possible after the emergency, as the Police will want individual impressions of what happened before your memory is influenced by discussion with others
- Ask all witnesses to remain until the police arrive, and explain to the witnesses that their view of what happened, however fleeting, could provide vital information when placed together with other evidence
- Exclude all members of the media from the area and allow only the person in charge of the area, the Project Director or authorised person to make statements.

### During an Armed Emergency

- Tell yourself to stay calm. Do not attempt to be a hero – accept the situation and be prepared to wait
- Do not speak unless spoken to and only if necessary
- Do exactly what the offender tells you

- Do not be argumentative with the offender or other staff
- Do not make suggestions to the offender. If your suggestion is wrong the person may think you planned it that way
- Try to be observant
- Notice the offender's mannerisms, clothing, speech and so on
- Try not to involve other staff in the emergency.

### **After an Armed Emergency**

After an emergency as the offender leaves:

- Gauge height using markers on doors
- Lock yourself in
- If safe, observe which direction the offender goes, the type of car, its colour and its registration number
- Do not touch any areas the offender touched
- Keep witnesses there until Police arrive
- Post sign on the front door "Closed Due to Security Emergency"
- Activate the Employee Assistance Program (EAP).

# Appendix I – Guide for the Response to Major Spill or Release of Polluted Water

Actions during the Emergency

## 1. Notify

- Person encountering spill or release to immediately notify site supervisor.
- Supervisor to notify CEC.
- CEC to notify, the Project Director, Health & Safety Manager and Environmental Manager.
- If required Project Director to notify Sydney Metro and Environmental Manager to notify EPA and other relevant authorities.

## 2. Identify type of spill/release

- Is it contained (e.g. banded) or uncontained?
- Is it leaving the premises?
- Damaged/ leaking containers should be addressed using the same process.

## 3. Identify the material

- Is it flammable, toxic, corrosive, etc? Refer to label, signage, SDS, etc.

## 4. Conduct risk assessment

- Is the area safe, have you been trained, is it going to leave the premises?
- If there is any concern about your safety or the safety of others, do not permit spillage/release recovery.
- The Fire Brigade HAZMAT Team is to be notified immediately for any hazardous substance spill beyond our control. This call should be made via '000'.
- The Fire Brigade should also be informed via a '000' call if the spillage has caused evacuation, entered drainage systems or is a size or nature that Site personnel have insufficient resources or training to safely and effectively manage.
- All information regarding the spill should be reported to the Officer-In-Charge of the Fire Brigade on arrival at the scene by the SIC or CEC.

## 5. Evacuation?

- If the spill/release is significantly large, adversely uncontained or in any other way deemed unsafe ensure that the affected area has been evacuated.
- Ensure that persons assemble in a well-ventilated, safe area, upwind from the spill/release
- Prevent unauthorised access to the area.
- Consideration should be given to site environmental conditions and a decision made as to whether further evacuation of the area is required.
- The HS Manager and Environmental Manager to determine if notification of neighbouring premises is required.

## 6. If remediation is possible

- The person responsible for the substance should manage the spill/release as specified on the Safety Data Sheet (SDS) or by the manufacturer/supplier of the substance.

## 7. Wear appropriate PPE

- Gloves, goggles, apron, respirator, etc. in accordance with the SDS.

## 8. Eliminate ignition sources

- For flammable substances (or assumed flammable substances) remove energy supply to nearby switchboards, electrical equipment, power points and flames, static or sparks.

## 9. Take precautions

- Avoid slipping, creating sparks, or breathing in vapours.

## 10. Contain the spill/release

- Put controls in place to prevent the spread of the spill (i.e. excavate be Sydney Metro, sump to contain spill).
- If spill/release is already entering a waterway use booms if practicable.

## 11. Clean up

- Use pads, pillows, and other absorbent material to soak up spill and then bag in labelled containers.

### Oil and Grease Considerations

- Stop the leak at the source
- Determine the size of the spill
- Protect waterways or stormwater drains by forming barriers or blocking them
- Wear personnel protective equipment (PPE) located in the spill prevention kits to prevent skin and eye contamination and to avoid breathing any vapour. PPE includes overalls, splash apron, eye goggles, gloves (PVC or neoprene), footwear, and appropriate breathing apparatus
- Clean up method will be dictated by the quantity spilled
- Spilled material may be pumped into approved (degassed), sealed, and labelled 200L steel drums
- Cleaning equipment (mops, squeegees etc.) for directing liquid spills into the bund or holding pits
- Spill response kits for absorbing minor spills
- Ensure waste material generated as part of spill clean-up is managed

### Turbid / Sediment Laden Water

- Inform Supervisor of problem/exact location and the magnitude
- Divert flow away from existing waterways
- Form a barrier around the affected area. Establish emergency berm (earth or sandbags) to trap sediment or reduce flow. Where possible divert dirty water to suitably sized operational sediment control device
- Work on the restoration of original control device or new controls
- Assess impact and devise remedial action for any affected waterway and embankment.

### Powder and Dust Considerations

#### CAUTION

Slip hazards – avoid spill zone & stop area access / traffic flow

Toxic vapours – maximise ventilation & wear breathing apparatus

Fire hazards-- eliminate ignition sources & have fire extinguisher ready

- Identify any outside area, where the powder could be dispersed to the environment
- Wear personnel protective equipment, located in the spill prevention kits, to prevent skin and eye contamination. i.e. overalls, splash apron, eye goggles, gloves and rubber boots
- Wear a breathing mask or face mask to prevent inhalation of the powder
- Where practicable PREVENT ANY EMISSION TO THE ENVIRONMENT. Where possible close doors and windows in the vicinity of the spill. If a large amount of powder is spilled in an external area, organise cover sheets to be placed over the spill to prevent dispersion from wind etc. during the clean-up time
- Collect all of the material, by using one of the following methods:
  - Vacuum Cleaner (check that the material is not explosive under pressure)
  - Bulk tanker removal (vacuum pump)

- Emergency (Teflon pneumatic) pump
- Cleaning equipment (mops, squeegee, buckets, etc.)
- All materials must be contained in appropriate, sealed and labelled containers
- Contact an appropriately licenced waste disposal facility, who will be responsible for the correct disposal of all containers according to the corresponding waste disposal procedures
- All materials used in the clean- up of hazardous powder materials (e.g. vacuum filters, mop heads, tarpaulins, etc.) will be considered contaminated with the hazardous substance(s) and must be managed as hazardous wastes unless deemed otherwise by the Environmental Manager.

### **Dangerous Goods**

Respond to the spill as per action steps outlined for the “person encountering the spill/release” at the start of this section

### **CAUTION**

Identify the class of dangerous good (as described below) and the inherent dangerous physical property of that class (see product SDS)

Control the identified danger or anything that might increase the exposure to that danger

### **Flammables (Class 3)**

- Eliminate all sources of ignition
- Prevent any runoff into stormwater drains - use the containment blocks (booms), located in the Hazchem spill kits, to confine the spillage
- Wear personal protective equipment (i.e. overalls, splash apron, eye goggles, gloves, rubber boots), located in the spill prevention kits, to prevent skin and eye contamination
- Identify any fire risk
- Ensure ventilation systems are in full operation (adjust to suit where possible) and remain operational until such time as the hazardous atmosphere dissipates.

### **Oxidising Substances; Organic Peroxides (Class 5)**

- Class 5 substances will generate large amounts of oxygen when exposed to heat, metals and many chemicals. High concentrations of oxygen can result in the initiation of severe fires in any combustible material
- All Class 5 substances will be kept separate from other dangerous goods classes and any combustible material by at least 5 metres in a well-ventilated area, or in an approved Class 5 storage cabinet.

### **Toxic and Infectious Substances (Class 6)**

- All class 6 poisons will be stored in areas complying with the relevant Hazardous Chemicals/Dangerous Goods Regulations
- Class 6 goods will be kept at least 5 metres away from foodstuffs and dangerous goods of other classes, or alternatively be separated by a liquid tight wall.

### **Corrosive Substances (Class 8)**

- Neutralise using soda ash - never add water to corrosive substances
- Hypochlorite solution and peroxide acids
  - Use glass or plastic equipment for storage for disposal. Avoid use of all metals
- Ammonia
  - Volatile
  - Containers can develop pressure with an increase in temperature. Do not store near heat. Exercise extreme care when opening containers as they may be pressurised
- Ammonia, hydrochloric acid, acid phosphoric, acid thioglycolic and acid sulphuric 98%
  - Use full face respirator with appropriate approved canister
- Prevent any runoff into stormwater drains - use the containment blocks (booms) located in the Hazchem spill kits, to confine the spillage

Wear personnel protective equipment (i.e. overalls, splash apron, eye goggles, gloves, rubber boots and appropriate protective full face respirator), located in the spill prevention kits, to prevent skin and eye contamination.



## Appendix J – Storm/Severe Weather Guide

Severe weather includes heavy rain, hail, lightning and strong winds. These phenomena could impact on:

- Power to the site
- The safety of persons in exposed areas
- Motor vehicles in exposed areas
- The security and stability of structures and equipment in exposed areas.

### Actions before the Emergency

- Monitor weather through BOM for storm warnings and heavy rain events over the Sydney Metropolitan Area that could cause local impact to the SCAW Project sites
- Respond to warnings from Early Warning Networks Alerts and prepare for evacuation of the area.

### General Guidelines

If strong winds are anticipated, ensure that any objects that could become airborne in strong wind gusts and cause damage are brought under cover and /or secured.

If torrential rain is likely, ensure that windows and doors are closed to minimise water ingestion and check erosion and sediment controls and enhance controls if required (i.e. use soil stabilizers, cut in berms).

If a severe electrical storm is anticipated, review safety precautions concerning critical processes or outdoor work activity (staff and contractors) with applicable specialist personnel

- Caution persons concerning use of electrical equipment such as phones and computers
- Monitor passage of storm cell/s and temporarily suspend outdoor movement if risk of lightning strike.

### Flooding

- Designate personnel to constantly monitor a potential event ensuring they keep the workforce up-to-date
- Confirm the overland flood path is free from obstructions, debris etc.
- Remove and store all equipment and containers to higher ground determined by the Superintendent (dangerous goods are to be the first moved, if applicable)
- Only required CPBUI and Security personnel to be onsite for flood works
- All other personnel to be evacuated to main Project Office
- Register of people evacuated from site to be kept
- Staff not required are to leave site and take their laptops with them
- Project Manager, Superintendent and Construction Emergency Coordinator to inspect the site and determine the level of supervision and security required.

### Actions after the Emergency

- Project Director, Project Manager, Superintendent and Construction Emergency Coordinator to inspect the site and determine the process to be followed for reoccupying the works area.
- Cleaners and required staff to assess the damage and a return to work strategy of the remaining staff to be put in place
- Document damage and losses incurred and provide to Project Commercial team
- Organise removal of damaged equipment and its replacement.

## Appendix K – Fire Guide

### Fire – General Considerations

CPBUI personnel, including subcontractors, should be aware of the following important information regarding fire safety housekeeping:

- Know the location of ALL emergency exits. They must be clear and unobstructed at all times
- Exit lighting should be ON at all times
- Firefighting appliances should only be used in an emergency and NEVER removed, operated or tampered with for amusement or malicious purposes
- First attack firefighting equipment such as extinguishers and fire hose reels should only be operated by persons who are competent in their use, providing it is safe to do so and only for the specific types of fires for which they are designed
- Extinguishers or any other fire detection, suppression or safety equipment that appears to be faulty, missing or in any other way suspect should be immediately reported to the Safety Advisor
- Items must not be stored around fire extinguishers or in the fire hose reel cabinets.

### Actions during a Building Fire Emergency

- Person discovering to alert persons in the vicinity of the fire to evacuate
- Contact SIC immediately
- Extinguish the fire
  - only if safe to do so and if competent in use of applicable firefighting equipment. Everyone is responsible for preventing fires. But everyone is not obligated to fight major fires. In general, never join in the firefighting unless you are trained.
  - If required call Fire Brigades 000
- Attempt to contain fire and smoke by closing all windows and doors as area is evacuated.
- If too dangerous to fight the fire, raise alarm and evacuate the immediate vicinity
- Use ALL available safe exits
- Turn off ignition sources and gas, if safe to do so and if aware of how this should be done
- CEC to consult with emergency services personnel and/or Area Safety Manager to ensure that clearance to re-enter the building can be given
- Advise the Area Wardens when re-entry is allowed
- Evaluate damage and investigate cause of fire and complete the CPBUI Incident Notification and Investigation Report.

### Actions during a Bush Fire Emergency

- Person discovering to alert persons in the vicinity of the fire
- Contact SIC immediately
- SIC to notify CEC
- CEC to notify Project Director, and Project Director to notify the relevant Construction Manager, Area Safety Manager, and Environmental Manager
- Extinguish the fire
  - only if safe to do so and if competent in use of applicable firefighting equipment
  - If required call Fire Brigades 000
- CEC to:
  - Confirm NSW Fire and Rescue has been informed and is responding
  - Confirm that all persons are evacuated from potential danger area and initiate broader evacuation if appropriate
  - Consult with emergency services personnel regarding site evacuation and any other requirements.

## Correct Extinguishers

Different fire extinguishers are recommended for each type of fire. Some may be rated for multiple types of fire.

- CLASS A: fires (wood, textiles, rubbish) use foam or water.
- CLASS B: fires (grease, motor vehicle, flammable liquids) use foam, dry chemical, carbon dioxide or vaporizing liquid.
- CLASS C: fires that involve electrical components. Caution: never use a water-type extinguisher on live electrical equipment.

## Appendix L – On-Site Vehicle Collision Guide

(Mobile Plant, Heavy Vehicles & Light Vehicles)

- Person discovering to ascertain if any person/s injured
- If yes, request Ambulance – Call 000
  - Contact Site Supervisor immediately
  - Site Supervisor to notify SIC
  - SIC to notify CEC
  - Determine if vehicle/s pose/s a hazard to persons nearby (e.g. leaking fuel)
- If yes, evacuate persons from immediate danger area and contain leak if possible
- If no person is injured and no danger, determine if vehicle/s pose/s an obstruction to normal vehicular traffic flow.
- If yes, request driver/s to move vehicles
- Obtain particulars from driver(s) and witness(es) involved:
  - Names
  - Addresses
  - Telephone Numbers (Home and Work)
  - Driver’s License Details
  - Details of registered owner/s of vehicles involved (if different from driver/s)
  - Vehicle details (Registration No., type, make, colour)
  - Brief description of events
- If any person/s injured Area Safety Manager to pursue appropriate primary care, rehabilitation and workers compensation follow up

## Appendix M – Gas Leak Guide

### Actions during the Emergency – Mains Gas Leak

- Person discovering to alert persons in the vicinity of the leak
- Contact the Site Supervisor immediately
- Site Supervisor to notify SIC
- SIC to notify CEC to notify Project Director, relevant Construction Manager, Health & Safety Manager, Approvals, Environment and Sustainability Manager and Commercial Manager
- CEC to notify the Asset Owner (see Emergency Contacts) and if required call NSW Fire and Rescue through 000.

### WARNING – CONFIRM AREA SAFE TO APPROACH

Colleagues or other persons must not enter any confined area where there is a risk of being overcome by gas.

Gases present a vapour explosion hazard indoors, outdoors, and in sewers.

- Where applicable, evacuate persons from the affected area and assemble them in a well-ventilated area where they are not exposed to further risk.
- Wind direction should be monitored to ensure that the gas is not re-directed to the assembled area and pose a further threat.
- Ensure no naked flames or smoking
- Do not allow any electrical equipment to be operated in the immediate vicinity and do not touch any electrical equipment
- Ensure no cordless or mobile phones are used in the vicinity
- Follow instructions from the Asset Owner.

### Actions during the Emergency – Gas Cylinder Leak

#### General Information & Considerations

Flammable Compressed Gas (Class 2.1 – Transport)

Flammable Compressed Gas (Class 2.1 – Transport) is extremely flammable, may be ignited by heat, sparks or flames.

Fire may produce irritating or poisonous gases.

Vapours may travel to a source of ignition and flashback to the container, which may explode due to the heat from a fire.

Vapours may cause dizziness or suffocations. Contact on the skin will cause severe frostbite.

Non-Flammable, Non-Toxic Compressed Gas (Class 2.2 – Transport)

Non-Flammable, Non-Toxic Compressed Gas (Class 2.2 – Transport) cylinders may explode in a fire.

Vapours may cause dizziness or suffocations. Contact on the skin will cause severe frostbite.

#### Person Discovering

- Alert persons in the vicinity of the leak
- Contact Site Supervisor immediately
- Site Supervisor to notify SIC.

### WARNING – CONFIRM AREA SAFE TO APPROACH

- Colleagues or other persons must not enter any confined area where there is a risk of being overcome by gas
- Where applicable, evacuate persons from the affected area (or building if a major leak) and assemble them in a well-ventilated area where they are not exposed to further risk
- Ensure no naked flames or smoking
- Ensure the affected area is well ventilated

- Do not allow any electrical equipment to be operated in the immediate vicinity and do not touch any electrical equipment
- Ensure no cordless or mobile phones are used in the vicinity
- Turn off ignition sources and gas, if safe to do so and if aware of how this should be done.
- Most cylinder leaks occur at the top of the cylinder in areas such as the valve threads, pressure safety device, valve stem or valve outlet, but personal protective equipment (SCBA respiratory protection, thermal gloves, coveralls) should be used if attempting this
- Eliminate any other hazards (e.g. incompatible materials) if safe to do so
- Dry Chemical or COR2R extinguishers should be used on small fires, or water spray or fog for large fires, if trained and safe to do so
- Evaluate any damage and investigate the cause of the leak

## Appendix N – Medical Emergency/Injury Guide

### Actions during the Emergency

- Person discovering to confirm that no further danger exists to casualty and contact Site Supervisor immediately
- Site Supervisor to notify SIC
- SIC to notify CEC, relevant Construction Manager and Health & Safety Manager
- Contact designated area First Aider using the lists posted around the site
- or alternatively contact the WHS Advisor
- If it is safe to do so and does not further the possibility of additional injury, assist the casualty to the First Aid Room, otherwise request First Aider attendance at the scene.
- Remain with casualty until First Aider is in attendance.
- Assist the First Aiders to arrange transportation for medical treatment off-site if deemed necessary.
- If a major incident/accident, Area Warden to contact the ambulance service ensuring that the location and site access points are communicated when calling 000.
  - Where possible the Area Warden should direct a worker to meet the ambulance service at the gate access point and direct them to the incident/accident location.

### First Aider

- Provide primary First Aid to injured person
- Contact First Aider or WHS Advisor if additional assistance is required.

### CEC

- Facilitate ambulance access
- Liaise with ambulance officers and deploy resources as applicable to support ambulance personnel.

### Actions after the Emergency

#### Construction Manager

- Assign personnel to participate in incident investigation
- Ensure actions arising from investigation are implemented as per the agreed timeframe.

#### Area Safety Manager

- Oversight the investigation of the cause of the incident/accident
- Ensure incident/accident is reported
- If off-site medical treatment is required, assist with the injury management and initiate workers compensation and return to work actions.

## Appendix O – Electric Shock Guide

Injuries due to electric shock from low voltage contact are not usually severe, however follow up pre-cautionary medical review is required.

Injuries due to high voltage contact may be very severe – even fatal – involving burns to the skin and possibly internal organ damage.

### **CAUTION: AVOID DIRECT CONTACT WITH THE AFFECTED PERSON WHILE THEY ARE IN CONTACT WITH THE ELECTRICITY SUPPLY.**

- Site Supervisor to notify SIC
- SIC to notify CEC to notify Project Director, relevant Construction Manager and Health & Safety Manager
- If you suspect the person is in contact with a high voltage supply, do not attempt to rescue them
  - Contact the local electricity authority
- Immediately contact the nearest First Aider and the Site Supervisor and if required call an Ambulance (000 call)
- Disconnect supply to affected person. This may be done by switching off at the switch or pulling cable from sockets
  - If necessary, the supply may need to be isolated at the local source or at the main supply switchboard.
- First Responders to keep onlookers away from live or energised equipment



## Appendix P – Deceased Persons Guide

### Actions during the Emergency

- Remain calm and immediately notify the Site Supervisor
- Site Supervisor to notify SIC
- SIC to notify CEC to notify Project Director, and WHS Manager
- CEC to
  - Isolate the site where the emergency has occurred
  - Segregate any witnesses in a private area away from the emergency scene and each other
  - Segregate any friends/colleagues of the deceased in a private area away from the emergency scene
  - Disperse any spectators
  - Avoid contact with blood and other body fluids by using protective gloves
  - If practicable, cover the body and make sure that it cannot be disturbed
  - Ensure Police and Ambulance have been notified.
- Do not interfere with any evidence
- Comfort witnesses/colleagues
- People and Capability Manager to arrange post-emergency trauma counselling for any personnel left traumatised.

### NOTE

Next of Kin notification is addressed in the Crisis Management Plan

## Appendix Q – Training

Members of the Emergency Response Team must be given training in compliance with the First Aid and Emergency Equipment Assessment to ensure they have the required skills and knowledge to carry out their duties.

### Emergency Response Team

Training and instruction regarding emergency preparedness and response must be provided to the Emergency Response Team by the most senior member of the site's Safety and Health team. The training must include:

- The duties of the Emergency Response Team as described in this Plan;
- Decision-making, command and control;
- Procedures for the specific emergencies contained in this Plan;
- Responding to Sydney Metro and reports of emergencies;
- Reporting emergencies and operating the activation of the installed emergency warning equipment;
- Communication during emergencies;
- Pre-emergency activities;
- Emergency activities;
- Post-emergency activities;
- Managing workers and visitors with disabilities;
- Human behaviour during emergencies;
- The use of installed emergency response equipment;
- The performance of the building and its installations during a fire or other emergency;
- Liaison with Emergency Services; and
- Record keeping.

Note: There is no other formal qualification or training that has been assessed as mandatory.

Note: The Emergency response team must complete the Training Acknowledgement form.

### All Workers

Training and instruction regarding emergency preparedness and response must be provided to all workers at:

- The Site Induction;
- Regularly at Pre-start Meetings; and
- Regularly at Toolbox Talks.

The Site Induction must include the following:

- Workers responsibilities within this Plan;
- The types of emergencies contained within this Plan;
- How to report emergencies including activation of alarm systems, if installed;
- Recognizing and reporting unsafe conditions, and correcting unsafe conditions when appropriate;
- The authorities, roles, responsibilities and identification of Emergency Response Team members;
- Reacting safely to emergencies and also Sydney Metro specific requirements;
- Evacuation procedures;
- The location of internal and external assembly areas, as contained in the emergency plan;
- The location of egress routes;
- Post-emergency protocols; and
- Procedures for specific emergencies.

## Visitors

Visitors to a Project site are required to report to reception, where they will be required to sign-in. At this time, they will be provided with appropriate information on the emergency response procedures.

## First Aid Training

Workers who are appointed to be a First Aider must hold a Certificate of Competence in HLTAID003 Provide First Aid (or higher) issued by a Registered Training Organisation.

## Appendix R – Incident Response Duty Cards

Duty Cards to be prepared and issued independently of this Plan are as follows:

Duty Card Number	Duty Card Function
DUTY CARD 1	First Responder
DUTY CARD 2	Site Incident Controller (SIC))
DUTY CARD 3	Area Warden – Control Site Access
DUTY CARD 4	Area Warden (AW) – Muster Point/ Emergency Assembly Area (EAA)
DUTY CARD 5	Construction Emergency Coordinator (CEC) – Manage the Site

## Appendix S – Alignment with State Emergency Plan

Emergency Plan Reference	CPBUI Response Plan Reference	
Part 5 Prevention	Element 1	Risk Identification and Management
Part 6 Planning and Preparation	Section 1.4 Element 2 Element 3 Element 4 Element 6	Emergency Services Consultation Process Emergency Response Planning Emergency Awareness & Training Initial Response to an Emergency Testing and Review
Part 8 Control, Coordination and Communication Arrangements	Elements 2.3, 2.4, 2.6, 4 Appendix D – Incident and Emergency Response Process	Emergency Response Process
Part 4 Roles and Responsibilities	Section 3	Roles and Responsibilities
Part 7 Emergency Response Operations	Element 4 Appendix D – Incident and Emergency Response Process	Initial Response to an Emergency Incident and Emergency Response Process
Part 9 Recovery	Element 5	Recovery from an Emergency

## Appendix T – Site Maps

To be updated following site establishment