SYDNEY METRO - WESTERN SYDNEY AIRPORT
STATION BOXES AND TUNNELLING WORKS

Emergency Response Plan

Sydney Metro Western Sydney Airport Station Boxes and Tunnelling Works

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Signature:		[redacted]			

Details of Revision Amendments

Document Control

The Project Director is responsible for ensuring that this plan is reviewed and approved. The WHS Director is responsible for updating this plan to reflect changes to construction, legal and other requirements, as required.

Amendments

Any revisions or amendments must be approved by the Project Director before being distributed / implemented.

Revision Details

Revision	Details
A	Initial Development for Contract Award
B	Updated following Client Review
C	Updated following Client Review
D	Updated with additional contacts
00	Final and approved revision (SMWSASBT-SMD-TX-000369)
01	Periodic update, reformatting and updated contacts
02	Update following project review – Emergency Action Plans added as Annexure U
03	Addition of Annexure H – Emergency Training Update Annexure B - Emergency Contact List Update to Sydney Metro contacts in Annexure B Update to Emergency services contacts to include Traffic Management Centre – section 2.4 @ Annexure B

Compliance

Reference	Requirement	Reference
POEO Act		
Section 153A	Duty of licence holder to prepare pollution incident response management plan 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 relate	This Plan
Section 153C	Information to be included in plan A pollution incident response management plan must be in the form required by the regulations and must include the following—	See below
(a)	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— (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 (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 (iii) any persons or authorities required to be notified by Part 5.7,	Part B Element 4.7 Notify neighbouring residents and other land users Part B Element 4.6 Implement Notification and reporting procedure
(b)	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,	Part B Element 4 Emergency Guides in Part C
(c)	the procedures to be followed for coordinating, 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	Part B Element 4 Emergency Guides in Part C
(d)	any other matter required by the regulations.	See below
153	Keeping of plan 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.	Section 1.3 Part B Element 2

Section 153E	Testing of plan 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.	Part B Element 6

Reference	Requirement	Reference
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.	Part B Element 4 Emergency Guides in Part C
POEO General Regulation		
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,	Annexures H-L
131(1)b	the likelihood of any such hazards occurring, including details of any conditions or events that could, or would, increase that likelihood,	Part B 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,	Part B Element 1
131(1)d	an inventory of potential pollutants on the premises or used in carrying out the relevant activity,	Annexure A
131(1)e	the maximum quantity of any pollutant that is likely to be stored or held at particular locations (including underground tanks) at or on the premises to which the licence relates,	Annexure A
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,	Annexure C and Annexures H-L
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,	Annexure B

131(1)h	the contact details of each relevant authority referred to in section 148 of the Act,	Annexure B
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,	Part B 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,	Annexure D
Reference	**Requirement**	**Reference**
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,	Annexure S
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,	Annexure D
131(1)m	the nature and objectives of any staff training program in relation to the plan,	Section 1 and Part B 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,	Part B 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.	Part B Element 6

Clause 132	Availability of plan (1) A plan is to be made readily available— (a) to an authorised officer on request, and (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. (2) A plan is also to be made publicly available in the following manner within 14 days after it is prepared— (a) in a prominent position on a publicly accessible website of the person who is required to prepare the plan, (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. (3) Subclause (2) applies only in relation to that part of a plan that includes the information required under— (a) section 153C(a) of the Act, and (b) clause 131(1)(h) and (i) or (2)(b) and (c) (as the case requires). (4) Any personal information within the meaning of the Privacy and Personal Information Protection Act 1998 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).	Part B Element 1

	Requirement: Sydney Metro Integrated Management System (IMS), 2.7.1	Reference
	2.7.1 Emergency Preparedness and Response	
	The Principal Contractor must:	
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: 1. The emergency response team leader; 2. Emergency first-aiders; and 3. Other applicable emergency response roles	Section 4, Element 2, Element 3, Element 4
B.	Arrangements for communicating and liaising with: 1. Emergency response and rescue organisations 2. Nominated Sydney Metro Crisis Management Team (CMT) member(s); 3. and Other key entities or authorities.	Section 2.4, 4, Element 2

C.	Internal and external communication protocols;	Section Element 1, Element 2
ii.	Training persons in the planned response procedures;	Section 4, Element 3, Annexure Q
iii.	Periodically testing and exercising the planned response capability;	Section 4, Element 6
iv.	Evaluating and if necessary, revising the planned response procedures, particularly after the occurrence of an emergency;	Section 2.5, Element 5, Element 6
v.	Communicating and providing relevant information to:	
	All persons working under the direction of the Principal Contractor; and:	Section 4, Element 1, Element 2, Element 3, Element 4, Element 5, Element 6
B.	Emergency response services, Sydney Metro and, as appropriate, the local community;	Section 4, Element 2, Element 4, Element 5
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

Table of contents

Table of tables

Table of figures

Annexures

Part A: Overview

1. Introduction

1.1. Project overview

The Project forms part of the broader Sydney Metro network. It involves the construction and operation of a new 23km metro rail line from the existing Sydney Trains suburban T1 Western Line (at St Marys) in the north and the Aerotropolis line in the south. The alignment includes tunnels and civil structures, including a viaduct, bridges, and surface and open-cut troughs between the two tunnel sections (Figure 1).

The Project will be delivered through several works packages including the Station Boxes and Tunnelling Works (SBT Works), which includes the design and construction of:

- Two sections of twin tunnels with a combined length of approximately 9.8km, plus associated portal structures, one from Orchard Hills to St Marys and the other under Western Sydney International (WSI) airport to the new Aerotropolis Station
- Excavations at either end to enable trains to turn back, and stub tunnels to enable future extensions.
- Station box excavations with temporary ground support for four stations at St Marys, Orchard Hills, Airport Terminal and Aerotropolis
- Excavations for two intermediate services facilities, one in each of the tunnel sections at Claremont and Bringelly.

1.2. SBT Works objectives

The project objectives as determined by Sydney Metro:

- Achieve successful and timely completion of the Project
- Provide the tunnel infrastructure required for conveying passenger rolling stock over a 120-year Design Life between St Marys and Western Sydney Aerotropolis
- Deliver SBT Works in a collaborative and cooperative manner to ensure the timely and effective delivery of the overall Project
- Minimise impacts on the environment, including but not limited to noise and vibration, air quality, traffic and transport, heritage, waste, water and energy management and embodied environmental impacts
- Maximise opportunities in relation to social sustainability, including workforce development and local procurement
- Minimise disruption, delay and inconvenience to the affected public, road and public transport users, adjacent businesses and stakeholders (including WSA Co and WPCA) and the community during the performance of the SBT Contractor's activities
- Achieve a value-for-money outcome when viewed on the basis of effective risk management, certainty of delivery and whole-of-life cost
- Progressively hand over the completed Portions of the SBT Works by the applicable Dates for Substantial Completion and in accordance with the requirements of the D&C Deed (including the SBT Specification) such that the Project is operational by the WSI airport opening which is targeted for 24 December 2026.

1.3. SBT Works scope

The construction methodology for the SBT Works entails:

- Utility works including removal, diversion, protection and connection to SBT worksites
- Local area works including provision of site accesses and some road upgrades
- Site establishment works including:
  Fencing
  Installation of environmental mitigation measures including erosion and sediment controls, noise barriers and acoustic enclosures
  Clearing and grubbing of existing vegetation
  Demolition of existing buildings and structures
  Site levelling and drainage works
  Establishment of internal access roads, hardstand areas and onsite parking
  Erection of demountable buildings including offices and amenities
  Other ancillary facilities including the erection of sheds, establishment of materials laydown and stockpiling areas and Tunnel Boring Machine (TBM) support works including spoil conveyors.
- Construction of station, shaft and dive excavations predominately completed by piling and excavators with rippers and hammers. Roadheaders will also be used at St Marys and Aerotropolis to complete the stub tunnels
- Construction of mainline tunnels using four TBMs, as follows:
  - Two earth pressure balance TBMs will be launched from Orchard Hills and tunnel north to St Marys a distance of approximately 4.3km, including traversing the Claremont Shaft. The TBMS will be retrieved from the St Mary's station box.
  - Two double shield TBMs will be launched from the Airport Dive and tunnel south, traverse the Airport Terminal station box and shaft, where tunnelling will stop and the conveyor and backend equipment will be demobilised from the Airport Dive and re-established at the Airport Terminal Shaft. The TBMs will then recommence tunnelling, including traversing the Bringelly Shaft, and will be retrieved from the Aerotropolis station box (5.5km from the Airport Dive, with 2.5km of the southern tunnels located within NSW).
  - Cross passages will be constructed using concrete saws and excavators with hammers.

The TBMs will be delivered via oversize heavy vehicles to Orchard Hills and the Airport Dive site and retrieved from St Marys and Aerotropolis, subject to relevant approvals.

The SBT works do not include any surface works between the northern and southern tunnel sections, which are to be undertaken by another contractor.

Tunnelling, including station box, shaft and dive excavation and associated support activities may occur 24 hours a day, seven days a week. Utility and local area works that cannot be completed during standard daytime hours due to Road Occupancy Licence or utility authority requirements will also be undertaken out of hours.

Completed sections of the SBT Works, including established construction worksites, will be progressively handed over to Sydney Metro to enable follow-on contractors to commence works.

An overview of works at each SBT worksite is provided in Table 1.

Table 1: SBT Worksite overview

Jurisdiction	Worksite	Indicative scope of works
NSW	St Marys	• Demolition of existing industrial premises • Offices, amenities, car parking and access roads • Piling and station box excavation using rippers and rock hammers • Stub tunnel excavation using roadheaders • TBM retrieval.
NSW	Claremont Meadows	• Offices, amenities, car parking and access roads • Piling and services facility shaft excavation using ripper and rock hammers • Construction of part of the cast-in-situ permanent shaft • Cross passage construction support • Invert construction support (subject to Sydney Metro approval).
NSW	Orchard Hills	• Demolition of existing buildings and removal of septic tanks • Offices, amenities, car parking and access roads • Lansdown Road temporary diversion and construction of the permanent road bridge • Piling and portal, station box and dive excavation using rippers and rock hammers • Construction of cast-in-situ permanent portal structure • TBM assembly, launch and tunnelling support works • Cross passage construction support.
On-Airport	Airport Portal Dive Structure	• Offices, amenities, car parking and access roads • Piling and portal excavation using rippers and rock hammers • Open cut dive excavation using rippers and rock hammers • Construction of cast-in-situ permanent dive structure • TBM assembly, launch and tunnelling support works • Cross passage construction support.
On-Airport	Airport Terminal and TBM shaft	• Offices, amenities car parking and access roads • Piling and station box and shaft excavation using rippers and rock hammers • TBM re-launch and tunnelling support works • Cross passage construction support.
On-Airport	Primary Spoil Receival	• Access road • TBM spoil conveyor set up • Earthworks in accordance with Sydney Metro Specifications.
NSW	Bringelly	• Offices, amenities, car parking and access roads • Piling and services facility shaft using rippers and rock hammers • Construction of part of the cast-in-situ permanent shaft • Cross passage construction support • Invert construction support (subject to Sydney Metro approval).
NSW	Aerotropolis	• Offices, amenities, car parking and access roads • Piling and station box excavation using rippers and rock hammers • Stub tunnel excavation using roadheaders • TBM retrieval

Note: Worksites in grey are within the boundary of the Western Sydney International (On-Airport) and regulated under the Commonwealth Airports Act 1996.

Figure 1: Overview of SBT Works

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 Ghella Joint Venture (CPBG) will respond to an emergency during the construction of the Station Boxes and Tunnelling Works (SBT Works) of the Sydney Metro Western Sydney Airport (the Project) within NSW.

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

- CPBG's nominated Construction Emergency Coordinator 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 Annexure S.
- 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)

A separate Tunnel Emergency Response Sub Plan to this Plan has been prepared to address the methods of control to be employed across the underground work environments and to establish and maintain the safety of underground personnel required to evacuate to the surface.

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
With the provisions of the Plan	

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 - Emergency Actions Plans
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.
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:

Part A: Overview	This section clearly defines: • Introduction • Legislative requirements • Roles and responsibilities
Part B: Implementation Plan	Outline of Elements and Expectations: • How the SBT Works will meet each element and expectation • Responsibilities for each expectation • The procedures and deliverables for each expectation
Part C: Annexures	Information and resources to support the development and implementation of this Plan

2.3. Interface with other 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

Tunnel Emergency Response Plan	Addresses the risks, processes, equipment related to preventing and managing underground emergencies.
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.
Traffic Management and Safety Plan	Addresses the preparation for and co-ordination of responses and recovery from any traffic incident on public roads that affects traffic flow inside of and within the immediate surrounds of the Project Works.
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
- Environment Protection Authority (EPA)
- Penrith and Liverpool City Councils
- Copies of the relevant key information of this plan will also be provided to:
- NSW Police Force
- NSW Fire & Rescue
- Rural Fire Service
- NSW Ambulance Service
- State Emergency Service.
- Traffic Management Centre (TMC)

Within three months of construction commencing, the CPBG Workplace Health and Safety Manager will instigate a workshop or briefing 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.
- Where applicable and/or requested, an onsite familiarisation may be held

The outcomes of the above will be considered in future revisions of this Plan and the Tunnel Emergency Response Sub Plan.

2.5. Plan review and updates

This plan will be reviewed as a minimum every six months 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 practice and developing standards
- Changes in Project Plans
- Changes in Law and the requirements of Authorities.

See Part B Element 6 for more details.

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 CPBG immediately notify environmental authorities of the occurrence of pollution incidents where there is a risk of Material Harm to the environment and requires CPBG to hold an Environment Protection Licence (EPL). The EPL specifies stringent requirements for the discharge of pollutants into the air, water and land. EPL Premise maps are shown in Annexure T, highlighting the land which the EPL applies to.

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

CPBG assumes responsibility for facilitating and coordinating all emergency situations for the SBT Works 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, provided and the relevant holders be trained in these roles.

CPBG 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 4: Roles and Responsibilities

CPBG Role	Authority and Responsibility
SBT Wide Roles	
Project Director	• Oversee the preparation and implementation of this Plan • Oversee all formal communication with external authorities • 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. • Report to CPB and Ghella, including corporate personnel as appropriate, in accordance with the severity and status of the emergency • 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 • Media contact with prior approval from joint venture partners and Sydney Metro. • Oversee the incident investigation protocols to be undertaken following the enactment of this Plan. If the Project Director is unavailable, a senior manager nominated by the Project Director will perform this role.
Construction Emergency Coordinator	The Project Manager is appointed the Construction Emergency Coordinator (CEC) under this Plan. The main responsibilities of CEC include: • Immediately notifying the Project Director, relevant Construction Director as well as Health and Safety, community and environment managers as appropriate in the event of an emergency • 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 • 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 • 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 • As necessary, advise emergency services of the nature and extent of the emergency and current status • Assign responsibilities for sealing the site to all persons other than responding emergency services at the nominated SBT Worksite entrance • If required, attend or nominate another senior worker to attend, the Emergency Control Centre when requested by the relevant Emergency Operations Controller • In consultation with the relevant Construction Director, and HS Managers, ensure appropriate training and resourcing of emergency response personnel. If the CEC is not available, the General Superintendent is to perform this role

WHS Lead	• Maintain accuracy of this Plan, conduct reviews on an appropriate frequency and made relevant updates • Liaise with, and communicate with external authorities • Provide adequate expertise and support resources to assist with emergency management, recovery and investigation • Monitor progress with the management of the emergency Review of this Plan in consultation with the Project Director and nominated construction, environment and community representatives.
Construction Director and Project Managers	• Ensure that the provisions of this Plan are implemented at site level. • On becoming aware of the occurrence of an emergency that triggers the enactment of this Plan: - Provide high level decisions and instruction regarding personnel, property or the environment that are affected by the emergency - In conjunction with the CEC, liaise with on-site emergency services personnel as appropriate - Report to the Project Director as appropriate, in accordance with the severity and status of the emergency - Co-ordinate recovery planning including any changes to site procedures, construction methodology and/or design - 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. If the Construction Director is not available this role will be performed by a designated Project Manager (not fulfilling CEC role).
Environmental & Sustainability Manager	• In conjunction with the WHS Director, ensure that this Plan is developed and regularly reviewed to maintain its currency in relation to environmental issues • Liaise with the EPA to ensure this Plan and supporting procedures reflect current requirements • 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 • Notify relevant authorities if required to do so • Facilitate the establishment of investigation teams for all significant environmental incidents • Participate in environmental incident investigations as required. If Environmental Manager is not available, this role will be performed by the next most senior environmental representative.
Human Resources Manager	• In the event of an emergency triggering the enactment of this Plan leaving CPBG staff traumatised, arrange any necessary counselling • Where applicable, liaise with any union's delegates or representatives. • Where human behaviour is found to be a factor in an emergency investigation, consult the Project Director and determine the just culture to be applied.
Stakeholder and Community Stakeholder Manager	• Advise the Project Director on media and stakeholder communication issues • Assist the Environmental Manager and the CEC to identify any stakeholders who may require notification and co-ordinate any necessary notification activities. • Assist the Project Director in developing any media responses and other communication required by the Project Company Representative. If the Community and Stakeholder Manager is not available this role will be performed by the next most senior representative.

Worksite Specific Roles	
Project Managers	• 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 • Ensure that the site provisions of this Plan are implemented, e.g., signage requirements, training requirements, resource allocations, desktop and mock rehearsals etc. • Ensure Site Emergency Plans are prepared and current • On becoming aware of the occurrence of an emergency that triggers the enactment of this Plan: - Immediately notify the relevant Construction Director - Fulfil role of Construction Emergency Coordinator If the relevant Project Manager is not available, this role will be performed by the site superintendent.
Site Incident Controller	The Site Incident Controller (SIC) is the most senior CPBG Superintendent/Site Supervisor for an area or shift on site. The main responsibilities of the SIC include: • Immediately notify the Project Manager in the event of an emergency • Assume control until the CEC arrives on site/ takes control or the relevant Emergency Operations Controller assumes control of the situation (if required). • The SIC is to: - Initiate the call to emergency services on 000 (if not already made) - Isolate and secure the emergency - Cease work in the immediate vicinity of the emergency and assign responsibilities for sealing off the immediate vicinity around the emergency - Ensure First Aid personal are notified - Ensure a person is assigned to wait at the nearest access point to direct emergency services to the emergency site - Ensure contact is made with the relevant SME (Safety, Environment, Comms) - Assign Area Wardens for the control of muster/assembly areas and facilitating the orderly evacuation of the area and head counts - Report to the CEC and undertake any action required to recover from the emergency
Area Wardens	The main responsibilities of Area Warden include: • Immediately notify the Project Manager in the event of an emergency • Assist the SIC to: - Isolate/secure the emergency - Ensure First Aid personnel are notified/available - Control all movement within the vicinity of the emergency - Ensure external agencies are met at Project perimeter and escorted to the emergency location - Facilitate the orderly evacuation of personnel to the designated muster area and ensure all personnel are accounted for - Supervise site gates to control entry to site - Duties will be directed by the SIC and must not abandon their role without permission of the SIC during an emergency situation.

First Aiders	The main responsibilities of First Aiders include: • Attend to all casualties in the affected area, providing it is safe to do so • 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 • Be fully familiar with the location of the sites Hazardous Chemical Register and Safety Data Sheets on all hazardous chemicals on the SBT Worksites • Ensure a register of all SDS is available at the First Aid room. First Aiders can be identified onsite by a first aid sticker on the hard hat.
Site Health, Safety & Environment Personnel	• Maintain the site-specific Emergency Response Boards and duty cards • Monitor emergency management preparedness • Co-ordinate required drills and testing of the Plan • Monitor emergency response and support the SIC/CEC during an emergency • Assist in conducting incident investigations Assist in testing and review of this Plan
Community Coordinators	Assist in implementing any necessary community notification activities.
Receptionists / Administrator	• Record any threatening phone call on the required checklist and report it to the SIC • Direct all phone calls relating to an emergency to the CEC (except media inquiries which are to be directed to the Community Relations Manager) • Ensure that at all times during an emergency situation, a line is clear for emergency services to contact the site Follow all directions from the CEC and SIC whilst an emergency situation is in progress
First Responders	• First Responders report to the SIC and will 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.

Part B: Implementation

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

This part of the Plan details how CPBG 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	Annex A	Potential pollutants on the premises • Infrastructure construction has by its nature a limited list of typical pollution types which require consideration under the Plan. The list in Annex A covers the main types located on the premises. For each stage of the Project works, a component of this list may apply. • For details of actual pollutants present on site, see the site Hazardous Substance and Dangerous Goods Registers. • Hazardous substances are stored onsite in HAZMAT bunded and ventilated containers. • SDS Folders and a print out of the Hazardous Substance Registers are kept in every First Aid room at Worksites.	**Environmental & Sustainability Manger** *Project Manager* *Construction Manager* *WHS Director and Managers*	• Inventory of Typical Main Pollutants • SDS Folder • Hazardous Substances and Dangerous Goods Register (Chemalert)

1.2. Conduct risk assessment and prepare required guides	Safety Risk & Governance Management Plan Principal Project Risk Assessment Environmental Impact Statement: Chapter 23 (Hazard and Risk) and Appendix I (Environmental risk analysis results)	Risk Assessment • A risk-based approach is adopted to specifically assist in identifying and managing emergency situations that could occur in delivering the SBT Works. • Hazards with the potential to result in an emergency are reviewed and an Emergency Response Risk Assessment r is conducted prior to the commencement of work and integrated into the Principal Project Risk Assessment (PPRR) • The risk assessment will identify: - Identify all foreseeable Project specific emergencies; - Identify the requirements to develop specific Emergency Action Plans for each identified potential emergency; - Identify the resources including communications that will be required to efficiently respond to the identified potential emergencies; - Identify the training and competency requirements for workers who will be appointed to the Project Emergency Response Team. • Specific Emergency Action Plans are to be developed based on the potential emergencies identified through the risk assessment process.	**Project Director** Construction *Managers* *Project Manager* *WHS Director and Managers* *Environmental & Sustainability Manager*	• Principal Project Risk Register • Emergency Response Risk Assessment • First Aid and Emergency Equipment Risk Assessment • Emergency Action Plans

Expectations	Reference Documents	How we will meet the Expectations (Minimum Requirements)	Responsibilities Key Contributor	Deliverables
		These will be reviewed with the key stakeholders and updated if necessary.		
1.3. Copy of this Plan is kept at the premises and made publicly available	This Plan	The current version of this Plan shall be available on the project information system for all SBT personnel to access. Relevant sections of this ERP (this Plan) are available to the public on the project website.	**Community and Stakeholder Manager** *Environmental Manager*	• This Plan • PIRMP Extract

1.4. Risks and controls have been communicated to relevant personnel	Principal Project Risk Register	• Internal Communication of Emergency Risks and Treatments • Emergency risks are recorded in Principal Project Risk Register (PPRR) and communicated during the development of Construction Area Risk Review (CARR/CAPRA), Work Pack Risk Assessment (WPRA) and SWMS. • No work will be allowed to commence unless the risk assessment or relevant work procedure for the task has been communicated to relevant personnel. • The site Health and Safety Representatives (HSRs) will be consulted on how emergency response is managed onsite.	**Construction Managers** *Project Managers* *Engineers* *Supervisors / Superintendent* *HSR's*	• PPRR • CARR/CAPRA • WPRA • SWMS • H&S Committee Records
1.5. Regular inspections and observations are conducted to monitor compliance with and effectiveness of identified emergency management controls	Project WHS Management Plan	• Effectiveness of Emergency Management Controls • Formal inspections and observations of emergency management controls will be ducted • Project Managers will ensure that emergency management preparedness is part of their safety inspections. • 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 • Site Health and Safety Advisors will conduct safety inspections to monitor emergency management preparedness. • Medical and first aid equipment will be inspected on a minimum monthly schedule Senior managers, engineers and site supervisors will conduct or participate in safety inspections and safety observations.	**Project Managers** **Construction Managers** *WHS Managers /Advisors* *Project Engineers* *Supervisor Superintendent* *HS Committee Members*	• Safety Observations • Inspection records

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	• In planning the response to an emergency situation, the following priorities will be observed: - Protection and rescue of human life - Rendering affected areas safe - Protection of property, the environment and information. • The following shall occur when clearance has been provided by the SIC/CEC: - Clearing of damage / affected area - Restoration of disrupted services, including traffic operations - Resumption of normal workplace operations; - A prompt Investigation and corrective action - A debrief with all those involved.	**Construction Managers** **Project Managers** *WHS Director / Manager* *Superintendents* *Senior Project Engineers* *Project Engineers* *Supervisors*	• Work area incident response priorities
2.3. Integration with other relevant Plans	Crisis Management Plan	As part of the emergency response planning process, ensure that: • This Plan integrates with and supports the Crisis Management Plan • This Plan integrates with and supports the New South Wales Emergency Plan and local area EMPLANs	**Project Director** *WHS Director* *Environmental & Sustainability Manager*	• Meeting Records Consultation records • Emergency Services Agency Contact Details

2.4. Establish effective lines of communication with agencies		Communication and Consultation with Emergency Services Agencies • 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. • 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. • 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. • In the event of an emergency, all communications outside the Business, will be handled through the Project Director or the Crisis Management	**Project Director** *WHS Director* *Environmental & Sustainability Manager* *Construction Emergency Coordinators*	• Consultation records
2.5. Ensure Site Emergency Response Boards are developed for each site		Site Emergency Response Boards - Site Emergency boards will be developed to: - Provide relevant information drawn from this Plan in a form readily accessible during an emergency - Include Duty Cards based on the site roles and responsibilities - Include site layout diagrams and signage - Nominate the emergency channel to be used. Site Layout Diagrams and Signage - Layout diagrams are developed for each site and reviewed for currency at regular intervals, including	**Project Manager** **Construction Manager** *WHS Team* *Supervisor*	• Site Layout Diagrams • Project Signage

		after each significant re-location of site resources. Site layout diagrams will include information on: - Site boundaries, roadways, buildings - All Access Gates and ID number (nearest intersection) , nominate which gate is the Emergency Access Point - First Aid Room (Surface) - Fire Extinguishers (Surface and underground) - Fire Hydrants, valves and fire lines (Surface and underground) - Self Rescuer Caches (underground) - First Aid / Emergency stations (underground) – Tunnel Entries - Useable Cross Passages (underground) - Surface "Emergency" / communications room - Emergency Muster Points - Backup Generators surface and underground - Fire Water Tanks - Fire pumps - Surface Fuel Tanks – fixed - Hazardous Chemicals store - Oxy Acetylene storage locations - Ventilation Fans, direction of air flow (underground) - SDS folders location • 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. Relevant information relating to dangerous goods such as Hazchem placarding, emergency contact details and registers are to be available for emergency services, if required.		
2.6. Ensure all Site Environmental Plans are in place	Site Environmental Plans	Site Environment Plans Site Environment Plans (SEPs) will show the location of the works, the surrounding area that could potentially be affected by	**Project Manager** **Environmental Manager**	• Site Environmental Plans

		a pollution incident, the location of chemical storage areas, the location of stormwater drains on the premise and waterways.	*Environment Coordinator*	
2.7. Ensure key emergency equipment is available and maintained	Annex C	Emergency Equipment • Ensure that adequate resources are provided at each worksite to enable key potential emergencies can be effectively managed. • Minimum emergency equipment at all sites is identified in First Aid and Emergency Response Risk Assessment • 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. • Materials for handling environmental spills, etc. will include oil spill kits and sand bags, together with other items as deemed to be appropriate. • Specialised equipment available for an emergency response will be maintained in a "fit for purpose" state and their location clearly identified on the Layout Diagrams. On call equipment may also be obtained through hire companies. Communications Systems • The communications systems will provide the primary external link to and from Emergency Services Agencies. A combination of two way radios, tunnel communications systems and land line telephone systems and mobile phones may be used depending on the site. • In the event of an emergency, the call is to commence "Emergency, Emergency, Emergency".	**Project Manager** General Superintendent *WHS Advisor* *Supervisor* *Environmental Coordinator*	• First Aid and Emergency Equipment Register • Equipment calibration, inspection, testing and maintenance records • First Aid and Emergency Response Risk Assessment

2.8. Ensure process for escalation to a Crisis is in place	Crisis Management Plan	Escalating an Emergency to a Crisis • The Project Director will convene a crisis management team where an emergency may need to be escalated to a Crisis. • 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 The Project Director or nominee will be responsible for liaising with Sydney Metro Crisis Management Team members and other key entities or authorities.	**Project Director** **WHS Director** Senior Leadership Team Community and Stakeholder Manager	• Crisis Management Team
2.9. Ensure an emergency response team is nominated and trained in the appointed role	Annex I Annex J	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 Annexure R Incident Response Duty Cards.	**Project Director** **Construction Director** *Project Managers* *WHS Director* WHS Advisor –	• Training acknowledgement form • Duty Cards

Element 3 Emergency Awareness and

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 Annex I	Emergency Response Awareness • All relevant CPBG 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 will generally be provided through: - Project Induction - Provided to all workers & subcontractors prior to commencement on the Project - Content includes basic emergency procedures and incident reporting Site Specific Inductions - Provided to all workers & subcontractors prior to commencement on the worksite - Includes basic emergency procedures including evacuation procedures and details • Tunnelling Induction - Provided to all tunnelling personnel prior to the commencement of tunnelling • Visitors Induction - Delivery Drivers Induction - Provided with information in the arrangements that will apply if a site emergency occurs and an evacuation is necessary • Prestart and Toolbox Meetings - To cover safety issues and refresher training on emergency response procedures, dealing with the public, locations and use of response equipment.	Project Director Construction Director Project Manager Construction Managers WHS Advisor *Training Team*	• Induction Records • Training records • Toolbox meeting records • Pre-Start Meeting Records • Visitors induction • Delivery Drivers Induction

3.2. Provide training for specific competency needed in an emergency	Project Training Management Plan Annex I	• Training - 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: - Provide (or refresh) specific skills such as emergency response drills, evacuations, First Aid, etc. These may be conducted in conjunction with emergency services agencies. - Enable the proficient use of specialised equipment - Ensure detailed familiarity with the provisions of this Plan Ensure learnings from mock evacuation and other emergency management exercises are communicated - Ensure knowledge of legislative and statutory requirements. Training will be conducted, and records of training kept in accordance with the requirements of the Project Training Management Plan	**Project Manager** *WHS Manager / Advisor* *Training Team*	• Induction or training records

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	Annex D Underground Emergency Response Plan	Implementation of Action Plan • 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: - The relevant Construction Manager 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 - The CEC assumes control of the emergency from the SIC until control is handed over to the relevant Emergency Operations Controller - 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 - 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 - Where evacuation of a given site is necessary, the area will be evacuated under the direction of the SIC or CEC - 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) - 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 - All personnel must remain in the evacuated area until advised by the SIC, CEC or Area Warden	**Construction Managers** **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

		- 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 - All Area Wardens will inform the SIC or CEC of the status of the attendance checks and if persons are missing. In addition to the above requirements, the CEC will ensure: - Contact has been made with the relevant Emergency Services personnel - Where the emergency has an impact on neighbouring properties, assess the severity of the situation and notify neighbours accordingly - All operations causing, or those directly affected by the emergency have ceased - The Emergency Services are notified of any missing persons - The relevant management/staff, and regulatory authorities are contacted, where required. 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.		
4.2. All casualties are located as a matter of urgency	Annex D Underground Emergency Response Plan	Rescue and retrieval 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. During the evacuation from underground the CEC is to assign an Area Warden to monitor the data on the electronic worker tagging and tracking system to Identify and report to the CEC, as soon as possible the workers names remaining underground after the tunnel is evacuated. 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.	Construction Emergency Coordinator Area Warden First Aider	• Worker Tagging/tracking system (Damstra) • First Aid Reports

		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.		
4.3. Personnel are adequately evacuated to muster areas	Annex D	Evacuation of affected personnel • 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. Conduct at emergency / evacuation muster area • All affected personnel will be directed to assemble at the designated muster locations on the site to enable all persons to be accounted for. • Every person entering the Emergency/Evacuation Muster Area will report to their Supervisor and await instruction. • 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. • All persons within the site Emergency/Evacuation Muster Area will follow all direction as given by the person in charge of the Muster Area. On completion of the emergency, all SIC/CEC and Area Wardens will conduct a second head count to ensure all personnel are accounted for.	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

4.4. Emergency is contained where safe to do so	Site Environment Plans Annex G	Containing emergencies • 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. • If practicable, a SWMS should be completed prior to the commencement of required containment/suppression works. • 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. Site Environment Plans will detail the containment arrangements and specific processes are set out in Annex G of this Plan.	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 • 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. 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.	**Construction Emergency Coordinator**	• Clearance or release approval
4.6. Implement Notification and reporting procedure	Annex D Community Communication Strategy	External emergency response and other services agencies are listed in tool – Project Emergency Contact Details. Notifying Regulatory Authorities	**Project Director** Project Managers Construction Managers	• Incident notification records

- The WHS Director will provide SafeWork NSW with the required information and reporting.
- 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 Annexure E
- An overview of incident classification reporting requirements is provided in Project Incident Notification Criteria.
- The Project personnel identified below have the following authority to contact the relevant external authorities in the event of a safety or environmental incident:

Position	Authority
Project Director	All
Construction Manager / Project Manager	All
Construction Emergency Coordinator	All
WHS Director, Area Safety Manager	SafeWork NSW, Emergency Services
Environmental Manager	Emergency Services, EPA, Councils, DP&E, Ministry of Health, (environmental incidents only)

Notifying Project Company Representative

- 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

Construction Emergency Coordinator

Site Incident Controller

WHS Director / Manager

Environmental & Sustainability Manager

Expectations	Reference Documents	How we will meet the Expectations (Minimum Requirements)	Responsibilities Key Contributor	Deliverables
		SafeWork NSW, EPA or other investigating authorities where such an authority is authorised to conduct an investigation. Notifying Sydney Metro • 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. For example, incidents with potential for media coverage. Emergencies arising outside normal hours • The SIC, CEC and the Construction Managers are nominated as call out persons for emergency events outside normal hours. • 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 Construction Manager and remain on stand-by until further directions are provided. • The Community contact 1800 660 248 which will be prominently displayed at the main gates at all sites to assist the public to report SBT Works related incidents, especially outside normal hours. Media Contact • 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 Director may communicate with the media following all Joint Venture partners and Sydney Metro prior approval		

4.7. Notify neighbouring residents and other land users	Community Involvement Plan	Notification of neighbouring residents and other land users • 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. • 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. • Records of addresses where contact could not be made should be noted and cards containing CPBG 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. 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.	Community and Stakeholder Manager Construction Emergency Coordinator	• Community Contact Records

Element 5 Recovery from an emergency

Expectations	Reference Documents	How we will meet the Expectations (Minimum Requirements)	Responsibilities Key Contributor	Deliverables
5.1. Return the site to normal operations		Recovery from an emergency – Re-entry and Clean-Up • When the Emergency Services Agencies hand control of the site back to CPBG and all authority to commence work has been granted by any relevant authority, efforts will concentrate on returning the site to normal operating status. Provision of a work team briefing • 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. Re-Commencement of work in the affected area • No work can commence in the affected area until Construction Manager and CEC 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. Post Emergency Debrief 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. Personnel involved and any other stakeholders mental and physical condition and capacity to resume work will be considered and where necessary, EAP,	**Project Director** Construction Managers Project Managers Site Incident Controller	• Inspection records • Plant and equipment damage reports • Investigation Report • Re-entry procedure - tunnels • Worksite briefing • Authority Clearance to • Resume Work • Emergency Response • Debrief Record

Expectations	Reference Documents	How we will meet the Expectations (Minimum Requirements)	Responsibilities Key Contributor	Deliverables
		Mates in Construction or other support organisations contacted to assist in providing support to anyone affected by the emergency.		
5.2. Prepare and implement site recovery plan		Recovery Plan • 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. • The Site Recovery Plan will address: - Scope of works required to recover the site - Any design changes proposed - Any additional environmental assessment and approval requirements - Any required additional resources - Programme for implementation Hazard identification, risk assessment and controls	Project Director Construction Director Project Managers Construction Managers	• Site Recovery Plan

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		Testing emergency response and review of the Plan • Emergency evacuation drills and a mock emergency response scenario exercise will be conducted at least every six months and within one month of any pollution incident occurring. • 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. • Relevant internal and external personnel, such as client and emergency services may be invited to participate. • A recorded debrief session will be included and this Plan is to be revised to correct any deficiencies identified during the text exercise.	**Project Manager** **Construction Manager** WHS Managers Environmental Manager	• Emergency drill debrief records • Emergency Drill • Planner
6.2. Maintain a process for filing all incident reports	Records Management Plan	Record Keeping, retrieval and retention of all information, records, investigation and reports on all incidents where the revisions of this Plan are activated will be in accordance with the Project Records Management Plan. This encompasses: - Identification of documents to be filed and archived - File naming convention - Appropriate storage location - Appropriate retention period of archived documents to satisfy statutory obligations - Process for transmission of documents Process for subsequent retrieval of information	**WHS Managers** Environmental & Sustainability Manager	• Meeting Minutes • Corrective Actions Register • Incident Reports

Part C: Annexures

Annexure A Inventory of Typical Main Pollutants for the SBT Works

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
Ground conditioner (foaming agent)	To minimise dust and to aid cutting during tunnelling operations	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 surface, 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 at Water Treatment Plants
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	Grout Plants

- * Specific chemicals used at each individual site are appropriately stored and have their relevant safety data sheets (SDS) available at each site, including approximate quantities.

Annexure B Emergency Contact List

CPBG Personnel

Project Personnel	Contact Name / Representative	Work/Mobile Telephone
Project Director	[redacted]	
Construction Director		
Construction Manager		
WHS Director		
WHS Manager North		
WHS Manager South		
Environmental Manager		
Community & Stakeholder Relations Manager		
Plant Manager		
Logistics Manager		
Project Manager (Orchard Hills)		
Project Manager (Airport)		

Other Staff

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

Sydney Metro

Project Personnel	Contact Name / Representative	Phone number
A/Delivery Director Sydney Metro	[redacted]	
Senior Safety Manager Sydney Metro		
Communications Director Sydney Metro		
Environmental Manager		

External Agencies

Agency	Location Purpose	Work/Mobile Telephone
Ambulance Service of NSW	[redacted]	
NSW Police Force		
Australian Federal Police		
Fire Brigade Service / HAZMAT		
NSW State Emergency Service		
Sydney Trains		
Police – General Enquires		
Fire and Rescue NSW		
SafeWork NSW		
EPA Pollution Line		
Traffic Management Centre		
Penrith City Council		
Liverpool City Council		

Utility Service Providers

Organisation	Location/Purpose	Telephone Numbers
Sydney Water	[redacted]	
Electricity – Ausgrid		
Jemena (Gas)		
Telstra		
Optus		

NBN	[redacted]

Medical Providers

Organisation	Location Purpose	Telephone Number
Caddens Medical Centre	[redacted]	
MyHealth Oran Park		

Annexure C Site Emergency Equipment

First Aid Equipment Assessment

The Project must conduct a First Aid Risk & Equipment Assessment as part of the Emergency Response and First Aid Risk 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 as a minimum:

- 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 nominate an individual 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 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 as part of the Emergency Response and First Aid Risk 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 person 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.

Where identified, emergency equipment testing must be carried 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
- 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
- Green whistles available on all sites – with location and keys to lockable storage not disclosed for public information
- Ventolin Inhalor
- Epi-pen

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

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

The following equipment will be available underground at each emergency response station:

- Portable Trauma Kit
- Eye wash facilities
- 1 x 9kg ABE fire extinguishers.

Selected underground emergency response stations may also contain the following additional equipment:

- Basket type stretcher
- Defibrillator
- Diphoterine
- Other specialist rescue / emergency equipment.

Annexure D Incident and Emergency Response Process

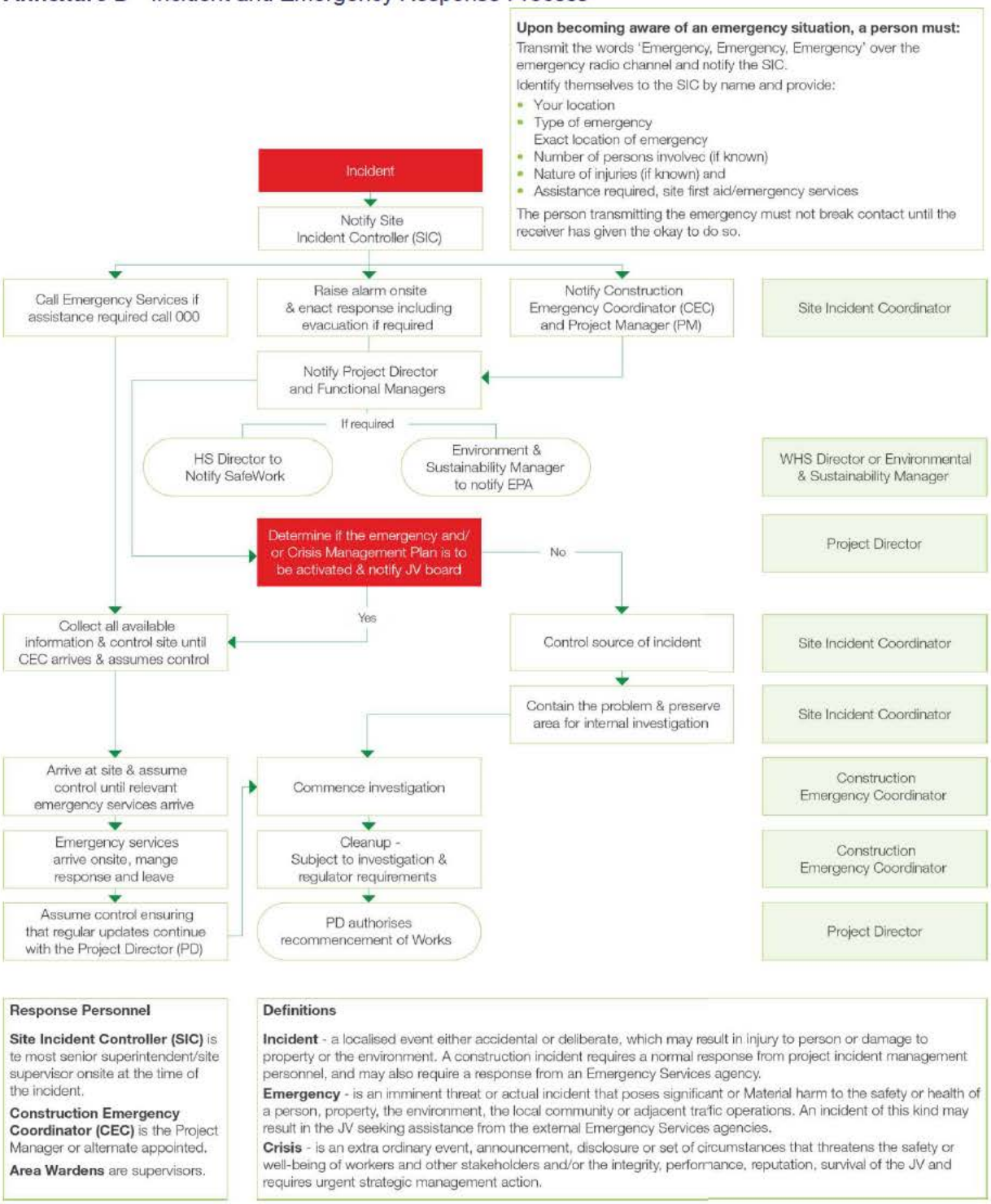

Figure 2: Incident and Emergency Response Process

Annexure E Notification of Agencies of a Pollution Incident

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	[redacted]	
EPA	Pollution Line		
Ministry of Health	Nepean Blue Mountains Local Health District (Penrith)		
Ministry of Health	South Western Sydney Local Health District (Liverpool)		
SafeWork NSW	Information Line		
Penrith City Council	Customer Contact Centre		
Liverpool City Council	Customer Contact Centre		

Notes

Although the EPA's Incident Notification Protocol identifies 000 as the contact number for Fire and Rescue NSW, CPBG 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 – St Marys, Claremont and Orchard Hills

Liverpool – Bringelly, Aerotropolis

Annexure F Incident Response Duty Cards

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 Action Plans such as emergency rescue plans.

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

Duty Card No.	Positions
Duty Card 1	First Responders: **Foremen/Leading Hand/First Aid**
Duty Card 2	Construction Emergency Coordinator: **Project Manager or delegate; or most senior staff member on site**
Duty Card 3	Site Incident Controllers: **Superintendent or most senior Supervisor on site**
Duty Card 4	Emergency Services Liaison
Duty Card 5	Emergency Warden – Muster Point
Duty Card 6	Emergency Warden – Control Site Access
Duty Card 7	Site Electrician
Duty Card 8	Project Director: **Project Director or delegate**

Annexure G Emergency Training Requirements

Role	Required Training
All project personnel	Project Induction, quarterly toolbox on emergency processes
Senior Leadership Team and Project Managers	Crisis Management Training (Internal)
Duty Card Holders	Incident Management and Emergency Response Training (Internal)

Annexure H Alignment with State Emergency Plan

Emergency Plan Reference	CPBG 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 Annexure D	Emergency Response Process
Part 4 Roles and Responsibilities	Section 3	Roles and Responsibilities
Part 7 Emergency Response Operations	Element 4 Annexure D	Initial Response to an Emergency Incident and Emergency Response Process
Part 9 Recovery	Element 5	Recovery from an Emergency

Annexure I Site Maps

Are available on site and will form part of site inductions, be posted on site noticeboards.

Annexure J Emergency Action Plans

	Emergency Action Plan
ERP-001	EAP – Fire – General Considerations, Fire – Building Fire
ERP-002	EAP – Bushfire Response
ERP-004	EAP – Fire or Explosion in the Tunnel
ERP-006	EAP – Storm/Extreme Weather
ERP-007	EAP – Major Chemical or Dangerous Goods Spill
ERP-010	EAP – Medical Emergency
ERP-011	EAP – Live Traffic Incident
ERP-012	EAP – Plant or Equipment Incident
ERP-013	EAP – Utility Strike
ERP-015	EAP – Fall from Height (Including Suspended Worker)
ERP-016	EAP – Rescue of a Worker from Water
ERP-021	EAP – Collapse of Temporary Works
ERP-022	EAP – Underground Collapse
ERP-032	EAP – Trapped or Entangled in Conveyor
ERP-033	EAP – Worker Suspended from MEWP (Arrested Fall)
ERP-034	EAP – MEWP Overturning
ERP-035	EAP – MEWP Entrapment
ERP-043	EAP – Worker Missing from Project
ERP-050	EAP – Worker/s Trapped -Inoperable MEWP
ERP-053	EAP – Confined Space, Contaminated or Flammable Atmosphere
ERP-057	EAP – Contact with Electricity
ERP-060	EAP – Poor Control of Atmospheric Air within the Tunnel
ERP-061	EAP – Medical Episode whilst conducting Hyperbaric Work
ERP-062	EAP – Loss of Communication Channels to Underground Workers
ERP-063	EAP – Rescue from Within Cutterhead
ERP-064	EAP – Rescue from Height
ERP-065	EAP – Rescue from Fixed ladder
ERP-066	EAP – Rescue from St. Mary's Station Box
ERP-067	EAP – Rescue from Aerotropolis Station Box

Annexure K Glossary of Terms

Term	Description
CEMP	Construction Environmental Management Plan
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 CPBG
CPBG	CPB Contractors Ghella Joint Venture
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 CPBG 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 SBT Works 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
SBT Works	Station Boxes and Tunnelling Works
TBM	Tunnel boring machine
WSI	Western Sydney International