

WAL-GRS-HS-PLN-0003 Emergency Response Plan

Emergency Response Plan

Project: WALLA WALLA SOLAR FARM

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Plan Control

The latest approved version of this Plan will be available for all Project personnel on the **Electronic Document Management System 'AIMS'**.

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Review & distribution

This document will be reviewed according to the section Document Amendment and distribution of this document.

The Integrated Management System - Systems Representative on the Project is responsible for the controlled internal distribution of this document and changes. Personnel have access to the latest revision of the Plan through AIMS.

Disclosure

Title roles and responsibilities mentioned within this Plan are not intended to be formal designation. Position titles, roles and authority can be subject to change. The titles listed within this Plan are a conventional depiction of the role's function.

Revision History

As per section in this document Revision status

*This document is an 'uncontrolled copy when printed'.
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Note:

This Plan is subject to modification and adaptation to the meet the specific Project Scope Requirements or Contract Specifications. The content listed within provides the general processes and procedures undertaken by GRANSOLAR at corporate level.

The content of this document is subject to each Workplace contractual and Client requirements.

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1 INTRODUCTION

1.1 Intent

To identify, prepare for and have the capability to respond to any emergency and crisis situations on the Walla Walla Solar Farm (NSW), this ERP is to be read in conjunction with the Fire Management Plan and the Incident Management Procedure.

This procedure has been produced with the authority of the Managing Director of GRS, in accordance with the following:

- Australian Standard AS 3745:2010, Planning for emergencies in facilities,
- GRS Work Health and Safety Policy.
- Project Management Plan (TBC)
- NSW Work Health and Safety Regulation 2017, Sections 43 and 361
- AS/NZS 4801:2001 – Section 4.4.7
- OHSAS 18001:2007 – Section 4.4.7
- AS/NZS ISO 45001:2018 – Section 8.2

1.2 Purpose

This Emergency Response Plan is the foundation of a systematic and coordinated approach to the management of emergencies that may impact upon Gransolar Construction Australia Pty Ltd (GRS) workplaces. The emergency planning process embraces the concepts of prevention, response and recovery to ensure the safety of workers, contractors, and visitors attending GRS workplaces.

This procedure provides the framework around which individual sites will develop their emergency management plans and has been produced to complement GRS' policy and commitment to health and safety of its workers, contractors, visitors and stakeholders including neighbouring premises or business.

NOTE: For jurisdictions other than New South Wales, responsible site personnel shall ensure their Emergency Response Plans (ERP) are customised to the regulatory requirements under which they operate.

This Emergency Response Plan is prepared in connection with the development of the Walla Walla Solar Farm located in Walla Walla (NSW).

The objectives of this Emergency Response Plan are:

- ✓ Secure the health, safety and welfare of all employees, sub-contractors, suppliers, visitors and members affected by workplaces under the control of GRS
- ✓ Contain an emergency
- ✓ Protect property, plant, equipment and the environment
- ✓ Care for the welfare of casualties and families
- ✓ Manage the recovery and resumption of normal operations

Once this plan is approved it must be issued to the GRS HSE Manager to ensure that the GRS corporate office is aware of the relevant procedures and emergency contacts to ensure clear communication in case of any

serious incident.

This Emergency Response Plan has been developed to manage the Solar Farm Project awarded called Walla Walla solar Farm located in Walla Walla (NSW).

The Plan is to be reviewed for its effectiveness every 6Mths or a change in Government procedures or following any Incident on site or any changes of working conditions, the Emergency Response Team (ERT) will evaluate the process of this plan & it's effectiveness & change if required.

This Emergency Response Plan shall be reviewed as follows:

- As listed above
- When there is a change of method and/or technology that may affect the accuracy of this document
- Following an emergency drill, response or a significant event to which this procedure was relevant
- As a result of a non-conformance resulting from an audit

1.3 Document Responsibilities

This Emergency Response Plan must be approved & in place and operational prior to commencement of construction work.

The dedicated Project Team in conjunction with the Project Director, the local NSW Fire & Rescue and the Rural Fire Service, will ensure that the plan is monitored, reviewed, maintained and updated as necessary and kept up to date for the project management and execution of all phases of the Works.

Document amendments and distribution will be conducted as per detailed in the *Project Management Plan*.

New and amended documentation issued after the initial approval and distribution of this plan to controlled copy holders shall be identified in the Document Control Register. Revision details shall be recorded in the Revision Status Section of this plan.

All changes to documents shall be reviewed and approved by the same function that performed the original review and approval and as per the cover of this plan, unless specifically designated otherwise.

A hard copy of the ERP and all associated plans will be maintained by the Project Management Team (document-controlled revision) for the duration of the contract & displayed on the Board for all to see. The HSE Manager will ensure that each subcontractor is provided this *Emergency Response Plan* and Project Risk Register and Project Environmental Risk Assessment for the preparation of their SWMS.

If the Project *Emergency Response Plan* is changed during the course of the project, the HSE Manager must ensure that any affected workers and subcontractors are provided with a copy of the updated plan.

1.4 Key reference documents

The following documents are relevant to the Emergency Response Plan (*ERP*):

- Health & Safety Management Plan, (*TBC*)
- Environmental Management Plan, (*TBC*)
- Traffic Management Plan, (*TBC*)
- Emergency Evacuation Plan, (*TBC*)
- Fire Management Plan,
- First AID Procedure, (*TBC*)

1.4.1 Revision Status

Revision	Revision Date	Issued Date	Nature of modification

After each revision change of this document, the subsequent new document will be distributed to the following.

- Attached to each notice board
- Emailed to each Subcontractor
- Delivered at next Toolbox meeting

2 PROJECT DESCRIPTION

2.1 Project Overview

The Project site is located within the Greater Hume Shire Council (Greater Hume/Council) Local Government Area (LGA) in NSW approximately four kilometres north east of Walla Walla. The town of Walla Walla is located approximately 40 kilometres north of Albury and 100 kilometres south west of Wagga Wagga in NSW. Currently home to approximately 840 residents, the Walla Walla area offers residents a country lifestyle in close proximity to the major regional centre of Albury Wodonga. Direct access to Albury is via the Olympic Highway located approximately 14 kilometres south east of Walla Walla. The site also has several important features including Back Creek running through the middle of the site, several dams and a number of existing trees scattered across the whole site, plus a gas supply line.



Figure 2.1.1 Site Location

The site consists of an area of approximately 438 ha of rural land will be utilised for electricity generating equipment.

The geographic coordinates of the project are:

- Latitude: 35°44'29.5"S
- Longitude: 146°58'30.0"E

The construction will last approximately 20 months and the plant will be operated for a duration of 30 years. GRS is the Principal Contractor for the scope of works, and is responsible for Engineering, Procurement and Construction (EPC).

The project will be delivered in a number of stages outlined below:

Stage1–Civil works

Consisting of land clearing, levelling and earth works, internal road construction, drainage installation, laydown area preparation, fencing installation, site establishment, preparation of delivery station and inverter station, and vegetation screening/landscaping.

Stage2–Mechanical works

Consisting of foundation piling (ramming and augering), tracker installation, module installation and delivery.

Stage3–Electrical works

Consisting of solar cabling of aerials and conduits, DC main cabling via direct burial, MV cabling from inverter station to delivery station through direct buried, module connection, connection of junction boxes-inverters-delivery station, connection to grid and finally testing and commissioning.

Stage4–Substation works

GRS will integrate the Solar Farm cabling with TransGrid who are the Subcontractor for the Substation build.

For further information about the Project Scope please refer to the Construction Management Plan.

3 DEFINITIONS

ALARP	As Low as Reasonably Practicable (risk management objective)
GRS	Gransolar Construction Australia Pty Ltd
Class 1 Injury/ Illness (HS)	Alters the future of an individual permanently and includes: fatality, quadriplegia/paraplegia, amputation, impaired back, disfigurement, serious head or spinal injury, serious burns, loss of an eye or total or partial loss of vision, loss of consciousness, loss of movement of a limb, loss of the sense of smell, taste, sight or hearing, loss of function of an internal organ
Class 2 Injury/ Illness (HS)	Alters the future of an individual and includes: fractures, contusion, lacerations requiring sutures, Lost Time Injury (LTI), Medical Treatment Injuries (MTI), Alternate Work Injuries (AWI) Some LTIs may also be classified as Class 1 incidents
Class 3 Injury/ Illness (HS)	An Injury or illness that does no more than inconvenience to the person. This injury causes discomfort but allows the person to quickly carry out normal duties and includes, but may not be limited to: first Aid injuries, minor cuts, bruises, swelling
Class 1 Environmental incident	Causes or has the potential to cause pollution or degradation which has or may have long term detrimental effects on the environment and/or community and will require extensive remediation.
Class 2 Environmental incident	Causes or has the potential to cause pollution or degradation which has persistent (greater than three months) but reversible detrimental effects on the environment and/or community
Class 3 Environmental incident:	Causes or has the potential to cause pollution or degradation which has short-term (less than one month) and reversible detrimental effects on the environment and/or community
Communication	The process by which people are kept informed about topics or issues regarding health and safety matters
Consult	To share information about risks and what each party is doing to control the risk
Co-Operate	Providing assistance where necessary and ensuring that your activities do not interfere with the other person's duties
Co-Ordinate	Planning and organizing activities together so that each person can meet their duties
Critical Incident	A "Critical Incident" is any actual or alleged event or situation that creates a significant risk of substantial or serious harm to the physical or mental health, safety or wellbeing of a person
Dangerous Occurrence (DO)	An unplanned incident event that had and/or has a potential to cause injury or illness to any person, damage to property or the environment
Duty Holders	Persons who have duties under Australian Work Health Safety legislation
Electrocution	Electrocution is death or injury by electric shock, electric current passing through the body, <i>also refer to Hazards Identification (pg 27)</i>
Emergency	An Incident requiring an immediate action with external assistance, to manage the situation

Emergency Response	Emergency Response are a team consisting of site members who have the skills, knowledge and authority to manage a site emergency situation
Emergency Response Team (ERT)	Emergency Response Team of competent and trained site members who will respond, contain and control an on-site emergency
ERP	Emergency Response Plan
EMT Coordinator	EMT Coordinator who has overall responsibility of the EMT and emergency management during an onsite emergency event
ERT	Emergency Response Team or Wardens have the same meaning
Hazard	Source, situation, or act with a potential for harm in terms of human injury or ill health, or a combination of these elements, (<i>see pg 27</i>)
QSE	Quality, Safety and Environment
Illness	A work-related disease or sickness affecting body or mind
Incident	Work-related event or occurrence that exposes persons health and safety, the environment or other objective to risk
Injury	A work-related injury is an incident that results from exposure to a physical hazard in a single traumatic event (occurrence)
Lost Time Injury (LTI)	A work-related occurrence that results in a fatality, permanent disability, injury or illness resulting in the lost time from work of one day/ shift or more
Medical Treatment Injury (MTI)	A work-related occurrence that results in treatment by, or under the order of, a qualified medical practitioner, but excludes (the following would not be considered medical treatment): (a) Administration of tetanus shot/s or boosters. (b) Diagnostic procedures such as X-rays or laboratory analysis, unless they lead to further treatment
Method Statement	A document which describes in detail “how” the task will be implemented
GRS HSE Manager (Corporate)	He/she is not attached to the project hierarchy. He/she checks the adequacy of implemented means against risks analysis, carries out regular site’s inspection, ensures the use of PPE and compliance of collective protections, put a stop to any at-risk situations, proposes sanctions for non-respect of rules behaviours
HSE Information	All information related to HSE including: Minutes of HSE related meeting Agenda of those meetings HSE alerts Advisory material SMS processes, standards, procedures and practices
HSE Manager/Supervisors	He/she assists Project Directors in setting up the HSE system, audits, workstation ergonomics approach, analysis of at-risk situation records and their analysis
Incident Controller	Appointed person allocated to the role of coordinating rescue and responding to all emergency situations and takes control of the incident scene and coordinates the emergency response from the scene of the incident
Policy	The HSE policy provides a framework for action and for the setting of Occupational Health and Safety objectives
PPE	Personal Protective Equipment
Risk	Combination of the likelihood of occurrence of one or more hazardous events or exposures to such event(s) and the severity of injury or ill health that can be caused by the event or exposure(s)

Safe Work Method Statement (SWMS)	A document which describes task methodology and sequence, identifies hazards, assesses risk, and nominates control measures to reduce risk ALARP
Safety Management Plan (SMP)	For each and every project, the plan drafted that identifies the hazards associated with the activity, evaluates the risks and eliminates or mitigates them
TBC	To be completed
Critical Incident (CI)	A work-related incident resulting in an injury, or a Dangerous Occurrence event, that is required to be notified to the relevant Regulatory Authority
WHS	Work Health and Safety
WHS Legislation	NSW Work Health and Safety Act and Regulation 2011, or as prescribed by the relevant Regulatory Authority
Worker	A person is a worker if the person carries out work in any capacity for a person conducting a business or undertaking, including work as: preparation an Employee a contractor or sub-contractor an Employee of a contractor or subcontractor an Employee of a labour hire company who has been assigned to work in the person's business or undertaking an outworker an apprentice or trainee or a student gaining experience
Workplace	An area where personnel, equipment and tools are combined to complete a specific task or duty

4 REQUIREMENTS

4.1 Project Emergency Planning

4.1.1 Development of Emergency Response Plan/Protocols

GRS will develop an *Emergency Response Plan* for each project (Project ERP), which will be reflective of:

- The size and location of the project and varying zones across the project where relevant
- Proximity of the project to external emergency and medical services
- The number of project workers (employees, subcontractors, and visitors)
- The type of work being performed and interfaces with other stakeholders
- The outcomes of risk registers/equipment assessments.

The Project ERP will be developed from the Project *Emergency Response Plan* Template and include content not limited to the following:

- Name, telephone number, role, responsibilities, and training of key workers appointed in specific emergency response roles (e.g. first aiders, paramedics, fire wardens, similar)
- Organisation name and telephone number of external and local emergency services (e.g. police, ambulance, fire brigade, hospital/medical centre, poisons information centre, similar)
- Response procedures for identified project emergency scenarios, refer to Section 7.4
- A description of the mechanisms for alerting people to an emergency or possible emergency (e.g. alarms, sirens, loudspeaker, similar)
- Evacuation procedures, including arrangements for assisting any injured or hearing, vision or mobility impaired people
- A copy of the evacuation diagrams and muster locations (may be several where projects have multiple zones or work fronts)
- Method for operating fire extinguishers and hoses and manually triggering fire alarms
- Triggers and processes for notifying neighbouring premises/stakeholders/projects about emergencies which may directly or indirectly impact them
- Procedures for testing the Project ERP and the frequency of testing
- Details of how operations will be restored following an emergency

5 ORGANISATION

5.1 Responsibilities and Authorities

This section defines the duties, responsibilities, accountabilities and authorities of key persons with safety associated responsibilities. For additional information the role descriptions are analysed deeply in the *Quality Management Plan*. In addition to the roles and responsibilities described in the procedure Operational roles, responsibilities and authorities, the specific roles and responsibilities for ensuring the development, planning, testing and implementation of an *Emergency Response Plan* for all GRS sites shall be described in the site ERP:

The Project Director and Site Management Team are responsible for the project and should identify the possible types of emergencies in the project under their control.

The HSE Manager is required to establish an *Emergency Response Plan* in accordance with the information identified by the Project Director/Site Management Team to deal with the emergencies.

This section defines the duties, responsibilities, accountabilities and authorities of key persons with safety associated responsibilities. The following positions are a generic description of certain roles. This does not necessarily mean that such roles are involved in the project. Organizational chart of HSF is described in *Quality Management Plan*.

5.1.1 GRS Senior Management

GRS Senior Management is responsible for ensuring that:

- ✓ Systems are implemented to ensure that training programs are developed and delivered to all GRS employees and as refresher training, to ensure that they are familiar with the requirements of all emergency preparedness and response related processes
- ✓ GRS Health and Safety Management System requires periodic audits to be conducted to ensure the effectiveness of, and compliance with, the emergency management procedures and plans
- ✓ Systems are implemented to ensure sufficient support and resources are applied in the formulation and implementation of the Emergency Response Plan(s)

5.1.2 HSE Manager

The HSE Manager is responsible for ensuring that:

- Lead the development of the emergency response plan and communicate it to all personnel on site.
 - Develop “flash cards” for site specific emergencies and distribute to site buildings.
 - To assist in the Identification of emergency response equipment in consultation with local emergency services or an external consultant,
 - Include the ERP in the induction program.
 - Initiate and report on any drills to test the effectiveness of the plan.
 - Coordinate with other site management the inspection and testing of emergency response resources as required.
- ✓ Competency based training programs with regards to emergency preparedness and response are delivered to all GRS personnel and that all workers are familiar and deemed to be competent with Emergency Management Procedures and Plans
 - ✓ Emergency response capabilities which include all fire, medical and rescue equipment are maintained to an operational standard and reviewed and documented on a regular basis
 - ✓ Emergency preparedness and response procedures and plans are tested, and the outcomes reviewed and documented on a regular basis
 - ✓ Adequate resources have been made available for the instruction, training, provision and maintenance of facilities and equipment used by any emergency response team to the required high standard
 - ✓ A project Emergency Response Plan is developed and provided to the emergency management team members
 - ✓ Reviewing and updating the Emergency Response Plan

5.1.3 Environmental Manager/coordinator

In Absence of the Environmental Manager these tasks will be carried out by the HSE manager, who is responsible for ensuring that:

- ✓ Competency based training programs with regards to emergency preparedness and response are delivered to all GRS personnel and that all workers are familiar and deemed to be competent with Emergency Management Procedures and Plans
- ✓ Emergency response capabilities which include all spill response, containment, extraction and storage equipment are maintained
- ✓ Emergency preparedness and response procedures and plans are tested, and the outcomes reviewed and documented on a regular basis
- ✓ Adequate resources have been made available for the instruction, training, provision and maintenance of facilities and equipment used by any environmental emergency response team to the required high standard
- ✓ A project *Emergency Response Plan* is developed and provided to the emergency management team members
- ✓ Reviewing and updating the *Emergency Response Plan*

5.2 Project Based Managers

Project based Manager as Project Directors, Operations Manager, Project Manager, Construction Manager, and Superintendent Managers shall:

- ✓ Comply with the *Emergency Response Plans* and Procedures
- ✓ Remain vigilant with respect to ensuring that all emergency related Procedures and Plans address the four primary elements of emergency management, which are:
 - preparation
 - prevention
 - response
 - recovery
- ✓ Ensure that all GRS personnel receive competency-based training and instruction to enable them to comply with the need to maintain a high level of emergency preparedness and response
- ✓ Be responsible for ensuring all emergency drills and all manner of exercises are well coordinated and resourced

Furthermore, below lists in detail the responsibilities of:

5.2.1 Project Management Team

Is responsible for delivering the project, with authority and responsibility to run the project on a day-to-day basis. These duties in relation to emergency management include:

- ✓ Ensuring an *Emergency Response Plan* (ERP) is developed based on the most likely scenarios that could lead to an emergency.
- ✓ Provide the physical resources to adequately respond to a site-based emergency.
- ✓ Act as Chief Warden and when not on site, allocate a responsible person to act on their behalf.
- ✓ Allocate roles to the emergency response team in consultation with contractor representatives and the HSE Manager.
- ✓ Initiate an Incident Investigation where required.

5.2.2 Construction Site Team

Has the following responsibilities:

- ✓ Ensuring that the ERP is current and liaise with the Project and HSE Manager in the revision and testing of the plan.
- ✓ Responsible for developing/revising the construction schedule in consultation with the HSE Coordinator to minimize the risks of fire.
- ✓ Identifying, analysing and treating the risks before commencing works each day and ensuring that the appropriate controls are implemented and effective; thus, controls may be increased or decreased, as required.
- ✓ Ensuring all flora and fauna controls are implemented and effective in controlling impacts

5.2.3 Subcontractors

All Subcontractors are responsible for:

- ✓ Familiarising themselves with their responsibilities in regard to the ERP and comply with directions by emergency response personnel.
- ✓ Review the ERP and make recommendations, where applicable, to improve the suitability of the ERP
- ✓ Performing all duties in a manner which will ensure their own and others safety
- ✓ Complying with the responsibilities assigned under relevant legislation
- ✓ Complying with all site safety rules and procedures
- ✓ Being alert at all times to potential hazards
- ✓ Participating in the identification and elimination of hazards
- ✓ Reporting immediately any dangerous occurrence, injury, hazard or defective equipment
- ✓ Possess knowledge of how to implement safe work practices using the hazard identification, risk register and risk control techniques
- ✓ Actively participating in safety meetings and programs, including training
- ✓ Actively participating in rehabilitation programs

5.2.4 Emergency Response Coordinator (ERC)

The Site HSE Manager is tasked with the responsibility of Emergency Response Coordinator (ERC), on this project, and is/are responsible for:

- ✓ Responding to occurrences/emergencies as appropriate
- ✓ Where an occurrence impacts on the safety and/or reliability of the construction works and/or involves members of the public, immediately notifying the GRS Management Team
- ✓ When evacuation is required, ensuring that personnel that are affected are evacuated in accordance with the project *Emergency Response Plan*
- ✓ Ensuring that head counts are conducted by supervisors responsible for particular workgroups and that any missing persons are identified and subsequently accounted for
- ✓ Coordinating Emergency Services to the incident scene from the designated site access location
- ✓ Providing up to date information as to the status of the incident to the Emergency Services
- ✓ Notifying others according as specified by the project *Emergency Response Plan*
- ✓ Recording incident and other relevant details

5.2.5 *Emergency Response Team (ERT)*

An appointed External Consultant who is an expert in this role will define a suitable number of wardens/emergency response team members based on the size of the personal on site & types of works carried out on the project,

All appointed wardens, & the emergency response team will be provided with familiarisation training and use of emergency equipment on site to ensure:

- Knowledge of the processes to be followed in the event of an emergency situation
- Knowledge of how to activate fire detection and alarm systems and operate firefighting equipment, if necessary
- The ability to fulfil the role/s assigned in a calm and confident manner.

The Emergency Response Team has the responsibility to respond, contain and control an on-site emergency. The ERT will follow the instructions of the Emergency Response Coordinator,

5.2.6 *Incident Controller*

The Incident Controller is assigned (*to be defined*) and has the following responsibilities:

- ✓ Coordinate all emergency situations
- ✓ Control of the incident scene
- ✓ Setting up all communication channels with Emergency Teams & GRS Management Team
- ✓ Coordinate the emergency response from the scene of the incident

5.2.7 *Chief Warden*

The Chief Warden is assigned to the Site Project Manager and their duty will be to assume control of the solar farm, from the time an alarm is given, through to the arrival of the emergency service, and until emergency service recommendation is given for re-entry.

Duties may include but are not limited to:

Ensure that the appropriate emergency service has been notified,

- Ensure that the Floor Wardens are advised of the situation,
- If necessary, initiate evacuation procedure,
- Brief emergency service personnel on their arrival and thereafter act on the instructions of the emergency service's senior officer.

5.3 Required Training / Qualification

The following table defines the training/qualifications & Emergency roles of Site Personnel who hold these positions:

Emergency Identified Roles	Required Training / Qualification
Chief Warden	Lead an emergency & control Int & Ext organisational personnel
Wardens	Operate as part of an emergency control organisation
First Aider	Provide cardiopulmonary resuscitation and Provide first aid in an Emergency situation or Incident
Incident Controller	Familiarisation training in Incident Controlling from an approved RTO in the use of Handling any emergency
Emergency Response Team Members	Familiarisation training in Emergency Response from an approved RTO
Emergency Response Coordinator	Familiarisation training in Emergency Response Controlling from an approved RTO in the use of Handling any emergency

All required training on the above roles will be conducted by an approved RTO

Emergency Response Personnel & their associated roles,

Chief Warden, *David Tullis*

Deputy Warden, *Sergio Sánchez Artime*

Wardens/ERT team, *To be defined*

Emergency Response Coordinator, *To be Identified*

Incident Controller, *To be Identified*

5.4 Post Incident/Debriefing

Debriefing is carried out within three to seven days of the critical/Non-Critical incident, when workers have had enough time to take in the experience. Debriefing is not counselling. It is a structured voluntary discussion aimed at putting an abnormal event into perspective. It offers workers clarity about the critical incident they have experienced and assists them to establish a process for recovery.

Expert Trained debriefers Appointed by GRS will be engaged to help& assist the workers to explore and understand a range of issues, this Include:

- ✓ The sequence of events
- ✓ The causes and consequences
- ✓ Each person's experience
- ✓ Any memories triggered by the incident
- ✓ Normal psychological reactions to critical incidents
- ✓ Methods to manage emotional responses resulting from a critical incident.

Upon completion of Post Incident/Debriefing session, any outcomes will be assessed by the ERT team & Changes implemented according to this Plan

5.5 Emergency Resource Assessment

Each GRS Site will undertake an assessment from an external consultant to identify required first aid resources, plus the emergency team & equipment required on site for each project.

All first Aid training will be done by a registered paramedic or a person holding a current 'Provide First Aid' qualification issued by a Registered Training Organisation (RTO).

When selecting specific first aid resources, the qualified person must take into consideration the relevant first aid legal and other requirements applicable to the project, including any first aid Code of Practice in place for the State or Territory.

5.5.1 First Aiders

A suitable number of first aiders will be appointed on the project according on the Assessment in the First Aid in the workplace. Code Of Practice July 2019,

- **low risk workplaces**—one first aider for every 50 workers
- **high risk workplaces**—one first aider for every 25 workers
- **remote high-risk workplaces**—one first aider for every 10 workers.

Appointed first aiders will hold a nationally recognised statement of attainment issued by an RTO (e.g. Provide First Aid) and will undertake refresher training at the required intervals to maintain competency.

First Aid Personnel are responsible for:

- ✓ Attending to any casualties in the affected area, providing it is safe to do so
- ✓ Ensuring Emergency Services are contacted as and when required
- ✓ Directing persons to the site access location to meet Emergency Services vehicle
- ✓ Awaiting instruction from the ERC and respond to requests for first aid treatment
- ✓ Managing the First Aid Room in accordance with WHS Regulations and the First Aid Management Procedure
- ✓ Ensuring that the First Aid room is stocked and maintained for operational readiness and will assist in return to work programs as required

5.5.2 Paramedics

Where the first aid assessment recommends the appointment of a paramedic, GRS will ensure local Ambulance Station are notified to assist.

5.5.3 Identification of Site Emergency Equipment

Using an assessment from an external consultant to identify the First Aid or using a GRS Emergency Assessment Form, GRS will undertake an assessment to identify site emergency equipment and requirements for each project.

This form will be completed by a competent person. That is a person who has been trained as a fire warden at a minimum and wherever practicable will involve an experienced paramedic.

When selecting specific site emergency equipment, the competent person must take into consideration the relevant emergency legal and other requirements applicable to the project as well as any fire safety information or recommendations communicated to the project by an externally engaged fire safety services provider or local emergency services.

6 EMERGENCY RESPONSE PROCEDURE

This procedure references standards that set out minimum requirements for the development of site-specific emergency response plans.

6.1 Communication of Project Emergency Response Arrangements

6.1.1 Assessments Dedicated Emergency Personnel

GRS will ensure all first aid and emergency response personnel appointed on each project:

- Have been inducted into the content of the Project ERP
- Have obtained any qualification or formal training required to fulfil the role.

The abovementioned induction will be undertaken and recorded in accordance with HS-MSP-7.1 Competence, Awareness Training..

6.1.2 External Emergency Services Liaison

The Project H&S Manager (and Paramedic if relevant for the project) will liaise with external emergency services wherever possible to ensure that all parties are clear with respect to project scope and locations; potential emergency scenarios; internal and external response capabilities and timing. Where relevant and available, external emergency services personnel are to be approached and invited to participate in any emergency scenario drills undertaken at the project.

The project H&S Team (and Paramedic if relevant) will support and use any expertise and input that may be offered by these external parties.

6.1.3 Workers and Visitors to the Project

GRS will ensure all workers, subcontractors and visitors have ready access to the necessary first aid and emergency response information relevant to the project area in which they are accessing or working. Summary information will be provided within the Project Induction for workers on the project, or the Visitor Induction for those visiting and who will be fully escorted on the project at all times.

7 EMERGENCY PREPAREDNESS

7.1 Emergency Scenarios

Credible emergency scenarios applicable to each GRS project will be identified, based on an assessment of each project as a whole. This process will be documented via the Project Risk Register, which is ideally completed by a cross section of experienced personnel, inclusive of those who are:

- Qualified in first aid
- External Consultant - Formally trained in emergency response and fire safety
Knowledgeable of the construction work activities and schedule for the project.
- Local NSWFRS, and
- Local Ambulance

Where relevant, GRS may also seek input from local emergency services, external first aid or fire safety service providers and/or specialist subcontractors engaged to perform high-risk work.

Suitable response procedures (some of which may deal with multiple scenarios) for the identified project emergency scenarios will be documented within project Emergency Response Plans.

Depending upon each site's aspects and with regard to the site's risk register, additional scenarios listed below may be included.

- Medical emergency - all types including fatalities.
- Evacuation - may include below scenarios as well from external factors.
- Vehicle/Plant Rollover.
- Fire on-site and fire off-site.
- Plant or vehicle fire.
- Electrical incidents (high or low voltage) including shock to a person or a vehicle strike contact with above ground or underground power services.
- Flood/Damaging winds/Lightning.
- Trench Collapse/Confined Space entrapment.
- Snake Bite.
- Chemical loss to air and spill to ground and or water.

Any obligatory emergency response as required by government agencies including local governments.

7.2 Risk Register

The HSE Manager together with the site management Team shall determine the types, locations and quantities of first aid resources that should be made available over the life of the project. An External Emergency consultant shall assess all the risks for the site considering the external and internal sources. The ERP shall include references to local Total Fire Ban rules and how that applies to any hot work control measures and the process under which the site can obtain an exemption for urgent or necessary works.

This Plan has identified potential emergency situations; these are located in the Risk Register,

The outcome of the risk register should identify the limits of the site to respond to any emergency with the available resources and trained workers. A key outcome will be to identify when the site is to be evacuated when the emergency arises or likely to overwhelm the resources that are available.

They should consider the jurisdiction's guidance and the mandatory requirements for the provision of first aid

from Codes of Practice, Compliance Codes or other publications issued by the safety regulators

Foreseeable emergency situations shall be identified, and control measures nominated to adequately mitigate risk arising from emergency situations (e.g. fire-fighting equipment, rescue equipment, etc).

The objective of this Emergency Response Plans is to:

- ✓ eliminate harm to person's health and safety
- ✓ eliminate harm to the environment
- ✓ ensure safety is the paramount consideration at all times

All sites shall have a map that describes the location of fire-fighting equipment by type, evacuation routes, first aid, location of fire risk vegetation, watercourses, and dams. The diagrams should also include on-site emergency contact details, UHF radio channels and any other relevant emergency information.

A contact list of all emergency service organisations shall be maintained and distributed to all site buildings. The addresses of nearest medical facilities and hospitals shall also be included. For remote sites, Royal Flying Doctor Services or Air-Ambulance may also need to be considered.

Members of the ERT shall be trained as to their role and where necessary, additional persons trained to replace key personnel who may not be on-site. Records of the training shall be maintained by the site.

A summary of the site-specific ERP shall be included in the site Induction with particular focus on evacuation and communication processes. Any significant changes to the ERP shall be communicated at site safety meetings such as Toolbox meetings

This plan will identify all potential emergency situations and nominate control measures to facilitate adequate emergency response.

7.3 Critical/Non-Critical Situations

Critical/Non-Critical Incident Identification	Cause
Fire	<ul style="list-style-type: none"> • Spark from hot work • Grinding • Spark from plant exhaust • Equipment overload/ malfunction • Smoking on site • Traffic accident • Grass Fires • Electrical fire
Electrical Hazards defined as, but not limited to:	<ul style="list-style-type: none"> • Overhead Power Services, Int/Ext • Underground Power Services, Int/Ext • Site Substation • Solar Panels • Combiner Boxes • Electrical Cables of all types • Buildings & all services contained within • Inverters & surrounding area of inverters • Vehicle/Plant or equipment strike of any Electrical Services
Emissions to the atmosphere	<ul style="list-style-type: none"> • Fire - smoke • Chemical spill • Dust • Potential asbestos exposure
Discharge to water or land	<ul style="list-style-type: none"> • Chemical spill • Plant malfunction • Fuel tank leak • Utility strike • Bund breach • Isolation procedure failure
Hazardous Substances Spill	<ul style="list-style-type: none"> • Plant malfunction • Pipe work breach • Bund breach • Faulty storage equipment • Breach of delivery protocol • Traffic accident
Damage to native flora and fauna	<ul style="list-style-type: none"> • Fire • Poor vegetation clearance protocol • Chemical spill • Vehicle/Fauna strike • Unauthorised clearing breach/damage to protected trees

Personal injury	<ul style="list-style-type: none"> • Potential for confined space work • Hot work • Manual handling • Removing equipment from transport • Working with hazardous materials • Excavation collapse • Traffic accident (onsite/off site) • Vehicle/pedestrian interface • Working in extreme conditions • Snake/Spider Bite/Tick Bite • Lightning strike
Contact with sewage flow	<ul style="list-style-type: none"> • Infections • Ground Contamination
Gas Monitor alarm	<ul style="list-style-type: none"> • Release of gases from sewage • Inadequate ventilation
Fall into Trench or Excavation	<ul style="list-style-type: none"> • Excavation • Trench/ground collapse
Lighting failure	<ul style="list-style-type: none"> • Power failure • Lighting equipment failure
Other existing workplaces	<ul style="list-style-type: none"> • Interface between other existing workplace emergency risks and response impact
Major National Disaster	<ul style="list-style-type: none"> • Fatality • Property lost • Flora/Fauna impact • Severe Thunderstorm
Community Outrage	<ul style="list-style-type: none"> • Fatality • Property lost
Major Spill	<ul style="list-style-type: none"> • Fatality • Property lost • Environmental major contamination

7.4 Emergency Drills/Exercises

Practice drills of the site's ERP shall be conducted to test that the planned response to likely emergencies meet the sites expectations. The type and frequency of the drill should be based on potential emergencies that may arise such as: entering fire seasons, major construction works including trenching, high voltage works or when large numbers of workers are on site which increases the likelihood of injury or vehicle incidents.

However, a general emergency drill will be carried out every four months with the aim that all personnel participating in the project know the muster emergency point and know how to evacuate in the event of an emergency, upon completion of the drill an evaluation will take place by the ERT to prove its effectiveness & change the process if required

Records of the drills are to be recorded & maintained and any lessons learnt distributed to the site or discussed during safety meetings such as toolbox talks.

The ERP shall be revised when deficiencies are found as a result of a drill, or after 6Mths and where necessary, any External Consultants are obtained.

Drills shall be conducted in accordance with the Emergency Management Procedure to assess the adequacy and effectiveness of this plan.

The following scenarios have been identified as a possibility of occurring on this project site:

- ✓ Trench/ground collapse,
- ✓ Electrocutation from All Power Cables,
- ✓ Bush Fire
- ✓ Fire/Explosion,
- ✓ Chemical Spills,
- ✓ Flooding,
- ✓ Plant or Car Accident on Site, Vehicle/Pedestrian Strike,
- ✓ Crushing due to plant,
- ✓ venomous snake/spider bite,

All Emergency Drills will be recorded on the Emergency Evacuation Record.

7.5 Training

This project Emergency Response Plan shall be communicated to all persons (including sub-contractor and visitors) using the following methods:

- ✓ GRS Induction
- ✓ Site Induction (Project Induction, Delivery Driver and Visitors Induction)
- ✓ Safety Notice Board
- ✓ Toolbox Talk Meetings

All site personnel including sub-contractors will be instructed in the correct response to an occurrence, or emergency evacuation in accordance with the various procedures outlined in the appendices to this document, but in particular:

- ✓ Emergency Contacts
- ✓ Emergency Response Diagram
- ✓ Medical Services and Hospital Location Maps
- ✓ Emergency Response Prompts
- ✓ First Aid and Medical Response
- ✓ Emergency Evacuation Scenarios
- ✓ Other Incident Response Scenarios
- ✓ Emergency Services Contact Instruction, and

The HSE Manager and/or the Environmental Manager shall ensure that the project personnel are trained to deal with the anticipated emergencies in order to reduce the damages that could occur during an emergency event.

The HSE Manager and Project Manager will ensure that an adequate number of suitably trained personnel are appointed as part of the Emergency Response Team (ERT).

Please refer to the First Aid Management Procedure for further information on first aid training.

7.6 Equipment

The maintenance, inspection, testing of all emergency equipment will be conducted as per required on the Emergency Management Procedure.

Please refer to Emergency Management Procedure and First Aid Management Procedure for further information.

7.7 Communication in the event of an Emergency

UHF and/or mobile telephone communications will be the main means of communications in the event of an emergency.

In the event of an emergency, via the UHF the call will be “Emergency..... Emergency..... Emergency”, All communications will cease & wait for the next broadcast, all persons that are not involved in the emergency shall maintain radio silence so as to allow radio communications between the On-scene Commander, Emergency Response Coordinator(s) and Leader, and other services/personnel involved in the emergency, to flow uninterrupted.

The On-scene Commander shall be in control of radio communications during an emergency

7.8 First Aid equipment

First aid facilities shall be provided to all Employees with access to immediate first aid treatment when required. The site will maintain a First Aider Room.

Project first aid requirements will be identified and included in the Project Risk Register.

Checking/restocking of first aid provisions will be undertaken at least on a monthly basis or when required, and usually by the Site First Aider or nominated person(s).

The First Aid Attendant form shall be completed with the project First Aiders or HSE Manager details and displayed in the Safety Notice Board.

An up-to-date list of all First Aiders or HSE Manager will be displayed throughout the site.

Suitable independent medical providers shall be nominated for the project to provide medical treatment for all work injuries requiring treatment beyond first aid.

7.9 Fire Prevention and Protection

Fire Emergencies will be addressed in the Fire Management Plan.

All Employees will receive training and instruction on the relevant fire procedures as part of their induction training.

Firefighting equipment which has been identified either by the current DA or during the external consultant review & placed on the risk register process shall be made available to the appointed Emergency Response Team & local Emergency services.

Smoking is prohibited in work areas unless in the designed smoking areas, and within 5 meters of any door, window or air conditioner intake.

7.10 Emergency Response Diagram

An Emergency Response Diagram will be prepared for the project detailing the following:

- ✓ Emergency Assembly Point
- ✓ Fire Extinguishers
- ✓ First Aid Kit
- ✓ Spill Kits
- ✓ Offices
- ✓ Storage Facilities
- ✓ Toilet Facilities
- ✓ Stockpile areas (if applicable)
- ✓ Traffic Flow (if applicable)

The Diagram will form part of this plan and then follow the site distribution plan for safety Information,

- Site Induction and will be
- emailed to all Subcontractors, &
- displayed on all Notice Boards.

7.11 Emergency Assembly Points

Emergency Assembly Points is located near the Main entrance to the Site where a marked posted sign is located.

Main access, as detailed in layout will be the normal access to the site.

8 EMERGENCY RESPONSE

Any Emergency Response will be conducted as per Emergency Evacuation Plan, Incident Management Procedure and particularly as describe on the following Appendices of this plan:

The *Project Management Plan* (TBC) contains the site's specifics in regard to:

- ✓ First Aid Personnel
- ✓ Emergency Response Personnel
- ✓ Emergency Response Diagram
- ✓ Medical Services and Hospital Location Maps

Appendixes of this *Emergency Response Plan* contain the following:

- ✓ Appendix 1 – Emergency Response Prompts
- ✓ Appendix 2 – First Aid and Medical Response
- ✓ Appendix 3 – Emergency Evacuation Scenarios
- ✓ Appendix 4 – Other Incident Response Scenarios
- ✓ Appendix 5 – GRS Emergency Services Contact Instruction

8.1 Incident Response Actions

In *Appendix 1* is a list that details potential incidents and responses.

The specific treatment will vary for each case and may require the expertise of external specialists to fully manage the incident.

When directed by the ERC or chief warden, all personnel will evacuate to the nominated Emergency Assembly Muster Points as detailed on the site's specific Emergency Response Diagram.

The Evacuation sequence is as per the Evacuation Plan.

Details of Site contact numbers shall be displayed on the project Safety Notice Board & delivered in toolbox sessions & emailed to all Subcontractors.

8.2 Environmental incident Response Actions

In addition to the *Appendix 1* Emergency Response Prompts, the following actions shall be considered when responding to an environmental emergency:

- ✓ case of a plant and equipment or a machinery: immediate switching-off of machinery causing the leak
- ✓ notify the maintenance team concerned as soon as possible
- ✓ seal off the leak if possible or remove the cause of pollution (overturned canister)
- ✓ use absorbent products (sawdust, absorbents) to recover the maximum of spilled polluting products
- ✓ if leak persists, install a drain pan or other container to collect the polluting products that continue to spill out
- ✓ if the leak spread, trace the path of the product and minimise the extent of the pollutant using earth mound, absorbent socks

- ✓ Advise GRS Management as soon as possible of the incident

8.2.1 Treating Polluted Water

In case of discharging pollutants into water, complete and wrap-up the emergency actions:

- ✓ set up floating absorbing bunds as close as possible to the area of contamination in low turbulence areas to contain the spread of pollution
- ✓ prevent as much as possible the spreading of pollution
- ✓ use absorbing rolls on water surface
- ✓ procure the service of a specialized company if necessary, to pump out surface water

8.2.2 Treating contaminated soil

Contaminated soil will be dealt with as follows:

- ✓ carefully strip the polluted area with a shovel down to the untainted soil level
- ✓ store polluted earth in a special packaging and in an area intended for such
- ✓ evacuate polluted soil to authorised site

8.2.3 Crisis Management

A Crisis Situation is defined by one or a combination of the following events:

- ✓ fatality
- ✓ terrorist attack
- ✓ natural disaster
- ✓ Actual Class 1 Incident
- ✓ incident event where we are exposed to risk of prosecution

GRS will apply the Alarm Management Procedure for all the reporting of Crisis Situations.

In a crisis situation, it is imperative that the CEO/Project Director of GRS (Carlos Lopez/David Trilles) are to be informed as soon as possible. It is his responsibility to decide whether or not to set up a crisis task force, depending on a personal assessment of the situation.

It is also up to the CEO/Project Director to notify by informing the following or seeing that they are informed: the senior management, the head of the support department concerned, where appropriate, and the head of the Communication Department at GRS. If the latter cannot be reached, the head of External Communication should be contacted. The latter are responsible for informing the senior management, management of the support department concerned, where appropriate, and management of the Communication Department at GRS.

8.2.4 Media

All statements to the media concerning an emergency at any GRS site shall only be made by a GRS Community Relations Manager or delegate as directed by GRS Senior Management.

In the majority of cases involving serious injury or fatality the media may learn of the incident from the reports made to the authorities and then attend the site without notice. The media will be treated courteously but should not be allowed access to the site.

In the first instance all media enquiries shall be referred to the GRS Community Relations Manager.

In case of a significant injury, it is important that the name(s) of those involved are not broadcast until all next of kin have been notified and legal advice has been obtained confirming the release of detail is acceptable.

9 EMERGENCY KEY REFERENCES

The following key information will be emailed to each Subcontractor & made readily available and/or prominently displayed on site:

- The identity and contact numbers of first aid and emergency response personnel
- Evacuation diagrams and/or muster point locations.
- Review and Testing of Project Arrangements
- Emergency Practice Drills

GRS will provide the necessary resources to ensure emergency practice drills:

- Are scheduled and carried out on site
- Are scenario based and test a variety of the identified potential emergency situations
- Are recorded and evaluated for effectiveness via the Emergency Response Observation form
- Incorporate a process for the identification and management of corrective actions (recorded, tracked and closed out in the abovementioned form).

GRS aims to undertake an emergency practice drill 4-monthly at a minimum across its projects, with drills spread across the construction areas and activities to enable appropriate coverage. Specific information regarding drill planning and scheduling will be addressed within Project ERPs.

Actual Emergency Response Situations

In the event of an actual emergency response situation, GRS will adhere to the response procedures defined within the applicable project specific ERP.

Following each emergency situation, the ERT will ensure an analyse of the emergency situation and identify any corrective actions that may be necessary. Any identified corrective actions will be tracked to closure.

In the event of an actual emergency response situation, GRS's ERP procedure & Evacuation Plan will also be followed, where relevant.

Inspection, Testing and Maintenance of First Aid and Emergency Equipment

GRS will ensure that first aid and emergency equipment is inspected, tested and maintained in accordance with the relevant legislation, codes of practice and Australian Standards and where not governed by a legal or other reference, in accordance with its manufacturer's specifications.

A summary of the minimum inspection and monitoring requirements for first aid and emergency equipment typically implemented on GRS projects can be found within Project ERPs.

In general, the overarching monitoring of first aid facilities and equipment will be undertaken by the site qualified first aider. The inspection, testing and maintenance of site emergency equipment (e.g. fire extinguishers) will be completed by the identified competent person or subcontracted specialist as per the Project ERP requirements.

Specialist subcontractor or service provider records (where relevant for equipment) are maintained within GRS's electronic H&S platform or readily available on site with associated SWMSs.

Subcontractor Specific Project Protocols

Where specialist subcontractors are used to deliver defined scopes of high-risk work (e.g. confined space entry, work from personal fall protection systems, low voltage electrical work), they are required to provide the necessary resources and capability to develop their own specific rescue/retrieval plans, as prescribed by relevant legislation, codes of practice and Australian Standards.

Developed rescue/retrieval plans are to form part of, or be attached to, activity specific SWMS submitted to GRS by the subcontractor or any GRS Permit to Work that may be applicable for the work scope.

These specialist subcontractor rescue/retrieval plans are to be reviewed, communicated and checked for suitability by Engineers/Site Supervisors/Foremen via one or more of the following:

- As part of day-to-day work planning and the daily pre-start process
- SWMS reviews
- Issuing of Permits to Work for defined work scopes.

Critical Incident

A Critical Incident is an emergency/traumatic event that fits one or more of the following descriptions:

- Is beyond the capacity or authority of the project or local GRS team to manage
- Is likely to be significantly harmful to GRS's reputation or to result in legal proceedings against the company
- That threatens the ongoing capability of the company to operate in Australia.

Examples of events that will always be considered critical incidents include a work-related fatality or permanent disabling injury, explosion, uncontrolled fire, catastrophic collapse of formwork or structure, threat of violence with a weapon.

Any event that may constitute a critical incident must be reported immediately to the Project Director (or most senior GRS Manager on site at the time of the incident). The Project Director will then take initial actions to:

- Support designated project Emergency Response Team personnel and external authorities in the immediate response, to make safe and to isolate the scene as per Project ERP protocols
- Escalate the event to the Managing Director and/or Corporate H&S Manager and establish a Critical Incident Response Team
- Immediately support affected workers, witnesses and Emergency Response Team personnel.

A Critical Incident Response Team will be formed and undertake key roles as guided by the Incident Controller. The organisation of timely and professional employee assistance program, counselling or post traumatic incident response support services will be treated as a priority for workers.

Support services will be made available to all parties involved, including those immediately affected or injured, witnesses to critical incidents, response personnel, other on-site workers and those involved with the medium to longer term critical incident response such as incident investigators and the Critical Incident Response Team. Rehabilitation and return-to-work of any injured workers will be provided following any critical incident. This will be undertaken in line with GRS protocols for injury and illness management as detailed within PRO-66-Injury Management and Return to Work.

Following each critical incident, the Critical Incident Response Team will undertake a formal debrief and review meeting to:

- Assess the effectiveness of the critical incident response undertaken
- Assess and make changes, if necessary, to the Project ERP, this Procedure, the Critical Incident Response Team Guide or any other part of the GRS H&S Management System
- Confirm and/or allocate any longer-term critical incident, investigation or improvement actions.

Minutes of this formal debrief, and review meeting will be recorded and maintained by the Corporate H&S Manager or GRS legal team.

10 POST INCIDENT

Once the Incident has ended; incident investigation, rehabilitation and return to work, and Employees assistance program (*EAP*, refer to procedure “*PRO-6.6-Fatigue Management Plan*”) may be required to be initiated. All these processes will be conducted in accordance with the Emergency Management Procedure.

11 SUPPORTING INFORMATION AND LEGISLATION

- Traffic Management Plan (TBD)
- Emergency Evacuation Plan (TBD)
- Fatigue Management Plan (TBD)
- Site return to Work Procedure (TBD)

11.1 Legislation

- Work Health and Safety Act 2011 (Commonwealth)
- Model Work Health and Safety Regulations 2011 (Cth)
- Workers Compensation Act 1987 (NSW)
- Workplace Injury Management and Workers Compensation Act 1998 (NSW)
- Workers Compensation Regulation 2010 (NSW)
- Resources
- Workcover NSW 2004, The Community Services Safety Pack: A Guide to
- Occupational Health & Safety. Gosford, NSW.
- Workcover Authority of NSW website: www.workcover.nsw.gov.au

This policy uses some of the information contained in the NADA Disaster and Emergency Management Policy: http://www.nada.org.au/index.php?option=com_content&task=view&id=236&Itemid=44

Appendix 1- Emergency Response Prompts

ON-SITE EMERGENCY EVACUATION		
Response	Responsible	Means of Contact
Contact Site Supervisor at the work site where the incident has occurred and advice to sound emergency evacuation procedure.	Area Supervisor/Manager	Mobile / Radio
The Site Supervisor at the work sites will sound the emergency evacuation alarm	Site Supervisor/Manager	As per the evacuation Plan
Contact emergency services immediately if required at this stage.	Area Supervisor/Manager	000
Notify the Emergency Response Coordinator of the evacuation and the reason(s) why it has been required	Area Supervisor	Mobile / Radio
Emergency Response Coordinator activates the emergency response protocol for the scenario(s) being encountered	GRS Emergency Response Coordinator	As per Scenario
All personnel evacuate to the nearest emergency assembly point and gather in their Employees groups	Area Supervisor	Mobile / Radio
Area Supervisor (if safe to do so) does a sweep of the site to ensure no personnel remain on site	Area Supervisor	
Area Supervisors to account for the individuals under their supervision, including subcontractor Employees	Area Supervisor	Visual and Verbal
Area Supervisor confirms that all personnel are accounted for to the Emergency Response Coordinator	Area Supervisor	Verbal / Mobile / Radio
If any member of the workforce cannot be accounted for, notify emergency services immediately	Area Supervisor All	
Supervisors are required to remain at the emergency assembly point with all evacuated Employees and carry out instructions as directed by the Emergency Response Coordinator	Area Supervisor	Mobile / Radio

EMERGENCY SERVICES REQUIRED POLICE, FIRE, AMBULANCE		
Response	Responsible	Means of Contact
Contact Emergency Service and follow their instructions	Anyone	000
Direct the Emergency Services to the nearest site access. Refer: Emergency Response Diagram	Anyone	
Send someone to the site access gate to await and escort the Emergency Services into the site	Anyone	Verbal / Radio/ Mobile
Secure the area and apply first aid as necessary until the Emergency Services arrive	Anyone / First Aider	
Notify the Emergency Response Coordinator (ERC) of the emergency and the reason(s) why Emergency Services are required	Area Supervisor	Radio/ Mobile
Emergency Services to take control of situation. Directions to be followed by all on site	All	

Medical Emergency

Any site personnel requiring External medical treatment must be referred to the local medical centre	Area Supervisor / HSE Manager	
Contact the medical facility and advise when an injured person is on their way to the medical facility	Area Supervisor	Radio/ Mobile
GRS staff member to accompany injured Employees to the medical facility	GRS Manager/Supervisor Sub-contractor Manager/Supervisor	
Appropriate transport (to medical facility and/or home) arrangements must be made available to injured Employees	Area Supervisor/Manager/HSE Manager	
Suitable duties to be immediately made available through the Rehabilitation Coordinator whenever possible	HSE Manager/ Rehabilitation Coordinator	
Assistance from Rehabilitation Coordinator and the HSE Manager is available in selecting suitable duties	HSE Manager/ Rehabilitation Coordinator	

POTENTIAL EMERGENCIES IDENTIFIED BELOW

Chemical Spill, Contaminated Material Release or Run-off to Surface Water,

Flooding, Bush Fire, Severe Thunderstorms, Lightning, Venomous Snake/Spider bite, Potential Asbestos Exposure

Response	Responsible	Contact
Chemical Spills		
Assess the risk, identify the spilled material and determine how much has spilled. Use the container's label or SDS to identify the liquid and the primary dangers posed to spill responders and the environment	Anyone / Area Supervisor	Radio/ Mobile
If a major spill, notify the Emergency Response Coordinator (ERC) of the requiring emergency response	Area Supervisor	Radio/ Mobile
If possible, limit the spill area by blocking, diverting or confining the spill. Stop the spread of liquid before it has a chance to contaminate a water source Ensure the appropriate PPE to safely respond to the spill is used	Anyone / Area Supervisor	Radio/ Mobile
After the spill is confined, stop the source of the spill. This may simply involve turning a container upright, closing a valve, or plugging a leak from a damaged hose, drum or container	Area Supervisor	Radio/ Mobile
Notify the Environmental Manager and Construction Manager	Area Supervisor	Radio/ Mobile
Limit the spill area by blocking, diverting or confining the spill. Stop the spread of liquid before it has a chance to contaminate a water source	Anyone / Area Supervisor	
If necessary, isolate the area	ERC	Radio/ Mobile
If Emergency Services need to be contacted, follow Emergency Services Protocol as above	ERC	Radio/ Mobile
Provide First aid as appropriate to any individuals exposed to a hazardous substance.	First Aider	Radio/ Mobile

<p>ERC in consultation with Environmental Manager activates emergency response protocols for the scenario/s being encountered</p>	<p>GRS Environmental Management Team</p>	<p>Radio/ Mobile</p>
<p>If it is safe to do so, take further steps to isolate the spill or run off from the surrounding environment such as dig up, place in container, treatment and /or add additional control measures downstream</p>	<p>Anyone</p>	<p>Radio/ Mobile</p>
<p>Once the spill is confined and the source has been stopped, a clean-up plan needs to be implemented. Place absorbents that are chemically compatible with the liquid spilled throughout the area. Once the absorbents are saturated, they should be properly disposed of</p> <p>Rags and oil-absorbent materials that only contain non- volatile petroleum hydrocarbons and do not contain free liquids may be Disposed of as General Solid Waste (non- putrescibles) under the project relevant state Waste Classification Guidelines</p> <p>Note that sorbents do not render liquids non-flammable, neutral or less hazardous and will take on the characteristics/properties of whatever liquid is absorbed. Therefore, all measures must be taken as if you were handling the liquid itself. Sorbents do not make the liquid less hazardous. Always refer to the MSDS for the chemical absorbed before proceeding</p>	<p>Area Supervisor or ERC</p>	<p>Radio/ Mobile</p>
<p>Flooding</p> <p>In the case of an uncontrolled release to a water course representative samples should be taken of the discharged liquid and the receiving water</p>	<p>GRS Environmental Management Team</p>	<p>Radio/ Mobile</p>

In the event of significant inclement weather conditions, or severe thunder storms, ongoing monitoring of situation is required in consultation with relevant local emergency services. No vehicles are to attempt river or creek crossings in the event of centralised flooding. – Site ERC to ensure regular updates maintained via Australian Government Bureau of Meteorology Website: www.bom.gov.au

Severe Thunderstorms.

After visually sighting approaching storm front, ERC/Supervisor to in act inclement weather watch suitable refuge shelter provided for on ground personnel

Area Supervisor

Project Management Team/ERC

Radio/ Mobile

Bush fires

Coordination between GRS and local emergency services to ensure regular updates to site. Site evacuation protocol implemented as instructed by ERC, and local emergency authorities

Project Management Team/ERC

Radio/ Mobile

Venomous snake/spider bite

For all first aid treatment follow Emergency first aid - St John Ambulance, [Emergency first aid \(stjohnvic.com.au\)](http://stjohnvic.com.au) book, stabilise involved person, identify type of snake/spider if possible (remain well clear, and do not approach however) apply compression bandage and mark point of injection with a marker pen if available. Limit movement. Immediately contact local emergency services and follow all instructions – local snake handler contact details to be sourced and available for the safe removal of any identified snake(s) within the site boundary

First Responder First Aider/ERC

Radio/ Mobile

000

Local snake handler contact details as available

All HAZARDOUS ELECTRICAL Emergencies or Situations		
Action/Response	Responsible	Contact
1. <u>Do not enter area if exposed wires are Visible & present</u> , fires due to faulty wiring, Ignition of fires or explosions due to electrical contact with potentially flammable or explosive materials, notify supervisor immediately	Anyone / Supervisor	Radio/ Mobile
2. Contact the ERC	Anyone / Supervisor	Radio/ Mobile
3. Sound Emergency Warning and Evacuate the incident site	Supervisor / ERC	Radio/ Mobile
4. Secure site and follow instructions from Emergency Services and ERC	Supervisor / ERC	Radio/ Mobile

Appendix 2 – First Aid Response

First Aid Treatment	Responsible	Mean of Contact
Notify first aider and/or Supervisor	Any	Radio/ Mobile
Treat injured person on site	First Aider	
Move injured person to Project Office first aid room if required. (This is at the discretion of the First Aider)	First Aider	
Assess patient and stabilise. If further treatment is required, follow “off-site medical treatment” process below	First Aider	
Complete first aid injury register and forward on to HSE Manager	First Aider	Hard copy or email

Off-Site Medical Treatment	Responsible	Mean of Contact
Following initial first aid treatment;		
Contact HSE Manager and inform them that non- emergency medical treatment is required	First Aider / Area Supervisor	Radio/ Mobile
HSE Manager to contact medical centre then instruct the First Aider to the appropriate medical centre	HSE Manager	Radio/ Mobile
Accompany the injured person to medical centre	First Aider / Area Supervisor	
Injured person to be assessed for alternate / modified duties	Medical Practitioner	
Accompany injured person back to site (or if required, ensure transportation to home is managed) after treatment	First Aider / Area Supervisor	
Medical certificate and any other documentation relating to the medical treatment completed	Area Supervisor / HSE Manager	

Appendix 3 – Emergency Evacuation Scenarios

INITIATE EMERGENCY EVACUATION PROTOCOLS

Electrocution from All Power Cables	Responsible	Mean of Contact
Remove all personnel from the area, <i>if safe</i> to do so, secure area	Anyone	Radio “emergency, emergency
Apply first aid to injured person(s) if safe to do so	First Aider	
Contact Emergency Services if required and follow instructions, e.g. if persons are injured/trapped	Anyone	Radio/ Mobile
Evacuate personnel to emergency assembly area if necessary	Area Supervisor	As per the evacuation Plan
Notify the Emergency Response Coordinator (ERC) of the incident requiring emergency response	Anyone / Area Supervisor	Radio/ Mobile
Notification to asset owner applicable to state (NSW)	ERC	Radio/ Mobile
ERC attends incident site and coordinates emergency response and recovery	ERC	
Quarantine the scene for investigative purposes	ERC	

Fire/Explosion	Responsible	Mean of Contact
Assess the situation - Try to extinguish with portable firefighting equipment if not out of control. Contact Emergency Services if required, and follow instructions	Anyone / Supervisor	000
Give first aid to injured personnel if necessary and safe to do so	First Aider	Radio/ Mobile
Evacuate if necessary or as instructed, sound Emergency Evacuation Alarm	Site Supervisor	As per the evacuation Plan
Personnel to evacuate to the nearest safe Emergency Assembly Point	Area Supervisor	
Notify the Emergency Response Coordinator (ERC) of the incident requiring emergency response	Area Supervisor	
Prevent personnel from entering explosion/fire area.	Supervisor / Anyone	Verbal

ERC attends incident site and coordinates emergency response until Emergency Services arrive	ERC	Verbal
Assist Emergency Service as necessary (evacuation of adjacent property) and/or follow direct and provide assistance	ERC	

Plant or Car Accident on Site, Vehicle/Pedestrian Strike	Responsible	Mean of Contact
Remove other personnel from area and secure	Anyone	Verbal
Apply first aid if necessary	First Aider	
Contact Emergency Services if required and follow instructions	Anyone	000
Notify the Emergency Response Coordinator (ERC) of the incident requiring emergency response	Anyone	Radio/ Mobile
ERC attends incident site and coordinates emergency response and recovery or until Emergency Services arrive	ERC	Verbal
Assist Emergency Services as necessary and/or follow direct and provide assistance	ERC	
Quarantine the scene for investigative purposes	ERC	

Bomb Threat	Responsible	Mean of Contact
Recipient of call or threat to record details on the Bomb Threat Checklist – <u>DON'T HANG UP</u>	Recipient	
Contact Emergency Services	Recipient	000
Evacuate all personnel to Emergency Assembly Points	Area Supervisor / Manager	Verbal
Notify the Emergency Response Coordinator (ERC) of the incident requiring emergency response	ERC	Radio/ Mobile
ERC attends incident site and coordinates emergency response until Emergency Services arrive	ERC	
Wait for clearance to return to site from Emergency Services	ERC	Verbal

Trench/ground collapse	Responsible	Mean of Contact
Assess the situation, prevent any further fall or dislodgement of earth or rock	Recipient	
Contact Emergency Services	Recipient	000
Evacuate all personnel from area & stop all Site vehicle movements.	Area Supervisor / Manager	Verbal
Notify the Emergency Response Coordinator (ERC) or Incident Coordinator of situation	ERC	Radio/ Mobile
ERC attends incident site and coordinates emergency response until Emergency Services arrive	ERC	
Wait for clearance to return to site from Emergency Services	ERC	Verbal

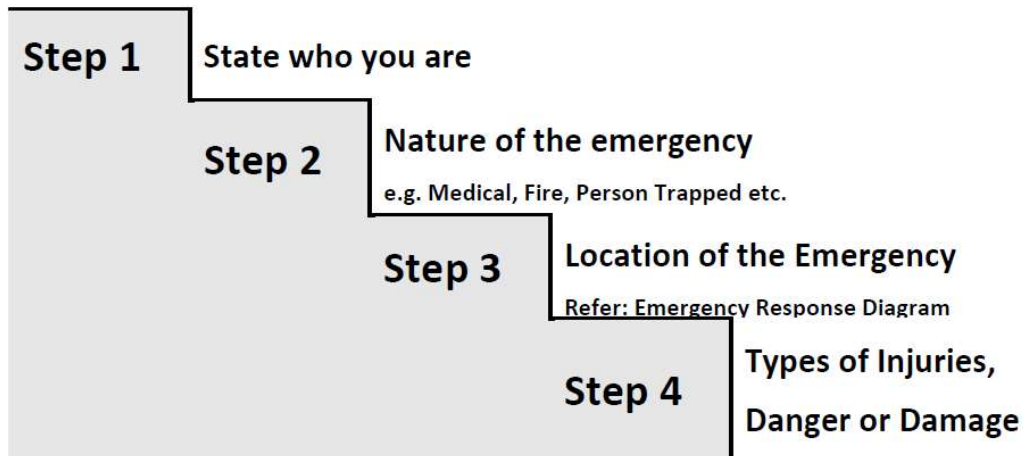
Appendix 4 – Other Incident Response Scenarios

Car Accident Internal or External	Responsible	Mean of Contact
Make the area safe i.e. implement traffic control if safe to do so, remove personnel from the area.	Anyone	
Apply first aid if safe to do so as required	First aider	
Contact Emergency Services and follow instructions	Anyone	000
Notify the Emergency Response Coordinator (ERC)	Anyone	Radio/ Mobile
ERC attends incident site and assesses the severity of the situation coordinates response until Emergency Services arrive	ERC	
Assist Emergency Service as necessary	ERC	

Assault or Threatening Person/s	Responsible	Mean of Contact
Do not attempt to arrest or restrain persons	All	
Remove yourself from the threat if possible	All	
Contact Emergency Services	Anyone	000
Apply first aid if necessary	First aider	
Notify the Emergency Response Coordinator (ERC) of the incident requiring emergency response	Area Supervisor / Anyone	Radio/ Mobile
ERC attends incident site and coordinates emergency response until Emergency Services arrive	ERC	
Wait for clearance to return to site from Emergency Services	ERC	Verbal

Appendix 5 - GRS & Emergency Services Contact Information

EMERGENCY SERVICE CONTACT INSTRUCTION – DIAL 000



1. CALL 000
2. Direct someone to wait at site entrance to guide emergency
3. Keep calm – so you can help
4. Administer First Aid as necessary
5. Do not move any injured person unless they are under further danger

Walla Walla Solar Farm Site Position	NAME	PHONE No
Project Manager	David Tullis	0429 420 038
Site Construction Manager	Sergio Sanchez	0419 782 001
Project Director	David Trilles Antoli	0456 805 025
HSE Manager		
Project Controller		

Appendix 6 – Site Map

