

EMERGENCY RESPONSE PLAN (ERP)

Andersons Scaffolding has developed an Emergency Response Plan (ERP) to ensure emergency preparedness is appropriate, implemented, effective, monitored and tested at all Andersons Scaffolding worksites.

The ERP will also assist with emergency management compliance in accordance with the WHS legislation.

Objective: The objective of the (ERP) is to provide important information and relevant supportive procedures to be used to ensure an effective and timely response to any emergency event or situation that may occur at 49 Camfield Drive, Heatherbrae NSW 2324.

Scope:

This Emergency Response plan has been developed to assist in responding to various emergency situations such as fire, electrocution, chemical spill or physical danger from another person.

Definitions:

ERP – Emergency Response Plan

PPE – Personal Protective Equipment

Forms related to this plan:

Title of form	Location
Incident report form	www.scaff.net.au
Injury report form	www.scaff.net.au
Hazard Report form	www.scaff.net.au
Emergency Drill report	WHS folder / internal server

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1. Workplace Site Description

Business Name:	Anderson's Scaffolding Pty Ltd	
Business Address:	49 Camfield Drive, Heatherbrae NSW 2324	
Business Contact:	Ph: 02 4964 9597	Email: info@andoscaff.com.au
Building/Facility Owner:	Rick and Kimberley Anderson	

Worksite Image:



2. General Site Plan



Key:

1. Main Entrance
2. Car Park
3. Main Office
4. Main Undercover Storage Area
5. Loading/Unloading zone
6. Outdoor storage area

3. Evacuation Plan



Emergency Exit	Fire Hose Reel	Fire Extinguishers	Fire Extinguishers	Egress Path	First Aid Kit	Muster Point	Phone

4. Evacuation Communication Procedure

1. All staff and visitors on site will be informed of any emergency by verbal communication by the Fire Wardens i.e “Fire, Fire Fire”
 2. Fire Wardens will instruct all personnel to follow the evacuation exit path nearest to them to the muster point.
 3. Backup measures for communication will be made by use of a mobile phone.
 4. Emergency services will be contacted by telephone from the reception desk.
 5. First aid officers will ensure a first aid kit is available for use at the Emergency Assembly Area.
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6. General Emergency Response

1. Call 000
 2. State the type and scale of the emergency
 3. State the workplace name and location
 4. Number of casualties if applicable
 5. Identify hazards that may be involved such as substances like fuel.
 6. State the specific access point on site i.e. street or side entrance
 7. Provide a contact name and number
 8. Answer all questions and follow instructions given by emergency services operator
 9. Do not hang up until instructed to do so.
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7. Emergency Contact Numbers



Local Police Station: 02 4983 7599
Local Fire Brigade: 02 4927 2532
Local State Emergency Service: 13 25 00

National Poisons Centre	13 11 26	
Key Personnel:	Phone:	Email:
Rick Anderson	0421 515 244	rick@andoscaff.com.au
Joshua Prior	0408 388 119	josh@andoscaff.com.au
Government Authorities:	Phone:	Email:
NSW Police	02 4983 7599	www.police.nsw.gov.au
NSW Ambulance		www.ambulance.nsw.gov.au
NSW Fire Service	02 4927 2532	www.fire.nsw.gov.au
NSW Rural Fire Service	02 4015 0000	www.rfs.nsw.gov.au
Nearby facilities:		
Solo Waste Heatherbrae	02 4987 7997	www.solo.com.au
All Lift Forklifts	1300 729 700	
Pipe King	02 4966 0477	
Utilities Authorities:	Phone:	Email:
Energy Australia	13 34 66	www.energyaustralia.com.au
Hunter Water	1300 657 000	www.hunterwater.com.au



8. Emergency Management Personnel

Emergency Management Manager

Name:	Josh Prior	Phone:	0408 388 119
Title:		Email:	josh@andoscaff.com.au

Persons responsible for management and review of ERP

Name:	Kim Anderson	Phone:	02 4964 9597
Title:	WHS Coordinator	Email:	kim@andoscaff.com.au

Person's responsible for Maintenance of Emergency Equipment

Name:	Trina Randell	Phone:	02 4964 9597
Title:	Admin Assistant	Email:	trina@andoscaff.com.au

Evacuation Controllers

Name:	Brooke Prior	Phone:	02 4964 9597
Title:	Chief Fire Warden	Email:	info@andoscaff.com.au
Name:	Lance Fitzpatrick	Phone:	02 4964 9597
Title:	Deputy Fire Warden	Email:	info@andoscaff.com.au

First Aid Officers

Name:	Josh Prior	Phone:	02 0408 388 119
Title:	Manager	Email:	josh@andoscaff.com.au
Name:	Gerard Hingerty	Phone:	0421 070 941
Title:	Supervisor	Email:	gerard@andoscaff.com.au

9. Emergency Response Drill Records

Type of drill conducted	Date	Comments	Person responsible
Evacuation Drill	15.12.2021	Observed by Trade Safety.	Kim Anderson

10. Medical Emergency Response

DANGER

- Check for danger to yourself first.
- Check for Danger to the casualty and to others.

RESPONSE

- Check response - is the casualty conscious or unconscious?
- If conscious, reassure and make comfortable.

SEND FOR HELP

- Send someone to get a first aider if available.
- Send someone to call 000 for an ambulance.

AIRWAYS

- If unconscious – turn casualty on their side.
- Turn face slightly downwards.
- Clear their Airways.

BREATHING

- Check for breathing whilst still on their side.
- If breathing, but still unconscious, leave on their side and monitor airways, breathing and circulation until the ambulance arrives. Check regularly for breathing.

CIRCULATION

- If no breathing, roll the casualty on their back, tilt head backwards, seal the casualties mouth with yours and give 2 full breaths.
- Commence CPR. Give 30 chest compressions (almost 2 compressions per second) followed by 2 breaths.
- Continue CPR until qualified personnel arrive or signs of life return.

DEFIBRILLATOR

- If available, apply defibrillator and follow prompts.

*If the casualty is stable (breathing and pulse is present) and while waiting for the ambulance, check for and **control bleeding** and reassure the casualty.*

11. Emergency Response – Electric shock/electrocution

If High Voltage is involved – Call 000 immediately – DO NOT APPROACH THE VICTIM – Stay clear of electrical wires and equipment. Wait for Emergency Services to arrive, secure the area – Keep others away.

1. **DO NOT** be the next victim – if unsure of what to do and how to do it safely to assist an injured person – Call for help and call 000 immediately.
2. A person who is being shocked or has been shocked needs to be disconnected from the source of electrical power, **ONLY if it is safe to do so.**
Locate the power shut off switch and turn it off.
3. If the disconnecting device cannot be located, the victim can be pried or pilled from the circuit by an insulated object such as a dry wood board, piece of non-metallic conduit, or rubber electrical cord, **ONLY if it is safe to do so.**
4. Victims need immediate medical response: **only when there is NO further risk** of electric shock – check the victim for breathing and a pulse, then commence CPR as necessary.
5. If a victim is still conscious after having been shocked, they need to be closely monitored and cared for until trained emergency response personnel arrive.
6. **Call 000 if you have not already done so.**
7. Answer all questions and follow instructions given by Emergency Services operator.
8. **DO NOT** hang up until instructed.
9. There is risk of the casualty going into shock, so keep the victim warm and comfortable.
10. Shock victims may suffer heart trouble up to several hours after being shocked. The danger of electric shock does not end after the immediate medical attention.

12 Emergency Response – Fire Evacuation

R

- **Rescue or Relocate** people in immediate danger if you can do so without endangering yourself.
- Assist persons with special requirements i.e. Mobility impaired.
- Exit via a safe exit.
- DO NOT use elevators/lifts.

A

- Sound the **alarm**. Advise others of the situation.
- Call the emergency services if required by dialing **000** from a safe distance.
- If in doubt whether the situation is serious, the fire brigade should still be called.
- Utilize appropriate protective equipment i.e. coloured hard hats for wardens, protective clothing for chemical spills.

C

- **Confine** the fire or hazardous material by closing all doors, windows and other openings, and shutting off the piped and compressed gas as you are evacuating.
- Ensure no personnel (emergency personnel excluded) re-enter the building/facility until safe.

E

- **Evacuate** the area on direction from the Site Manager or fire warden, or when it is unsafe to remain in the area. (Extinguish fire or contain hazardous material only if you have been trained and feel competent and safe to do so. Only small fires are possible to extinguish, so always be prepared to evacuate).

**EVACUATION ASSEMBLY AREA – REFER TO EVACUATION PLAN
ON PAGE 4**

Firefighting Precautions:

- If the fire is small and at an early stage of ignition it may be possible to use a portable extinguisher to put it out.
- Once a fire starts to spread however, you should evacuate the area immediately, following the fire evacuation procedure.
- Before attempting to extinguish a fire, always ensure you have a reliable escape route.
- Make sure the extinguisher is both fully charged and the correct type for the fuel that is burning. If the extinguisher is not fully charged, or is not the proper type, evacuate immediately.

Firefighting Equipment Procedure:

- Fire extinguishers, hose reels and manual call points are located at appropriate locations at the workplace as shown on Workplace / Facility map.
- Fire extinguishers / hose reels appropriate for purpose.
- Fire extinguishers / hose reels have been tested and tagged in accordance with relevant Australian / New Zealand Standard.
- Fire extinguishers are restrained to prevent falling by means of a hook, strap, cage or chain.
- A one (1)-metre clearance will be maintained around fire-fighting equipment and fire exits at all times.
- Evacuation procedures will be discussed during WHS Meetings and drills will be conducted at regular intervals.
- There will be an alarm mechanism developed and promoted such as use of an air horn.
- Extinguish the fire or contain hazardous material only if you have been trained and feel competent and safe to do so.

Fire Extinguisher Use:

- Only attempt to extinguish a fire if it can be put out quickly. If unsure **EVACUATE**.
- Consider if electricity is involved (Do not use water).
- Select the appropriate fire extinguisher for the material burning.
- Pull pin from handle.
- Quickly test by squeezing the handle.
- Aim the nozzle at the base of the fire.
- Squeeze handle and move nozzle in a sweeping motion until fire is extinguished.

Fire Extinguisher Guide:

Type	Class A (Wood, paper, plastic)	Class B (Flammable & Combustible liquids)	Class C (Flammable gases)	Class D (Combustible Metals)	Class E (Electrically energized equip.)	Class F (Cooking oils & fats)	Usage
Water	✓	✗	✗		✗	✗	Can't be used with flammable or combustible liquid, oils or fats or electrical.
Wet Chemical	✓	✗	✗		✗	✓	Not to be used with electrical charged equipment.
Foam	✓	✓	✗		✗	Limited	Not to be used with electrical charged equipment.
ABE Dry Powder	✓	✓	✓		✓	✗	Acceptable with all fires except cooking oils and fats.
Carbon Dioxide	Limited	Limited	✗		✓	✗	Not suitable for indoors. Small fires only.
Vaporizing Liquid	✓	Limited	Limited		✓	✗	Check specific extinguisher for use.

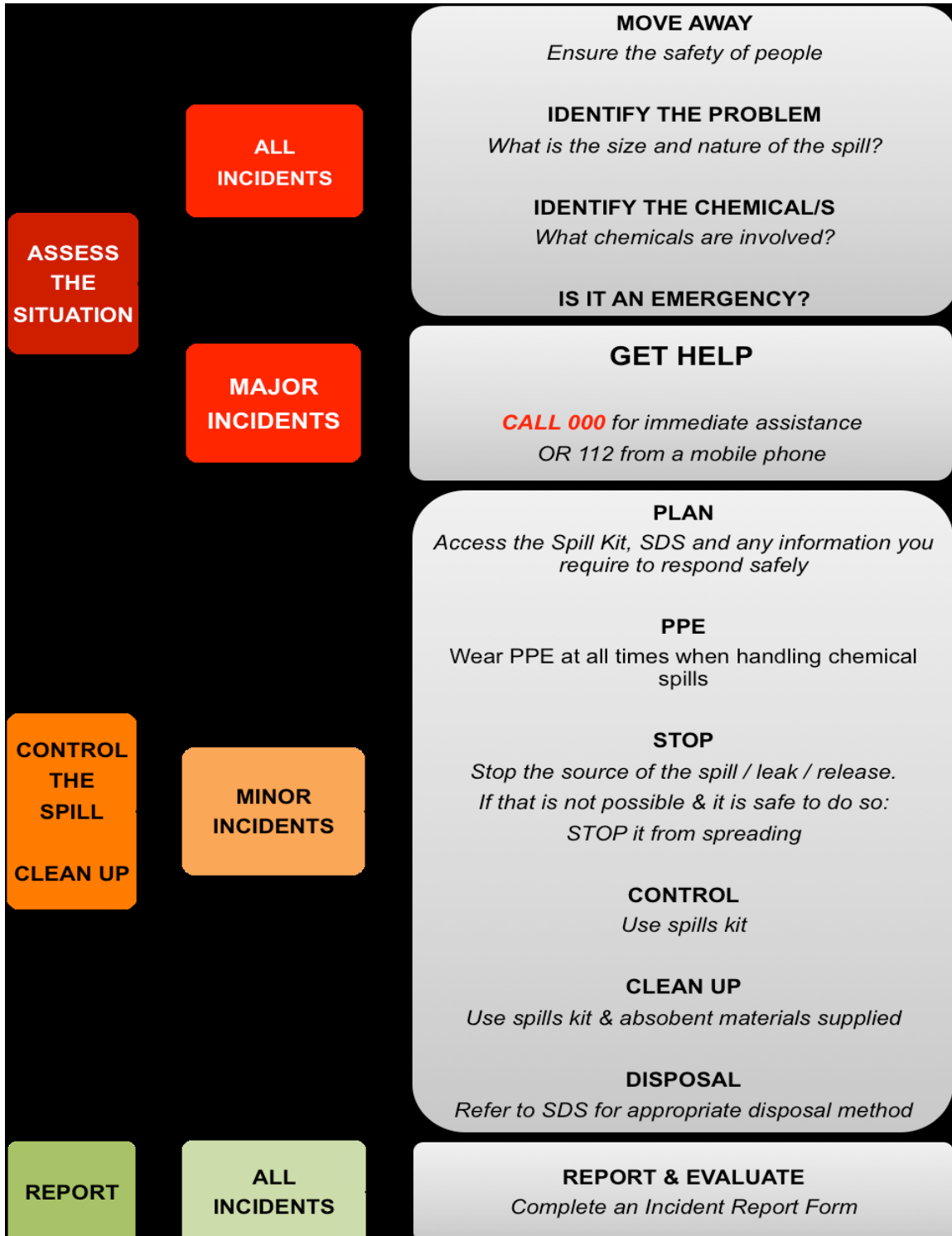
AS/NZ 1841: Note – Check type of dry powder extinguisher for suitability as types differ

USING THE CORRECT FIRE EXTINGUISHER

Water	Dry Powder	Foam	CO2	Wet Chemical
For use on Wood, Paper, Textiles etc Do not use on Flammable liquid Live electrical equipment	For use on Wood, Paper, Textiles etc Flammable liquids Gaseous fires Live electrical equipment	For use on Wood, Paper, Textiles etc Flammable liquids Do not use on Live electrical equipment	For use on Flammable liquids Live electrical equipment Do not use on Wood, paper and textiles Flammable metal fires <small>Do not use in a confined space</small>	For use on Cooking oil fires Wood, Paper, Textiles etc. <small>Discharge entire contents on to fire from at least 1 metre distance</small>

13. Hazardous Chemicals Emergency Management

Consideration will be given to the properties of the chemicals, physical reactions and health effects, nature of work and other plant or structures that may cause adverse reactions in an emergency situation.



Emergency Response – Hazardous Chemicals:

R

- **Rescue or Relocate** people in immediate danger if you can do so without endangering yourself.
- Assist persons with special requirements i.e. mobility impaired.
- Exit via a safe exit.

A

- Secure the Area
- Sound the **Alarm**. Advise others of the situation.
- Call the emergency services if required by dialling **000** from a safe distance.
- Utilise appropriate PPE i.e. protective clothing for chemical spills.

C

- **Contain** spill/escape if possible or utilize absorbent materials.
- Contain hazardous material only if you have been trained and feel competent and safe to do so.

E

- **Evacuate** the area on the direction from the site manager or fire warden, or when it is unsafe to remain in the area (i.e toxic fumes).
- Ensure all occupants of the building/facility have been evacuated to assembly area if affected.
- First Aid personnel are to organize for first aid equipment to be brought to assembly areas.
- Account for all personnel at the designated assembly areas.

**EVACUATION ASSEMBLY AREA – REFER TO EVACUATION PLAN
ON PAGE 4**

Level of Spill Response:

MINOR SPILLS

- Make sure you are safe – put on any protective clothing needed (gloves, goggles, respirator etc.) before dealing with the spill.
- Stop the continued flow of the spill if possible and safe to do so i.e. shut off the valve.
- For flammable substances remove sources of ignition if it is safe to do so. (Refer to the safety data sheet (SDS) or call on an approved handler or other specialists for advice)
- Safety data sheets are located (*at the yard desk or in the office*)
- Use safety equipment to contain the spill. If using dry absorbent material. Cover the spill until the liquid has been absorbed. Shovel all the absorbent material into a container for disposal. Do not wash spill into storm water drains or onto any soil and water. If spill has entered a waterway – Notify your local council immediately.
- Do not leave the area unattended if there is a risk of a further spill.

MAJOR SPILLS

- Secure the area.
- Sound the **Alarm**. Advise others of the situation.
- Evacuate if necessary (Evacuate the area on direction from the Site Manager or when it is unsafe to remain in the area. (I.e. Toxic fumes)
- Ensure all occupants of the building/facility have been evacuated to assembly area if affected.
- Call the **Emergency Services if required** by dialling **000** from a safe distance.
- Identify the danger posed by the spill – only respond if you are trained and feel competent.
- Only respond if it is safe to do so.
- Put on safety equipment (i.e. overalls, boots, gloves, eye protection.)
- Stop the flow of the spill if possible and safe to do so. I.e. shut off the valve.
- For flammable substances remove sources of ignition if it is safe to do so. (Refer to the safety data sheet (SDS) or call on an approved handler or other specialists for advice)
- Safety data sheets are located (*at the yard desk or in the office*)
- Try to contain the spill as best as possible without placing yourself or others in danger.
- Cover or form mounds of absorbent or impermeable material around any drains or waterways that are close to the spill.

14. Emergency Response – Threatening Situation

A threatening situation is a communicated intent (or belief) that a person's intent is to inflict harm on another person. A threat can be communicated physically, verbally or simply by intent.

- Remain calm and try to calm the other person. Do not allow the other person's anger to incite your anger.
- DO NOT glare or appear angry, as this may be seen as a challenge.
- Speak slowly, quietly and confidently.
- LISTEN carefully. DO NOT interrupt or criticise.
- Try to terminate the conversation if the situation is escalating beyond control.
- DO NOT tell the person to relax or calm down
- Acknowledge the person's feelings. Indicate that you can see he or she is upset.
- DO NOT try to touch the person in any manner and give the person plenty of space.
- DO NOT allow the person to come between you and the exit if possible.
- If the person comes too near (and you feel threatened), raise your hands slightly in front of your body in a non-threatening, palm out manner. Slowly back away while maintaining a dialog with the person.
- Try to maintain a relaxed posture with hands unclenched.
- If the situation becomes untenable request the person leave the workplace or, if off site, remove yourself from the site.
- Inform you supervisor or manager immediately.
- Move to a safe location or seek assistance from other people.
- File an incident report.

15. Emergency Response – Physical Attack

- Yell or scream as loudly as possible. Try shouting words like STOP, HELP or even FIRE.
- Defend yourself by moving away from the person as fast as possible.
- Keep your hands up at least shoulder height to ward off blows.
- Run to the nearest safe place, safe office or a public place.
- DO NOT chase anyone.

16. Emergency Response – Violent Incident

A violent emergency incident can be defined as when an injury has occurred from a violent event or there is an immediate threat of physical harm or injury. Workers should always consider their personal safety above all else in emergency situations. Examples: Armed hold up, terror or hostage event, violence between colleagues, irate customer.

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- DO NOT panic and attempt to signal for help.
 - Maintain eye contact.
 - DO NOT argue – do what you are told.
 - NEVER approach a person who is armed with anything that could be used as a weapon.
 - NEVER attempt to disarm the person if they have a weapon unless your life is in immediate risk and there is no other option.
 - If you have an opportunity to escape do so as quickly, quietly, and safely as possible.
 - If possible, inform others and evacuate immediately.
 - NEVER try to defend or protect the workplace facilities or equipment if there is a risk of violence.
 - Don't be a hero!
 - Your life and health, and that of your fellow workers always takes precedence over anything else.
 - Seek help/safe place as soon as possible.
 - CALL 000 and report the incident.
 - Notify management as soon as possible.

17. Emergency Response – Road Rage

Travelling to and from work or travelling on the road as part of your job, exposes you to the chance of a violent encounter with other drivers.

Do not be the cause of a road rage incident:

- Do not cause other drivers to become aggressive towards you because of poor road manners.
- Do not drive erratically. Allow enough time to get to your destination.
- Take into account delays related to weather or heavy traffic.
- Never write or talk on your mobile phone while driving.
- Obey all speed limits and traffic signs.
- Maintain an awareness of vehicles around you and avoid aggressive drivers.
- Be courteous to other road users.
- Never make rude gestures, honk horn inappropriately or flashlights unnecessarily.

Sometimes we are confronted by threatening behavior (road rage) through no fault of our own. If you are threatened:

- Try to drive away, taking a different route to take yourself away from the incident if necessary.
- If followed, do not stop, particularly at your home or workplace. Continue to drive to the nearest police station or until person stops following.
- If a police station is not nearby then a public place with lots of people may be the next best thing.
- Always stay inside the vehicle at all times. Never exit the vehicle to confront another driver.
- If you are approached while in the vehicle, ensure windows remain up and doors are locked. Remove seat belt and move to the other side of the vehicle. (this way you may be able to escape from the opposite side door of the vehicle if necessary).
- If you feel in fear of actual harm call police immediately.