



Emergency Management Plan (EMMP)

Greenwich Hospital Redevelopment – Stage 2

HammondCare | Revision A

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1. Document Control – Revision History

1.1. Revision Status

Where revision is required the Revision Status table below shall be updated.

Date Issued	Revision	Details	Section	Page
24/02/2026	A	Plan Creation	All	All

In addition to the above milestone reviews, reviews shall be prompted through Compass > SQE Planning Documents whereby documents are reviewed and confirmed without change and re-loaded to Compass, or reviewed, amended and uploaded accordingly so that the document reflects the project needs.

1.2. Project Specifics

Company Name:	Hindmarsh Construction Australia Pty Ltd
ABN	15 126 578 176
Project:	Greenwich Hospital Redevelopment
Project No:	2068
Address:	97-115 River Road, Greenwich, NSW
Client:	Hammond Care
Contract:	Modified AS4902-2000
Scope of Work / Project Description:	HammondCare is redeveloping Greenwich Hospital at 95-115 River Road, Greenwich to provide an integrated, contemporary healthcare campus providing specialised care services and a continuum of care to age in place. The project has been approved by Department of Planning, Housing and Infrastructure (DPHI) on 28 March 2024.
Anticipated Start and Duration:	02/03/2026 to 29/11/2028
Subcontractors	Refer Aconex

1.3. Approval for Implementation

This revision of the Emergency Management Plan (EMMP) has been reviewed by the Project Manager, it complies with environmental aspects of Compass, contractual obligations and statutory requirements and is authorised for use. Draft versions of this document, although approved, are issued for comment / feedback and should not be considered as finalised until a revision number / letter is assigned.

1.4. EMMP Induction

This emergency management plan is relevant to all personnel (Hindmarsh employees, contractors, sub-subcontractors and suppliers) performing any work on the project. Workers and Visitors shall be advised of emergency and first aid procedures in accordance with the [Site-Specific Induction](#) and [Safety Guidelines for Visitors Pamphlet](#) respectively.

All Hindmarsh employees will receive induction training into the purpose and use of this EMMP. It will be acknowledged that they fully understand this EMMP's requirements, and their roles / responsibilities associated with it. Acknowledgement and authorisation are recorded via the Acknowledgement Register / Aconex / other documented means.

2. Purpose and Scope of the EMMP

This emergency plan provides:

- Emergency and First Aid Requirement Assessments.
- Possible emergency procedures (i.e., Emergency Standing Orders)
- The frequency of testing of the emergency procedures (i.e., Emergency Drills).
- Information, training and instruction to relevant workers in relation to implementing the emergency procedures.

In preparing maintaining this emergency plan, HCA considers all relevant matters including:

- The nature of the work being carried out at the workplace
- The nature of the hazards at the workplace
- The size and location of the workplace
- The number and composition of the workers and other persons at the workplace

2.1. Supporting Processes

When an emergency has occurred on a Construction Site the site team will enact this [Emergency Management Plan](#) (EMMP).

In the event of a crisis, this EMMP may interact with and run concurrently with the [Crisis Management & Response Plan](#) (CMR). The CMR Plan is activated when any potential crisis event occurs. A crisis can include:

- Safety crises, including fatalities or any other serious safety incidents which may result in attendance of the police or emergency services, industry regulators, media attention.
- Financial crises, including insolvency risk, drastic market value drops, or significant investment failures.
- Reputational crises, where Hindmarsh's public standing is at stake, such due to scandals, unethical practices, or negative publicity. This may include serious management failure, fraud or misconduct.
- Operational crises, relating to interruptions in a operational processes, such as cyber attacks, technological failures, supply chain disruptions, or other systemic breakdowns.

- Regulatory and legal crises, which arise due to legal action or non-compliance with regulations or corporate laws.
- Any escalating incident of any kind, or any other situation declared by the CEO to be a crisis event.

2.2. Referenced Procedures and Documents

Compass documents, procedures and forms supporting this Emergency Management Plan are referenced accordingly throughout this plan and are formatted in *italics*.

3. Emergency Management Roles and Responsibilities

3.1. Responsibilities and Authority

To facilitate effective emergency management, specific responsibilities for implementing and supporting this EMMP have been assigned by title as per below. Please refer to the Appendix B “Emergency Standing Orders” Roles and Responsibilities for project specific allocations. For further information regarding Crisis Management and Disaster Recovery please refer to the *Crisis Management and Recovery (CMR) Plan*.

3.1.1. Chief Emergency Warden (CEW)

CEW Training Requirement:

- hold emergency management training through an accredited Registered Training Organisation;
- hold basic First Aid training; and
- be employed in a supervisory position (eg Project Manager, Site Manager, Site Supervisor, Foreman).

CEW responsibilities:

- Complete Appendix E “HCA Minimum Emergency Equipment Needs Assessment” has been completed and signed off.
- Populate the Firefighting Equipment Register
- Ensure site roles and responsibilities are allocated and noted in Appendix B “Emergency Standing Orders” Roles and Responsibilities.
- Ensure emergency drills are conducted at the required frequencies
- Assume CEW responsibilities as per Appendix B “Emergency Standing Orders” Roles and Responsibilities during any site emergency situation.

If the CEW cannot be contacted, then the Emergency Warden (EW) is to act as the CEW.

3.1.2. Occupational First Aider (OFA)

OFA Training Requirement:

- Occupational First Aid training from a registered RTO.

OFA Responsibilities:

- Complete Appendix D “HCA Minimum First Aid Needs Assessment” has been completed and signed off.
- Populate the First Aid Equipment Register
- Assume OFA responsibilities as per Appendix B “Emergency Standing Orders” Roles and Responsibilities during any injury / illness management situation.

If the OFA cannot be contacted, then the Emergency Warden (DEW) is to act as the OFA.

3.1.3. Emergency Wardens (EW)

Emergency Warden Training Requirement:

- Firefighting training through an RTO;
- Minimum of Provide First Aid training from a registered RTO
- Instruction as per this EMMP.
- Acknowledgement of this EMMP and their roles and responsibilities as per Appendix B “Emergency Standing Orders” Roles and Responsibilities
- Participation in HCA Emergency Drills

Emergency Warden responsibilities:

- As allocated in Appendix B “Emergency Standing Orders” Roles and Responsibilities.

3.1.4. First Aid Attendants

First Aid Attendants Training Requirement:

- Minimum of Provide First Aid training from a registered RTO
- Advanced First Aid training from a registered RTO required

First Aid Attendant responsibilities:

- As allocated in Appendix B “Emergency Standing Orders” Roles and Responsibilities.

4. Emergency Preparedness and Response

In order to identify potential incidents, hazards and accompanying emergency response processes, the Project Risk Assessment is completed.

The information captured via this process is to be reviewed and used to build this Emergency Management Plan. Emergency situations noted on the Project Risk Assessment are to be checked as applicable in Appendix B “Emergency Standing Orders”.

The Crisis Management and Recovery (CMR) Plan shall be enacted in accordance with the Emergency Management Procedure to manage the following defined Critical Incidents:

- Fatalities;
- Multiple people injured; and/or members of the public injured
- Life threatening injuries
- Major collapse of structures, plant or equipment

- An escalating incident of any kind; or
- any situation declared by the Chief Executive Officer (CEO).

The above list of Critical Incidents is not intended to be exhaustive and provides examples only. Refer to the [Crisis Management and Recovery Plan](#) for further information.

5. Consultation

A coordinated and effective response to any emergency requires an understanding between the different parties involved. Consultation when developing the emergency plan enables the development of this understanding before an incident occurs. It ensures that the roles, responsibilities, functions and needs of all PCBUs are understood and accurately incorporated into the emergency plan. Once the plan is implemented, consultation during the management of the plan allows all stakeholders to contribute to the testing, monitoring and review, and updating of the plan.

5.1. Workers & Other PCBU's

All workers and other PCBUs are strongly encouraged to forward feedback and suggestions for improvement to HCA for consideration at any time.

Ongoing consultation with workers is actively pursued. For example, workers will be involved in conducting relevant drills in order to test the capability of the plan. Debriefings following these exercises provide participants with an opportunity to indicate the problems encountered and suggest possible solutions.

5.2. Community

Consultation with the community results in a two-way flow of issues and ideas. Community consultation not only results in a better-prepared community, but it can often lead to an improved understanding and acceptance of the industry by the wider community. The community shall be consulted as required throughout the emergency planning process.

Trailing extracts from the Greenwich Health Campus Communications Strategy-Construction to Operational Phase – Engagement Tools.

Engagement

Tool	Description	Purpose
Information line – use existing 1300 426 666	Dedicated project information line managed by HammondCare.	Promoted on all communications to be accessible and maintain open lines of communication.
Email address – use existing AskGreenwich@hammond.com.au	Dedicated project email account managed by HammondCare.	Project-specific email address on newsletter, encouraging community members to email should they want to be involved in the process and have their say. Quick and easy way to contact the project team if want to report any issues or ask questions.
Information session	If required, convene local community and interested stakeholders to provide an update on project progress, design changes and invite further feedback.	Continuation of feedback loop by sharing how previous community feedback has been adopted (or where it hasn't, why and articulate what the project constraints are).
Briefings	If required, provide update on project to Council, Elected Members and Members of Parliament. Discuss constituent feedback on project.	Opportunity to discuss constituent views and attitudes toward the development, how the project fits in with local policy and initiatives.
Face-to-face meetings with local action groups	If required, discussions with key stakeholder groups to address specific issues which require additional time outside of the information sessions (meetings or doorknocking).	Ongoing relationship management.

Supporting communications

Tool	Description	Purpose
Newsletter	Distributed to 1,800 addresses per previous communications. Provide copies to Council reception and Electorate Offices to respond to queries about project or information session.	Initially to be distributed when enabling works commence. Then regular project updates at six monthly intervals, or as required, including details of AskGreenwich inbox and 1300 426 666 hotline. AskGreenwich and hotline will be monitored by Sally Grosvenor and Kelvin Bissett
Project website	Source of truth for project	Provides factual information on project, regularly updated. Details of AskGreenwich inbox and 1300 426 666 hotline. AskGreenwich and hotline will be monitored by Sally Grosvenor and Kelvin Bissett
Visual presentation	Powerpoint presentation to illustrate project for briefings and one-on-one sessions	Communicates in visual form project and benefits
Social Media	Monitor social media (Facebook, Twitter, etc.)	Identify any issues raised via social media and provide timely responses as needed. Details of AskGreenwich inbox and 1300 426 666 hotline. AskGreenwich and hotline will be monitored by Sally Grosvenor and Kelvin Bissett
Media release	Communicate to media	Discussion of latest key messages. Details of AskGreenwich inbox and 1300 426 666 hotline. AskGreenwich and hotline will be monitored by Sally Grosvenor and Kelvin Bissett
Information boards	Developed for staff, patients and volunteers	Communicate project updates. Details of AskGreenwich inbox and 1300 426 666 hotline. AskGreenwich and hotline will be monitored by Sally Grosvenor and Kelvin Bissett
Sod turn, opening event	Developed for staff, patients and volunteers	Communicate project updates
Communication tools	Developed as needed.	Well-designed communications, maps and/or infographics to help better communicate project updates

5.3. Client

Refer to HCA project Specific Construction Management Plan (CMP) – Greenwich Hospital Stage 1 on Aconex.

5.4. Public Authorities

In order to ensure emergency preparedness plans are effective and efficient communication occurs with public authorities as required. This communication may cover the following:

- Details of access and egress points for emergency vehicles
- Emergency preparedness plan details
- Safety and Environmental aspects may be discussed with relevant authorities to ensure planned measures / controls are adequate.

6. First Aid Needs Assessment

As per the 'First Aid in the Workplace Code of Practice' Construction sites are classified as high-risk workplaces. This is due to the nature of work, potential injuries and illnesses and the likelihood of occurrence of these injuries and illnesses. With this taken into account the HCA first aid needs assessment will be based on the following:

- Number of workers on the site.
- Distance from available emergency assistance.
- Any exceptional hazards on the site.

In addition to the above, the following is also considered in determining first aid requirements:

- Work rosters should ensure that at least one first aider is available on site
- First aiders should attend refresher courses to ensure competency

A person with a minimum qualification of “Occupational First Aid” is to assess and complete Appendix D “HCA Minimum First Aid Needs Assessment”.

The following steps must be taken to complete Appendix D:

- Assess peak worker numbers on site.
- Assess if remote site. If assessed as a remote site use these requirements regardless of worker numbers.
- Assess any exceptional hazards and note any requirements above the minimum.
- Sign off assessment
- Populate the First Aid and Emergency Equipment Register > First Aid Equipment Register in line with the equipment specified by your site assessment
- Nominated HCA worker to complete ongoing checks as per the populated First Aid and Emergency Equipment Register > First Aid Equipment Register at monthly intervals.

7. Emergency Equipment Needs Assessment

The nominated site Chief Emergency Warden shall assess and complete Appendix E “HCA Minimum Emergency Equipment Needs Assessment”.

The HCA emergency equipment needs assessment will be based on the following:

- The Project Risk Assessment
- Less than 4 Storeys
- 4 Storeys and Above
- Any exceptional hazards on the site (as listed in the Project Risk assessment).

In addition to the above, the following is also considered in determining emergency requirements:

All site staff are to be communicated their emergency roles as per Appendix B “Standing Orders” Roles and Responsibilities.

The nominated site Chief Emergency Warden is to assess and complete Appendix E “HCA Minimum Emergency Equipment Needs Assessment”.

The following steps must be taken to complete Appendix E:

- Assess number of storeys as per finished height of building.
- If assessed 4 Storeys and Above, complete HCA Firefighting Capability Checklist.
- Assess any exceptional hazards and note any requirements above the minimum.
- Sign off assessment.
- Complete the First Aid and Emergency Equipment Register > Fire Fighting Equipment Register in line with the equipment specified by your site assessment.

The First Aid and Emergency Equipment Register shall be used to inspect, test and maintain requirements for first aid and emergency equipment. This shall be documented via Onsite as a scheduled activity.

8. Accounting for Personnel

In the event of an emergency every person under Hindmarsh and subcontractor management control must be accounted for. Hindmarsh works collaboratively with other PCBUs to ensure all persons working or visiting the site are accounted for. In the event of an emergency all supervisors (Hindmarsh and Subcontractor) are to account for all persons under their management by conducting a roll call using the Hammertech on site register. Emergency Wardens are to coordinate this confirmation at the muster point.

9. Emergency Drills – Safety and Environment

Testing of the Emergency Management Plan is completed as per Emergency Drill Schedule. Corrective actions shall be identified and implemented as appropriate where improvement opportunities exist. This ensures emergency preparedness and response procedures / processes are fully effective and efficient. Site safety inspections also note the condition and availability of emergency equipment, exit signs, paths of travel and alarm system inspection.

During tests / drills the following elements are to be verified as inspected, tested and maintained (at regular intervals):

- Emergency equipment (safety and environment)
- Exit signs
- Paths of travel
- Alarm system / air horn / warning alarm

Emergency drills and outcomes will be documented via the Emergency Drill – Safety & Environment document.

9.1. Emergency Drill Schedule

Proposed Drill Date	Type – Select the check box for the scheduled drill type
23/02/2026	<input checked="" type="checkbox"/> Safety <input type="checkbox"/> Environmental <input type="checkbox"/> Other
09/06/26	<input checked="" type="checkbox"/> Safety <input type="checkbox"/> Environmental <input type="checkbox"/> Other
09/09/26	<input type="checkbox"/> Safety <input checked="" type="checkbox"/> Environmental <input type="checkbox"/> Other
09/12/26	<input checked="" type="checkbox"/> Safety <input type="checkbox"/> Environmental <input type="checkbox"/> Other
09/01/27	<input type="checkbox"/> Safety <input checked="" type="checkbox"/> Environmental <input type="checkbox"/> Other

10. Document & Record Management

Illness, injuries and incidents information is recorded via the Hindmarsh system Onsite. For record retention requirements please refer to the WHS Record Retention Timeframes document.

Emergency drills and outcomes will be documented via the Emergency Drill – Safety & Environment document.

11. Continual Improvement

Hindmarsh strives to continually improve all facets of business, including the effectiveness of its management systems. All employees are encouraged to forward comments and feedback on all procedures, templates, forms, processes and systems, to ensure the system reflects and supports the highest standard of business.

Appendix A

Evacuation Diagram



EVACUATION DIAGRAM

Hammondcare
97-115 River Road
Greenwich

LEGEND			
			
Fire Extinguisher	First Aid Equipment	Nurse Call	Automated External Defibrillator

IN CASE OF EMERGENCY	
R	Remove people from immediate danger 
A	Alert others & raise the alarm Contact emergency services '000' 
C	Confine fire & smoke Where practical, close doors and windows behind you. 
E	Evacuate the building Proceed to the nominated assembly area & remain here until instructed. 



Prepared by: Pre-EMPT | 1300 300 689
ISSUED: April 2024. VALIDITY: April 2029

Figure 1 – Evacuation Diagram

Appendix B

Emergency Standing Orders



Standing Orders

The checked Standing Orders are applicable to this project.

<input checked="" type="checkbox"/>	1 - Evacuation	<input checked="" type="checkbox"/>	2 - Injury / Incident Management	<input checked="" type="checkbox"/>	3 - Fire Emergency
<input checked="" type="checkbox"/>	4 - Environmental Emergency	<input checked="" type="checkbox"/>	5 - Severe Weather	<input checked="" type="checkbox"/>	6 - Earthquake
<input checked="" type="checkbox"/>	7 - Electric Shock	<input checked="" type="checkbox"/>	8 - Bomb Threat	<input checked="" type="checkbox"/>	9 - Safety Harness Rescue
<input checked="" type="checkbox"/>	10 - Confined Space Rescue	<input checked="" type="checkbox"/>	11 - Electrical / Services Damage	<input checked="" type="checkbox"/>	12 - Excavation Rescue
<input checked="" type="checkbox"/>	13 - Uncontrolled Escape of Gas	<input checked="" type="checkbox"/>	14 - Plant Collision / Rollover	<input checked="" type="checkbox"/>	15 - Crush Injuries from Plant or Materials
<input checked="" type="checkbox"/>	16 - Structure Collapse	<input checked="" type="checkbox"/>	17 – Unexpected Find of Asbestos or known Health Hazard	<input checked="" type="checkbox"/>	18 – Tower Crane Operator Recovery
<input checked="" type="checkbox"/>	19 – Jump Form Recovery	<input checked="" type="checkbox"/>	20 – Psychosocial Impact		

HCA SITE SPECIFIC ROLES

HCA SITE SPECIFIC ROLES		
	NAME	CONTACT DETAILS
CHIEF EMERGENCY WARDEN	Jack Isemonger	0459 589 763
OCCUPATIONAL FIRST AIDER	Jack Isemonger	0459 589 763
EMERGENCY WARDEN	Jason Schoenherr	0434 102 289
FIRST AID ATTENDANT	Jason Schoenherr	0434 102 289
	Jay Cross	0459 874 861
CMR PLAN SITE LIAISON	Jason Schoenherr	0434 102 289
	Jay Cross	0459 874 861

HCA SITE SPECIFIC EMERGENCY RESPONSIBILITIES

HCA RESPONSIBILITIES FOR INJURY / INCIDENT MANAGEMENT		
	PRIMARY ROLE	SECONDARY ROLE
Assess emergency	Mark Reynolds	Jason Schoenherr
Notify emergency services (note: in addition to any first on scene calls)	Tanya McErlean	Jason Schoenherr
Secure the area around the injured worker	Jack Isemonger	Jason Schoenherr
Provide First Aid and First Aid support	Jack Isemonger	Jason Schoenherr

Instruct Traffic Controllers / Man site entrances/ Meet and greet Emergency Services	Jack Isemonger	Jason Schoenherr
Organise appropriate emergency equipment (e.g. dog box)	Jack Isemonger	Jason Schoenherr
Inform Senior Project Manager, Project Manager	Jack Isemonger	Jason Schoenherr
Inform State SQE Manager	Mark Reynolds	Jack Isemonger
Inform State Construction Manager	Mark Reynolds	Jack Isemonger
Notify Regulators (e.g., SafeWork SA and/or OTR etc.)	Mark Reynolds	Jack Isemonger
Lead Investigation	Mark Reynolds	Jack Isemonger
After event Site and /or Team Briefing	Mark Reynolds	Jack Isemonger

HCA RESONSIBILITIES IN EVACUATION		
	PRIMARY ROLE	SECONDARY ROLE
Assess emergency and activate site siren	Jack Isemonger	Jay Cross
Notify emergency services (note: in addition to any first on scene calls)	Jack Isemonger	Jack Isemonger
Advise emergency warden/s to commence evacuation shutdown procedures and can nominate Assembly Area if required	Jack Isemonger	Jack Isemonger
Provide First Aid and First Aid support	Jack Isemonger	Jason Schoenherr
Collect site visitor register and go to muster point	Jay Cross	Mark Reynolds
Inform emergency services of any bulk hazardous substances e.g. Gas cylinders	Jack Isemonger	Jason Schoenherr
Instruct Traffic Controllers to meet emergency services at gate entry to direct or instruct location of emergency	Jack Isemonger	Jason Schoenherr
Check floors for other workers	Jack Isemonger	Jason Schoenherr
Check all areas office, toilets, meeting room area and lunchroom, first aid & other rooms for workers	Jay Cross	Mark Reynolds
Undertake head count – Hindmarsh staff and visitors	Jay Cross	Mark Reynolds
Undertake head count –Subcontractor leading hand/Supervisors and to HCA representative coordinating muster	Jack Isemonger	Jay Cross
Liaise with emergency Services	Jack Isemonger	Jason Schoenherr
Give all Clear to re-enter site	Jack Isemonger	Jason Schoenherr
Inform Senior Project Manager, Project Manager	Jack Isemonger	Jason Schoenherr
Inform State SQE Manager	Mark Reynolds	Jason Schoenherr
Inform State Construction Manager	Mark Reynolds	Jason Schoenherr
Notify Regulators (e.g. State Safety Regulator, EPA and/or OTR etc.)	Mark Reynolds	Jason Schoenherr
After event Site and/or Team Briefing	Mark Reynolds	Jason Schoenherr
Lead Investigation	Mark Reynolds	Jason Schoenherr

1 – EVACUATION

Evacuation process as per site induction information.

NOTIFICATION

ALL WORKERS

- Must notify HCA representative immediately. Contact **Jack Isemonger** on **0459 589 763** or any other HCA Representative
- May immediately call 000 if you believe it necessary
- May activate audible alarm device / system if you believe it necessary
- Maintain confidentiality. Do not make any statement to the media or public, including on social media. Pass on all enquiries for information to the CMR Site Liaison.

ACTION

HCA

- CEW / EW assesses the emergency and evacuation required
- Commence evacuation of site by activating **the site siren**
- If potential **CRISIS**, CEW / EW to initiate verbal notification process for potential CMR activation.
- CEW / EW to coordinate site evacuation as per **HCA ROLES & RESPONSIBILITIES IN EVACUATION**

ALL WORKERS

EVACUATE

When you hear **the site siren** evacuate the site calmly and promptly, as follows:

- Leave the site by the safest and shortest possible route.
- Follow directions of, Emergency Wardens and Emergency Service Personnel
- Proceed to the Assembly Area designated for the site.
- Do NOT cluster around doorways or stairs.
- Do NOT hinder Wardens and emergency services in carrying out their duties.
- Do NOT use hoists or lifts during evacuation
- Wait for further directions from the Chief Warden or emergency services.
- Do NOT re-enter the site for any reason until authorised to do so by the relevant emergency services.
- NEVER enter a site when the alarm is sounding

2 – INJURY / INCIDENT MANAGEMENT

NOTIFICATION

ALL WORKERS

- Must notify HCA representative immediately. Contact **Jack Isemonger** on **0459 589 763** or any other HCA Representative
- May immediately call 000 if you believe it necessary
- May activate audible alarm device / system if you believe it necessary
- Maintain confidentiality. Do not make any statement to the media or public, including on social media. Pass on all enquiries for information to the CMR Site Liaison.

ACTION

HCA

- CEW / EW to assess the emergency
- CEW/ EW to coordinate injury management as per **HCA ROLES & RESPONSIBILITIES FOR INJURY / INCIDENT MANAGEMENT**
- If potential **CRISIS**, CEW / EW to initiate verbal notification process for potential CMR activation.
- If required commence evacuation of site by activating the site siren
- CEW / EW to coordinate site evacuation as per **HCA ROLES & RESONSIBILITIES IN EVACUATION**

ALL WORKERS

EVACUATE

If **the site siren** sounds, follow 1- EVACUATION standing order as communicated in your site induction.

3 – FIRE EMERGENCY

NOTIFICATION

ALL WORKERS

- Must notify HCA representative immediately. Contact **Jack Isemonger** on **0459 589 763** or any other HCA Representative
- May immediately call 000 if you believe it necessary
- May activate audible alarm device / system if you believe it necessary
- Maintain confidentiality. Do not make any statement to the media or public, including on social media. Pass on all enquiries for information to the CMR Site Liaison.

ACTION

HCA

- CEW / EW to assess the emergency
- If it is safe to do so, commence first attack firefighting through the use of a Fire Extinguisher
- If the fire cannot be contained, commence evacuation of site by activating **the site siren**
- CEW / EW to coordinate site evacuation as per **HCA ROLES & RESONSIBILITIES IN EVACUATION**
- If potential **CRISIS**, CEW / EW to initiate verbal notification process for potential CMR activation.

ALL WORKERS

EVACUATE

If **the site siren** sounds, follow 1- EVACUATION standing order as communicated in your site induction.

4 – ENVIRONMENTAL EMERGENCY

Environmental emergency may include:

- Spills
- Floods
- Failure of Erosion and Sediment Controls
- Contaminated Material Identified on-site
- Discovery of an item of aboriginal or heritage significance

NOTIFICATION

ALL WORKERS

- Must notify HCA representative immediately. Contact **Jack Isemonger** on **0459 589 763** or any other HCA Representative
- May immediately call 000 if you believe it necessary
- May activate audible alarm device / system if you believe it necessary
- Maintain confidentiality. Do not make any statement to the media or public, including on social media. Pass on all enquiries for information to the CMR Site Liaison.

ACTION

HCA

- CEW / EW to assess the emergency
- If safe to do so, stop the source of the emergency and contain the affected area
- If required, commence evacuation of site by activating **the site siren**
- If evacuation required, CEW / EW to coordinate site evacuation as per **HCA ROLES & RESONSIBILITIES IN EVACUATION**
- If potential **CRISIS**, CEW / EW to initiate verbal notification process for potential CMR activation.
- HCA representative will contact local EPA, Council or other relevant authorities as required by legislation

ALL WORKERS

EVACUATE

If **the site siren** sounds, follow 1- EVACUATION standing order as communicated in your site induction.

5 – SEVERE WEATHER

NOTIFICATION

ALL WORKERS

- Must notify HCA representative immediately. Contact **Jack Isemonger** on **0459 589 763** or any other HCA Representative
- May immediately call 000 if you believe it necessary
- May activate audible alarm device / system if you believe it necessary
- Maintain confidentiality. Do not make any statement to the media or public, including on social media. Pass on all enquiries for information to the CMR Site Liaison.

ACTION

HCA

- Monitor weather conditions via the Bureau of Meteorology (BOM) website Monitor weather conditions via the Bureau of Meteorology (BOM) website. Hazardous weather includes;
 - Hazardous winds
 - Extreme fire risks
 - Heavy rains including potential flooding
 - Lightning storms
- HCA to discuss possible actions to be taken where a severe weather event is forecast or BOM weather alerts are in place at the daily prestart meeting eg;
 - Secure / tie down loose items
 - Shut down hoist / Crane
 - Shut down exposed plant
 - Shut down exposed work areas
 - Not permit personnel to be working at heights
- If severe weather event occurs, CEW / EW to assess the emergency
- If required, commence evacuation of site by activating **the site siren**
- If evacuation required, CEW / EW to coordinate site evacuation as per **HCA ROLES & RESONSIBILITIES IN EVACUATION**

ALL WORKERS

EVACUATE

If **the site siren** sounds, follow 1- EVACUATION standing order as communicated in your site induction.

6 – EARTHQUAKE

NOTIFICATION

ALL WORKERS

- Must notify HCA representative immediately. Contact **Jack Isemonger** on **0459 589 763** or any other HCA Representative
- May immediately call 000 if you believe it necessary
- May activate audible alarm device / system if you believe it necessary
- Maintain confidentiality. Do not make any statement to the media or public, including on social media. Pass on all enquiries for information to the CMR Site Liaison.

ACTION

HCA

- CEW / EW to assess the emergency. Please note, after an earthquake, aftershock or smaller tremors can be expected.
- Commence evacuation of site by activating **the site siren**
- CEW / EW to coordinate site evacuation as per **HCA ROLES & RESPONSIBILITIES IN EVACUATION**
- Isolate site services (electricity, gas and water)
- CEW/ EW to coordinate injury management as per **HCA ROLES & RESPONSIBILITIES FOR INJURY / INCIDENT MANAGEMENT**

ALL WORKERS

EVACUATE

If **the site siren** sounds, follow 1- EVACUATION standing order as communicated in your site induction.

7 – ELECTRIC SHOCK

NOTIFICATION

ALL WORKERS

- Must notify HCA representative immediately. Contact **Jack Isemonger** on **0459 589 763** or any other HCA Representative
- May immediately call 000 if you believe it necessary
- May activate audible alarm device / system if you believe it necessary
- Maintain confidentiality. Do not make any statement to the media or public, including on social media. Pass on all enquiries for information to the CMR Site Liaison.

ACTION

HCA

- CEW / EW to assess the emergency
- Coordinate rescue of injured worker as below:
 - **Shut down / isolate the power. Do Not Touch** the person until the electrical service has been isolated/turned off
 - Physically separate the casualty from the what was the actual source of power (i.e. remove drill from hand)
- CEW/ EW to coordinate injury management as per **HCA ROLES & RESPONSIBILITIES FOR INJURY / INCIDENT MANAGEMENT**
- If potential **CRISIS**, CEW / EW to initiate verbal notification process for potential CMR activation.
- If required commence evacuation of site by activating **the site siren**
- CEW / EW to coordinate site evacuation as per **HCA ROLES & RESONSIBILITIES IN EVACUATION**

ALL WORKERS

EVACUATE

If **the site siren** sounds, follow 1- EVACUATION standing order as communicated in your site induction.

8 – BOMB THREAT

NOTIFICATION

ALL WORKERS

- Must notify HCA representative immediately. Contact **Jack Isemonger** on **0459 589 763** or any other HCA Representative
- May immediately call 000 if you believe it necessary
- May activate audible alarm device / system if you believe it necessary
- Maintain confidentiality. Do not make any statement to the media or public, including on social media. Pass on all enquiries for information to the CMR Site Liaison.

ACTION

HCA

- **ALWAYS TAKE BOMB THREATS SERIOUSLY**
- **ASK THE CALLER AND RECORD THE FOLLOWING INFORMATION:**
 - Who are you?
 - Where are you?
 - What time is it?
 - Where is the bomb?
 - What does it look like?
 - When will it explode?
 - Why are you doing this?
- Do not hang up phone.
- **RECORD THE FOLLOWING EXTRA INFORMATION ABOUT THE CALL:**
 - The time of the call
 - Sex of the caller (male / female)
 - Adult or child's voice
 - Accents, manner etc
 - Did you recognise the voice
 - Background noises: TV, Radio, music, machinery, planes, trains, cars etc
 - Any other information about the call
- CEW / EW assess the emergency
- Commence evacuation of site by activating **the site siren**
- CEW / EW to coordinate site evacuation as per **HCA ROLES & RESPONSIBILITIES IN EVACUATION**
- If potential **CRISIS**, CEW / EW to initiate verbal notification process for potential CMR activation.

ALL WORKERS

EVACUATE

If **the site siren** sounds, follow 1- EVACUATION standing order as communicated in your site induction.

9 – SAFETY HARNESS RESCUE

CRITICAL NOTE:

SAFETY HARNESS RESCUE IS SPECIALISED, WORKERS USING SAFETY HARNESSES MUST COMPLETE AN HCA HARNESS PERMIT. THIS DOCUMENT ENSURES THAT WORKERS USING SAFETY HARNESS IN FALL ARREST HAVE SPECIFIC EMERGENCY RESCUE PROCEDURES IN PLACE FOR THIS ACTIVITY.

NOTIFICATION

ALL WORKERS

- Must notify HCA representative immediately. Contact **Jack Isemonger** on **0459 589 763** or any other HCA Representative
- May immediately call 000 if you believe it necessary
- May activate audible alarm device / system if you believe it necessary
- Maintain confidentiality. Do not make any statement to the media or public, including on social media. Pass on all enquiries for information to the CMR Site Liaison.

ACTION

HCA

- CEW / EW to assess the emergency
- If potential **CRISIS**, CEW / EW to initiate verbal notification process for potential CMR activation.
- If required assist trained workers with the emergency procedures as outlined within the HCA Harness Permit for this task
- If required CEW/ EW to coordinate injury management as per **HCA ROLES & RESPONSIBILITIES FOR INJURY / INCIDENT MANAGEMENT**
- If required commence evacuation of site by activating **the site siren**
- CEW / EW to coordinate site evacuation as per **HCA ROLES & RESPONSIBILITIES IN EVACUATION**

ACTION

WORKERS UNDERTAKING HARNESS USE

- Trained workers to commence emergency rescue procedures as outlined within the HCA Harness Permit for this task

ALL WORKERS

EVACUATE

If **the site siren** sounds, follow 1- EVACUATION standing order as communicated in your site induction.

10 – CONFINED SPACE RESCUE

CRITICAL NOTE:

CONFINED SPACE RESCUE IS SPECIALISED, WORKERS IN CONFINED SPACES MUST COMPLETE A CONFINED SPACE PERMIT. THIS DOCUMENT MUST ENSURE THAT SPECIFIC EMERGENCY RESCUE PROCEDURES ARE IN PLACE FOR THIS ACTIVITY.

NOTIFICATION

ALL WORKERS

- Must notify HCA representative immediately. Contact **Jack Isemonger** on **0459 589 763** or any other HCA Representative
- May immediately call 000 if you believe it necessary
- May activate audible alarm device / system if you believe it necessary
- Maintain confidentiality. Do not make any statement to the media or public, including on social media. Pass on all enquiries for information to the CMR Site Liaison.

ACTION

HCA

- CEW / EW to assess the emergency
- If potential **CRISIS**, CEW / EW to initiate verbal notification process for potential CMR activation.
- If required assist trained workers with the emergency procedures as outlined within the Confined Space Permit for this task
- If required CEW / EW to coordinate injury management as per **HCA ROLES & RESPONSIBILITIES FOR INJURY / INCIDENT MANAGEMENT**
- If required commence evacuation of site by activating **the site siren**
- CEW / EW to coordinate site evacuation as per **HCA ROLES & RESONSIBILITIES IN EVACUATION**

ACTION

WORKERS UNDERTAKING CONFINED SPACE WORK

- Trained workers to commence emergency rescue procedures as outlined within the Confined Space Permit for this task

ALL WORKERS

EVACUATE

If **the site siren** sounds, follow 1- EVACUATION standing order as communicated in your site induction.

11 – ELECTRICAL SERVICES DAMAGE

NOTIFICATION

ALL WORKERS

- Must notify HCA representative immediately. Contact **Jack Isemonger** on **0459 589 763** or any other HCA Representative
- May immediately call 000 if you believe it necessary
- May activate audible alarm device / system if you believe it necessary
- Maintain confidentiality. Do not make any statement to the media or public, including on social media. Pass on all enquiries for information to the CMR Site Liaison.

ACTION

HCA

- CEW / EW to assess the emergency
- **Shut down / isolate the power**
- If caused by plant, CEW / EW to instruct operator to remain in cab and not touch metal surfaces
- If required commence evacuation of site by activating **the site siren**
- If potential **CRISIS**, CEW / EW to initiate verbal notification process for potential CMR activation.
- If required CEW / EW to coordinate site evacuation as per **HCA ROLES & RESONSIBILITIES IN EVACUATION**
- If required CEW / EW to coordinate injury management as per **HCA ROLES & RESPONSIBILITIES FOR INJURY / INCIDENT MANAGEMENT**

ALL WORKERS

EVACUATE

If **the site siren** sounds, follow 1- EVACUATION standing order as communicated in your site induction.

12 – EXCAVATION RESCUE

CRITICAL NOTE:

EXCAVATION RESCUE MAY BE SPECIALISED, WORKERS CONDUCTING EXCAVATION MUST COMPLETE An HCA EXCAVATION PERMIT. THIS DOCUMENT ENSURES THAT SPECIFIC EMERGENCY RESCUE PROCEDURES ARE IN PLACE FOR THIS ACTIVITY.

NOTIFICATION

ALL WORKERS

- Must notify HCA representative immediately. Contact **Jack Isemonger** on **0459 589 763** or any other HCA Representative
- May immediately call 000 if you believe it necessary
- May activate audible alarm device / system if you believe it necessary
- Maintain confidentiality. Do not make any statement to the media or public, including on social media. Pass on all enquiries for information to the CMR Site Liaison.

ACTION

HCA

- CEW / EW to assess the emergency
- If potential **CRISIS**, CEW / EW to initiate verbal notification process for potential CMR activation.
- If required assist trained workers with the emergency procedures as outlined within the HCA Excavation Permit for this task
- If required CEW / EW to coordinate injury management as per **HCA ROLES & RESPONSIBILITIES FOR INJURY / INCIDENT MANAGEMENT**
- If required commence evacuation of site by activating **the site siren**
- CEW / EW to coordinate site evacuation as per **HCA ROLES & RESONSIBILITIES IN EVACUATION**

ACTION

WORKERS UNDERTAKING EXCAVATION

- Trained workers to commence emergency rescue procedures as outlined within the HCA Excavation Permit for this task

ALL WORKERS

EVACUATE

If **the site siren** sounds, follow 1- EVACUATION standing order as communicated in your site induction.

13 – UNCONTROLLED ESCAPE OF GAS

NOTIFICATION

ALL WORKERS

- Must notify HCA representative immediately. Contact **Jack Isemonger** on **0459 589 763** or any other HCA Representative
- May immediately call 000 if you believe it necessary
- May activate audible alarm device / system if you believe it necessary
- Maintain confidentiality. Do not make any statement to the media or public, including on social media. Pass on all enquiries for information to the CMR Site Liaison.

ACTION

HCA

- CEW / EW to assess the emergency
- If potential **CRISIS**, CEW / EW to initiate verbal notification process for potential CMR activation.

Leak Outside

- Isolate the area with bollards and barrier tape if possible, alternatively strategically place personnel / wardens at any access points keep clear to 30 Metres.
- Shut down any possible sources of ignition within controlled area e.g. Mobile Plant, Vehicles, Electrical Plant at switchboards, pilot lights or gas appliances.
- Consider evacuation of nearby buildings, if buildings are within 30 Metres buffer zone, notify Security of buildings to be evacuated and use exits that are furthest away from leak zone.
- If required commence evacuation of site by activating **the site siren**
- If required CEW / EW to coordinate site evacuation as per **HCA ROLES & RESPONSIBILITIES IN EVACUATION**
- If required CEW / EW to coordinate injury management as per **HCA ROLES & RESPONSIBILITIES FOR INJURY / INCIDENT MANAGEMENT**

Leak Inside

- Commence evacuation of site by activating **the site siren**
- CEW / EW to coordinate site evacuation as per **HCA ROLES & RESPONSIBILITIES IN EVACUATION**
- If safe to do so, shut down / isolate the gas supply
- If safe to do, shut off / isolate power supply for building
- If required CEW / EW to coordinate injury management as per **HCA ROLES & RESPONSIBILITIES FOR INJURY / INCIDENT MANAGEMENT**

ALL WORKERS

EVACUATE

If **the site siren** sounds, follow 1- EVACUATION standing order as communicated in your site induction.

14 - PLANT COLLISION / ROLLOVER

NOTIFICATION

ALL WORKERS

- Must notify HCA representative immediately. Contact **Jack Isemonger** on **0459 589 763** or any other HCA Representative
- May immediately call 000 if you believe it necessary
- May activate audible alarm device / system if you believe it necessary
- Maintain confidentiality. Do not make any statement to the media or public, including on social media. Pass on all enquiries for information to the CMR Site Liaison.

ACTION

HCA

- CEW / EW to assess the emergency
- If safe to do so, shut down / isolate the plant, do not climb onto or endanger yourself on unstable vehicles / plant
- Isolate the area from other workers
- If suspected crush injuries follow 15 - Crush Injuries from Plant or Materials
- If potential **CRISIS**, CEW / EW to initiate verbal notification process for potential CMR activation.
- If required CEW / EW to coordinate injury management as per **HCA ROLES & RESPONSIBILITIES FOR INJURY / INCIDENT MANAGEMENT**
- If required commence evacuation of site by activating **the site siren**
- If required CEW / EW to coordinate site evacuation as per **HCA ROLES & RESONSIBILITIES IN EVACUATION**

ALL WORKERS

EVACUATE

If **the site siren** sounds, follow 1- EVACUATION standing order as communicated in your site induction.

15 – CRUSH INJURIES FROM PLANT OR MATERIALS

NOTIFICATION

ALL WORKERS

- Must notify HCA representative immediately. Contact **Jack Isemonger** on **0459 589 763** or any other HCA Representative
- May immediately call 000 if you believe it necessary
- May activate audible alarm device / system if you believe it necessary
- Maintain confidentiality. Do not make any statement to the media or public, including on social media. Pass on all enquiries for information to the CMR Site Liaison.

ACTION

HCA

- CEW / EW to assess the emergency
- If potential **CRISIS**, CEW / EW to initiate verbal notification process for potential CMR activation.
- Coordinate rescue of injured worker as below:
 - **If required, shut down / isolate the plant**
 - If safe and physically possible, all crushing forces should be removed as soon as possible
- CEW / EW to coordinate injury management as per **HCA ROLES & RESPONSIBILITIES FOR INJURY / INCIDENT MANAGEMENT**
- If required commence evacuation of site by activating **the site siren**
- CEW / EW to coordinate site evacuation as per **HCA ROLES & RESONSIBILITIES IN EVACUATION**

ALL WORKERS

EVACUATE

If **the site siren** sounds, follow 1- EVACUATION standing order as communicated in your site induction.

16 – STRUCTURE COLLAPSE

NOTIFICATION

ALL WORKERS

- Must notify HCA representative immediately. Contact **Jack Isemonger** on **0459 589 763** or any other HCA Representative
- May immediately call 000 if you believe it necessary
- May activate audible alarm device / system if you believe it necessary
- Maintain confidentiality. Do not make any statement to the media or public, including on social media. Pass on all enquiries for information to the CMR Site Liaison.

ACTION

HCA

- CEW / EW to assess the emergency
- Commence evacuation of site by activating **the site siren**
- CEW / EW to coordinate site evacuation as per **HCA ROLES & RESPONSIBILITIES IN EVACUATION**
- If potential **CRISIS**, CEW / EW to initiate verbal notification process for potential CMR activation.
- Coordinate rescue of any trapped workers as below:
 - If safe and physically possible, remove debris from around trapped worker/s
 - If safe, support unstable debris to allow removal of trapped worker/s
- If suspected crush injuries follow 15 - Crush Injuries from Plant or Materials
- CEW / EW to coordinate injury management as per **HCA ROLES & RESPONSIBILITIES FOR INJURY / INCIDENT MANAGEMENT**

ALL WORKERS

EVACUATE

If **the site siren** sounds, follow 1- EVACUATION standing order as communicated in your site induction.

17 – UNEXPECTED FIND OF ASBESTOS OR KNOWN HEALTH HAZARD

NOTIFICATION

ALL WORKERS

- Must notify HCA representative immediately. Contact **Jack Isemonger** on **0459 589 763** or any other HCA Representative
- May immediately call 000 if you believe it necessary
- May activate audible alarm device / system if you believe it necessary
- Maintain confidentiality. Do not make any statement to the media or public, including on social media. Pass on all enquiries for information to the CMR Site Liaison.

ACTION

HCA

- CEW / EW to assess the emergency
- Cease work in the area, and adjacent work areas and establish a 10m exclusion and containment zone;
- Communicate the unexpected find and immediate control measures to potentially affected workers and the regulator (for Asbestos Only) and engage Occupational Hygienist.
- If required commence evacuation of site by activating **the site siren**

ALL WORKERS

EVACUATE

If **the site siren** sounds, follow 1- EVACUATION standing order as communicated in your site induction.

18 – TOWER CRANE OPERATOR RECOVERY

NOTIFICATION

CRANE CREW

- Must notify HCA representative immediately. Contact **Jack Isemonger** on **0459 589 763** or any other designated HCA Representative
- May immediately call 000 if you believe it necessary –
WHEN CONTACTING EMERGENCY SERVICES ENSURE THAT YOU NOTIFY THEM THAT IT IS A VERTICAL RESCUE
- In the event of a fire in the tower base, assess if it is safe to evacuate, if not stay within the cabin.
- Maintain confidentiality. Do not make any statement to the media or public, including on social media. Pass on all enquiries for information to the CMR Site Liaison.

ACTION

HCA

- CEW / EW to assess the emergency
- Call 000 if not already done by crane crew.
WHEN CONTACTING EMERGENCY SERVICES ENSURE THAT YOU NOTIFY THEM THAT IT IS A VERTICAL RESCUE
- If potential **CRISIS**, CEW / EW to initiate verbal notification process for potential CMR activation.
- Attend to the crane operator once emergency is assessed with required First Aid equipment
- Ensure access to site is clear – relocate any vehicles that may be in the loading bay
- Set up traffic management for Emergency Services access
- Make available hoist or any other equipment to the Emergency Services
- If required CEW/ EW to coordinate injury management as per **HCA ROLES & RESPONSIBILITIES FOR INJURY / INCIDENT MANAGEMENT**
- If required commence evacuation of site by activating **the site siren**
- CEW / EW to coordinate site evacuation as per **HCA ROLES & RESPONSIBILITIES IN EVACUATION**
- In the event of fire in the tower base – call 000
- Isolate power to the crane
- Commence firefighting if safe to do so
- Once fire is extinguished operator to evacuate the cabin if capable, or if injured
- Recovery by SAMFS, SAAS as above

ALL WORKERS

EVACUATE

If **the site siren** sounds, follow 1- EVACUATION standing order as communicated in your site induction.

19 – JUMP FORM RECOVERY

NOTIFICATION

WORKERS

- Must notify HCA representative immediately. Contact **Jack Isemonger** on **0459 589 763** or any other designated HCA Representative
- May immediately call 000 if you believe it necessary –
WHEN CONTACTING EMERGENCY SERVICES ENSURE THAT YOU NOTIFY THEM THAT IT IS A VERTICAL RESCUE
- Maintain confidentiality. Do not make any statement to the media or public, including on social media. Pass on all enquiries for information to the CMR Site Liaison.

ACTION

HCA

- CEW / EW to assess the emergency
- Call 000 if not already done by crane crew.
WHEN CONTACTING EMERGENCY SERVICES ENSURE THAT YOU NOTIFY THEM THAT IT IS A VERTICAL RESCUE
- If potential **CRISIS**, CEW / EW to initiate verbal notification process for potential CMR activation.
- Attend to the worker once emergency is assessed with required First Aid equipment
- Prepare the stretcher
- Ensure access to site is clear – relocate any vehicles that may be in the loading bay
- Set up traffic management for Emergency Services access
- Make available hoist or any other equipment to the Emergency Services
- If required CEW/ EW to coordinate injury management as per **HCA ROLES & RESPONSIBILITIES FOR INJURY / INCIDENT MANAGEMENT**
- If required commence evacuation of site by activating **the site siren**
- CEW / EW to coordinate site evacuation as per **HCA ROLES & RESPONSIBILITIES IN EVACUATION**

ALL WORKERS

EVACUATE

If **the site siren** sounds, follow 1- EVACUATION standing order as communicated in your site induction.

20 – PSYCHOSOCIAL EMERGENCY

Psychosocial Emergencies may include:

- panic attacks
- risk of suicide or self-harm
- violence and aggression
- traumatic events
- psychosis
- depression & mood disorders

Psychosocial impacts may also include fatigue, stress and sleep disorders. Mental Health First Aid is the first step in providing assistance to a worker or subcontractor.

The ALGEE action plan is:

- **A**pproach, assess and assist with any crisis - assess the risk of suicide or harm and look for signs of trauma and high anxiety.
- **L**isten to the person non-judgmentally.
- **G**ive the person reassurance, support and information.
- **E**ncourage the person to seek appropriate professional help.
- **E**ncourage the person to seek self-help and other support strategies.

NOTIFICATION

WORKERS

- Notify a HCA Representative if you think someone is experiencing a psychosocial emergency
- May immediately call 000 if you believe it necessary and there is risk of self harm
- Maintain confidentiality. Do not make any statement to the media or public, including on social media. Pass on all enquiries for information to the CMR Site Liaison.

ACTION

HCA

- CEW / EW to assess the emergency. If a subcontractor, notify the supervisor of the event.
- Call 000 if person is at risk of suicide or self harm.
- Remove the person from the work area and find a quiet place to manage the worker. eg. The first aid room.
- If potential **CRISIS**, CEW / EW to initiate verbal notification process for potential CMR activation.
- If required CEW/ EW to coordinate injury management as per **HCA ROLES & RESPONSIBILITIES FOR INJURY / INCIDENT MANAGEMENT**
- Assess and assist the worker to resume work, attend a medical practitioner or escort to a next of kin. For subcontractors, this is the responsibility of the Subcontractor.
- Monitor the welfare of the HCA worker following the event. For subcontractors, this is the responsibility of the Subcontractor.
- Encourage appropriate professional help through:
 - HCA AccessEAP on 1800 818 728
 - Mates in Construction on 1300 642 111
 - OzHelp on 1300 694 357

- The Worker's General Practitioner or other Medical Professionals
- Maintain privacy and discuss with HCA People and Performance.

ALL WORKERS

EVACUATE


If **the site siren** sounds, follow 1- EVACUATION standing order as communicated in your site induction.

Appendix C

Emergency Telephone Report



Emergency Telephone Report

WHO WAS CONTACTED?	
<input type="checkbox"/> 000	
<input type="checkbox"/> Police	
<input type="checkbox"/> Fire Brigade	
<input type="checkbox"/> Ambulance	
BE PREPARED TO ANSWER:	
1. LOCATION site entry point	(Detail site entry points here)
 STATE =	
 SUBURB =	
 STREET =	
 Mention any Casualties – Hazards – Your Name & Contact No	
<ul style="list-style-type: none">• TYPE OF EMERGENCY• CASUALTIES• ASSISTANCE REQUIRED• HAZARDS • TELEPHONE CONTACT NUMBER• NAME OF CONTACT	
ANY INSTRUCTIONS? <input type="checkbox"/> NO <input type="checkbox"/> YES (List below)	
ESTIMATED TIME OF ARRIVAL:	
DATE:	TIME:

REMEMBER, KEEP CALM – SPEAK CLEARLY


Appendix D

HCA Minimum First Aid Needs Assessment



HCA Minimum First Aid Needs Assessment

Occupational First Aider to assess.

Equipment Required	SITE ASSESSMENT (Site Worker Numbers / Location of Site) Site Worker Numbers are for the calculated peak worker numbers including Site Office staff. <i>Remote Site = A Site where medical assistance is > 30 minutes away.</i>				Site Specific Comments
	0-50 Workers	51-100 Workers	100+ Workers	Remote Site	
Site Numbers Identification (check applicable)	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
National Workplace Kit – Portable	1	1	1	1	
National workplace Kit extra (may be portable or wall mount)	1	1	1	1	
Standalone First Aid Room	0	0	1	1	
Trained First Aiders (“Provide First Aid” course as minimum)	1	3	2 + 1 for every 25 people over 100	1 per 10 workers	
Trained First Aiders (“Advanced First Aid” course as minimum)	0	1	1	1	
Trained First Aiders (“Occupational” course as minimum)	1	0	1	0	
Stretcher	1	1	1	1	
Defibrillator	1	1	1	1	
Oxy Therapy	0	1	1	1	
Nurse Call	0	1	1	1	
Sharps Container	1	1	1	1	
Eye Wash Capacity (e.g. 15 minutes flush)	1	1	1	1	
Burn Cooling capacity (e.g. 15 minutes running water)	1	1	1	1	
Further first Aid Equipment due to exceptional hazards on site as identified in the Project Risk Assessment (add extra lines if required):					
First Aid Equipment assessment completed by (must be qualified Occupational First Aider):	Jack Isemonger		Signature: 		Date: 20/02/26
First Aid Equipment register to be checked by (HCA worker name):	Jack Isemonger		First Aid Kit Contents to be Checked and Stocked by (e.g. HCA or St Johns, St James) Uneedit		Jack Isemonger


Appendix E

HCA Minimum Emergency Equipment Needs Assessment



HCA Minimum Emergency Equipment Needs Assessment

Chief Emergency Warden to assess

Equipment Required	SITE ASSESSMENT Number of storeys to be assessed as per finished height of building		Site Specific Comments
	Less Than 4 Storeys	4 Storeys and Above	
Site Numbers Identification (check applicable)	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
On Site Emergency Communications System	1	1	
Adequate communication to contact 000	1	1	
Fire Extinguishers	1 at every entry/exit point (minimum 2 per floor)	1 at every entry/exit point (minimum 2 per floor)	Nominate total number of fire extinguishers required:
Firefighting capability	Fire extinguishers as per above adequate	CEW to complete HCA Firefighting Capability Checklist below	<u>Must</u> be completed prior to reaching 4 storeys
Emergency Access and Extraction points (e.g. stretcher stairs, First aid crane-able man-box, internal stair access)	2	2 (1 may be personnel hoist)	Specify type for this site:
Personnel Hoist	0	1 once Level 4 is reached	
Spill Kit	1	1	
Further Emergency Equipment due to exceptional hazards on site as identified in the Project Risk Assessment (add extra lines if required):			
Emergency Equipment assessment completed by Chief Emergency Warden:	Jack Isemonger	Signature: 	Date: 20/02/26
Emergency Equipment register to be checked by (HCA worker name):	Jack Isemonger	Fire Extinguishers inspected at 6 monthly intervals by (e.g. HCA or Subcontractor):	Subcontractor - Bettafire

HCA Fire Fighting Capability Assessment

Suitable means of fire-fighting must be installed to the degree necessary in a building under construction to allow initial fire attack by construction workers and for the fire brigade to undertake attack on the fire appropriate to-

- (a) the fire hazard; and
- (b) the height the building has reached during its construction.

Fire extinguishers are to be provided on site, in accordance with the deemed to satisfy provision (a) below. The CEW is to complete the fire extinguisher register for the site and document that the required inspections have been completed.

HCA will take into account, as a minimum standard, the BCA Deemed to satisfy provisions Section E1.9 Fire precautions during construction.

- a) Minimum of one fire extinguisher to suit Class A, B and C fires and electrical fires must be provided at all times on each storey adjacent to each required exit or temporary stairway or exit; and
- b) after the building has reached an effective height 12m (4 Storeys) –
 - i. The building hydrants and fire hose reels must be operational in at least every storey which is covered by the roof or the floor structure above, except the 2 uppermost storeys.
 - ii. Any building booster connections must be installed

If the deemed to satisfy provision above can be met, please sign below

If the deemed to satisfy provision above cannot be met the CEW will complete the below checklist to ensure sufficient firefighting capability during construction.

Checklist for building solutions to assist in meeting the Objective Performance Requirement (where the deemed to satisfy provisions cannot be met):		
No.		Comment / Action
1	Advice is sought from the Emergency Services (Local Fire Brigade). <i>This early engagement is critical to support Fire Brigade firefighting requirements and capabilities specific to the site.</i>	PM to contact nearest FRNSW Station
2	Hydrant / booster water supply is sourced early in the program, lead times may vary dependent on water authority resources and permit applications.	Existing hospital booster remains operational
3	Street fire hydrant or hydrants location has been identified and added to Emergency management / evacuation drawing and is clearly accessible to the Fire Brigade appliance (Truck) at all times during construction.	Existing hospital hydrant remains operational
3(a)	Temporary hydrant booster connection may need to be made available on the building side based on fire brigade advice.	Not Required

4	Alternate temporary water supply or permanent water supply for hose reels has been established after building reaches 12m. Note: Fire Hose reels must function with appropriate performance (pressure and volume) necessary to allow user safe initial attack on a fire.	Not Applicable
5	Process and procedure is in place for the supply of site fire safety information, the information is current and can be relayed to the fire brigade on arrival for the following: <ul style="list-style-type: none"> • Site personnel all evacuated and accounted for or there are missing persons known. • Site power supply isolation is known and accessible for crane, plant and equipment power and distribution boards etc. • Hazardous or flammable substances type, location and quantities including gas in cylinders are known. • In the case of any site mains natural gas supply the shut off valve location is known. 	Ensure Processes and Procedures are in Place
6	Housekeeping strategies have been developed to minimise accumulation of combustible materials.	Ensure Processes and Procedures are in Place
7	Hot work strategies are in place to eliminate fires as a result of welding, grinding, blowtorch and or oxy acetylene use.	Ensure Processes and Procedures are in Place
8	Chief Emergency Warden training is current as per Emergency Management Plan.	Ensure Processes and Procedures are in Place
9	Emergency (deputy) Warden and area warden training is current as per the Emergency Management Plan. This training may be based on experience, external training or regular fire drill participation.	Ensure Processes and Procedures are in Place
10	Expert Judgment (Fire Brigade) for alternative solutions must be documented.	Nil alternative solutions

<input checked="" type="checkbox"/> All actions within this above checklist have been implemented as required. or <input type="checkbox"/> Deemed to satisfy provisions are met.		
Name: Jack Isemonger	Signature: <i>J&I</i>	Date: 28/01/2026

Appendix F

External Emergency Contact Details



External Emergency Contact Details

IN CASE OF ACCIDENT OR EMERGENCY:

Fire	000
Ambulance	000
Police	000
Gas	131 909
Electricity	13 13 88
Doctor or Medical Centre (Synergy Medical Practice)	9966 8871
Poisons	13 11 26
Gas Emergency	131 909
Electrocution	000
Safety Authority	13 10 50
Environmental Protection Authority	131 555

EMERGENCY PHONE CALL:

STATE:

“I HAVE AN EMERGENCY TO REPORT”

YOUR NAME

THE EMERGENCY IS AT: GREENWICH HOSPITAL – 97-115 River Road Greenwich

TYPE OF EMERGENCY: <type of emergency>

DON'T HANG UP UNTIL ASKED TO DO SO

ANSWER ALL QUESTIONS

CLOSEST HOSPITAL / MEDICAL CENTRE

Name	Royal North Shore Hospital
Address	Reserve Rd St Leonards
Telephone Number	9926 7111
Casualty Access	Reserve Rd St Leonards



ADELAIDE

Level 6, 45 Grenfell Street
Adelaide
SA 5000
T +61 8 8228 4188
F +61 02 6247 8898
sa@hindmarsh.com.au

CANBERRA

Level 1, 41/65 Constitution Avenue Campbell
ACT 2612
T +61 2 6129 1500
F +61 2 6247 8898
act@hindmarsh.com.au

SYDNEY

Suite 2, Level 27
100 Miller Street
North Sydney NSW 2060
T +61 2 9274 1100
F +61 2 6247 8898
nsw@hindmarsh.com.au