

ENVIRONEX INTERNATIONAL PTY LTD.

EMERGENCY PLAN

**18 HALIFAX DRIVE
BUNBURY W.A. 6230**

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1.0 INTRODUCTION

This Dangerous Goods Emergency Management Plan (DG-EMP) applies to the ENVIRONEX INTERNATIONAL site located at 18 Halifax Drive, Bunbury, WA

The Site houses the accounting, sales, computer servers and factory manufacturing and storage facilities.

These services are located in one building. A site layout drawing is attached at Appendix A. Some of these operations also involve the storage and handling of dangerous goods and workplace hazardous substances on site, with dangerous Goods Site Licence DGS 014411 applying.

A site inventory and the location of related storage and handling facilities are attached in Appendix B.

1.1 Regulatory Framework

The Department of Mines and Petroleum (DMP) administers the *Dangerous Goods Safety Act 2004* (Act) and the *Dangerous Goods Regulations (Storage and Handling of Non-Explosives) Regulations 2007* (Regulations) on behalf of the State Government. Storage and handling of dangerous goods must comply with the requirements of this legislation.

The Regulations require a Dangerous Goods Emergency Response Plan (DG-ERP) to be developed in compliance with Regulation 75. This DG-ERP complies with the requirements of this Regulation and the *Dangerous Goods Sites Emergency Planning Code (DOCEP 2008)*.

1.2 Dangerous Goods Safety Policy

The policy of ENVIRONEX INTERNATIONAL Pty Ltd with respect to dangerous goods safety is to abide by any state or federal regulations and to promote the spirit of the regulations in relation to workers' and public personal safety.

The intent of this plan is to identify dangerous goods related emergency situations that could occur on site and to clearly outline the necessary steps to take to ensure the safety of employees, site visitors, property and the environment in the event of a dangerous goods emergency occurring.

The objective is to:

- Prevent injuries and minimise harm both on and off site
- Minimise property loss or damage,
- Minimise operational losses, and
- Maintain good public relations and minimise the impact on the local environment.

The safety management process is based on the following steps:

- Identification of feasible emergency events
- Assessment of the potential severity of these emergency events
- Planning processes to control emergencies and reduce impact inside and outside the site boundary
- Clearly defined roles and responsibilities for emergency response and communication
- Clear and structured communication processes
- Training and planned emergency exercises
- Provision of adequate emergency response resources
- Planning for stabilisation of the scene and for clean up

- Review of the effectiveness of response and continual improvement in emergency response efficiency

1.3 DG-EMP Distribution:

Copies of this plan are distributed to the following job functions:

- Director – Business Development Copy No 1
- Production Manager: Copy No 2

Copies are also located at:

- Dispatch Office Copy No 3
- Gate Emergency Canister Copy No 4

1.4 DG-EMP Maintenance and Approval:

This plan is reviewed on both a regular basis (12-monthly) and whenever any changes occur that could affect the risk profile of the site. (e.g. significant change to stock-holdings/product range, modification of facilities or equipment,, new neighbours, outcomes of emergency events or training exercises, and as a result of suggestions from the workforce).

The following table, Table 1, lists the relevant roles and related responsibilities for maintenance and distribution of this plan

Table 1:

ROLE	RESPONSIBILITIES
<i>The National Operations Manager</i>	<ul style="list-style-type: none"> • Review and approve this plan and all subsequent updates prior to their distribution. • Act as chief warden and crisis centre coordinator • Communicate and coordinate activities of wardens
<i>Chemist acting as System Coordinator</i>	<ul style="list-style-type: none"> • Initiate and coordinate periodic review of this plan • Coordinate reviews requested by Production Manager • Compile and present required updates to the National Operations Manager for approval, and • Distribute approved and updated copies of this plan as per the approved distribution list.
Site Supervisor:	<ul style="list-style-type: none"> • Act as area warden and emergency response Leader • Initiate reviews due to changes to their business activities or facilities. • Liaise and cooperate with the <i>OH&S Advisor</i> on the review process and ensure that subordinates are kept informed of any changes to this plan

1.5 Incident Investigations & Reporting:

The Financial Controller has the responsibility to ensure that all emergency incidents under his jurisdiction are investigated.

The Financial Controller has the responsibility for statutory reporting of any incidents involving dangerous goods. This includes provision of advice and assistance to any external response agencies and regulators in the event of a statutory investigation.

Loss of containment of dangerous goods will be reported to DMP by the Financial Controller in line with statutory requirements detailed in Part 6 of the *Dangerous Goods Safety (Storage and Handling of Non-Explosives) Regulations 2007* and Section 6 of the *Dangerous Goods Safety Act 2004*.

2.0 DEFINITIONS

ECC:	Emergency Control Centre
ERT:	Emergency Response Team
ERTL:	Emergency Response Team Leader
CCC:	Crisis Centre Coordinator
EMP:	Emergency Management Plan

3.0 DETAILS

3.1 Site Location

The site is located within the developed block of land included in Halifax Drive, Craigie St, and a creek along the side of the Bunbury Bypass.

Geographical (GDA94) coordinates for the main entrance to the site are:

Latitude -33°21'40" S; Longitude 115°40'09" E

3.2 Demography

Normal working hours are 6 am - 5 pm Monday to Friday.

The site employs a total work force of 5 full time people and weekly visitations of the Financial Controller and Production Manager from Wangara:

The site occupies approximately 0.4 Hectare (4000 m²). It is bounded by commercial development on the north, east and south.

There is one entrance to the site – located on Halifax drive.

There is only one major building located on site. Offices are located on the eastern side, Bulk and parcel deliveries are via the northern side of the building.

A plan of the site is provided in Appendix A. The plan also shows the locations of relevant emergency information - muster and evacuation point, fire control equipment, site drainage, dangerous goods storage, spill control kits etc.

3.3 Site Activities and Licences

Activities on this site include mixing of chemicals for liquid cleaning formulations for the food industry, some dairy industry cleaning formulations and bulk decanting of acids, alkalis and sodium hypochlorite.

The site is licensed by:

- DMP for the storage of dangerous goods: Licence No DGS014411 applies
- Dept Environment Regulation: No permit required
- Poison Licence: No licence

The size and nature of the business make it a significant industrial operation in the area and a significant dangerous goods site.

3.4 Emergency Provisions

The general rules and provisions for emergency management are outlined in this Section.

3.4.1 Capability

The on-site emergency response capability is focused on preserving and protecting life. The ability to protect property is limited by the skill-set, numbers and competencies of the workforce.

The on-site Emergency Response Team is only equipped and trained to perform a sweep of the areas to ensure they are clear of personal in an evacuation, to respond to spills that can be contained and to assist DFES in shutting down/repair to plant and equipment or to provide first aid to injured persons.

It can also deal with small fires that do involve dangerous goods stored on the premises and can contain and recover minor spills of dangerous goods.

For incidents exceeding this capability the site relies on the state Fire and Emergency Services.

3.4.2 Credible Emergency Situations

The following are considered realistic potential emergency situations involving dangerous goods that could occur on site:

Table 2:

INCIDENT TYPE & LOCATIONS	POTENTIAL IMPACT	POTENTIAL OUTCOME	CONTROLS
Fire (Fuel, solvent, sealers in flammable storage areas)	Explosion/rapid escalation & spreading of the fire Emissions of toxic smoke Environmental damage	Death/serious injury Fire contained on site in wetter months – potential destruction of offices and nearby buildings Could spread to adjacent storage areas. Exposure of neighbours (minor injury/discomfort) Potential smoke damage to adjacent property air pollution contaminated run-off wildlife & habitat damage disruption to public amenity use of adjacent wetlands & parks	Local extinguishers and fire-hoses installed Trained employees
Flammable Gas Leak (LPG forklift cylinders)	Fire/explosion	Death/serious injury Fire outcomes as above	Local extinguishers and fire-hoses installed Trained employees
Spillage on site during handling and loading (Tank farm)	Contact to skin eyes Exposure to employees: Inhalation of toxic/corrosive vapours Environmental impact	Blindness/ scarring/ death Non life-threatening Nausea/dizziness on-site impact	As for fire above Trained “First Aiders”, emergency shower/ eye wash facilities; SDS Spill control kits; trained employees; external contractor assistance
Bomb Threat	Injury/damage to personal or property	Death/Serious Injury and any of the above based on the nature and type of threat	Evacuate, Call DFES Alert neighbours
Personal Intrusion	Injury/damage to personal or property	Death/Serious Injury and any of the above based on the nature and type of threat	Evacuate, Call DFES Alert neighbours

A detailed list of individual’s response to these incidents is provided in Section 4 and in the associated Emergency Response Procedure.

3.4.3 Emergency Roles and Responsibilities

The following table summarises key emergency response roles and responsibilities:

Table 3:

POSITION	ER POSITION/LOCATION	KEY RESPONSIBILITIES
National Operations Manager National Sales Manager	Crisis Centre Coordinator • Site Office or muster area	Overall control related to first response to any emergency Communicates with external agencies and regulators Provides support to the Crisis Centre Coordinator Responds to queries from media and family Ensures all personnel are evacuated and accounted for as required Communicates with near neighbours as required or delegates this function to the liaison officer
Site Supervisor	ERT Leader • Scene of Incident, Site Office or muster area	Provides first and safe response to the incident Directs the activities of other employees Ensures all employees are evacuated to a safe Muster Area Operates as part of an emergency team and responds to small uncomplicated emergencies Keeps Crisis Centre Coordinator informed Assesses and advises Crisis Centre Coordinator when external assistance is required
Trained and competent employee(s)	Muster Area Marshall • Muster Area	Ensures all personnel are evacuated to the Muster Area. Conducts roll call Reports missing personnel to the ERT Leader via the Crisis Centre Coordinator .
Trained and competent employee(s)	Site/Scene Security • Access gates/roads	Controls access to the site/scene. Ensures only personnel essential to carrying out the emergency response action remain in the vicinity of the incident. Provide First Aid Assistance

It is the responsibility of all positions shown in Table 3 above to ensure that their responsibilities are delegated to suitably competent personnel when they are off site

3.4.4 Initiation

The alarm is raised by word of mouth, by dialling “All page”¹ on an internal phone or by calling the Regional Manager and advising the person who answers the call, the nature and location of the emergency. These numbers are monitored from 8 am – 5 pm Monday to Friday.

The **Emergency Alarm System** for this site is part of the security alarm system. It can be initiated by pressing the red alarm button. Staff responsible for initiating the alarm are: National Production Manager, and Site Supervisor. Alarm initiation points are located at office/ packaging area entrance and the manufacturing area/ packaging area entrance.

Once the siren is sounded this initiates the emergency procedure involving the mobilisation of key staff and evacuation of non-essential staff to the emergency evacuation point. Respective actions are outlined in Individual Action Cards. The alarm can be cancelled by emergency services or any of the staff authorised to raise the alarm. Twisting the alarm button and allowing to pop out turns off the alarm.

3.4.5 Response

Response is based on the following priorities.

- The first priority is to immediately alert all employees who may be at risk from the emergency and all near-neighbours if relevant. This must be done before any attempt is made to control the emergency.

- All emergencies severe enough to involve external response agencies must be immediately notified to the Financial Controller. A listing of emergency contact numbers is included in Table 4 in Section 3.4.6 below.

It is the responsibility of the ERT Leader to assess if specific emergencies require evacuation and/or involvement of external agencies. In any event, the site will always be evacuated if there is any doubt about the need to evacuate.

There is a single Muster/Evacuation Point on site, located at the north western part of the front entrance. This location may not always be downwind of a fire, in which case personnel will be moved to the south western part of the site, off site on the other side of Halifax Drive, depending on the prevailing wind direction. If convenient and safe, mobile telephones should be taken to the assembly area to assist in warning neighbours and arranging assistance.

Action taken by internal personnel to control emergencies must only be taken when it is safe to do so and only if trained and competent. First response will only continue while it remains safe and until the arrival of external support.

The safety of employees and contractors will always take first priority over loss of equipment, assets and protection of the environment.

3.4.6 Emergency Support Services & External Contacts

The following table, Table 4, provides the contact details for civil and private contractor emergency service providers and neighbouring companies.

The Emergency Response Procedure, attached as Appendix C, provides details on when and who should contact these organisations.

Table 4:

SERVICE	DISTANCE	LOCATION	TELEPHONE NO
<u>Emergency Services (External)</u>			
Bunbury Fire Station DFES	4.7 km	36 Forrest Avenue BUNBURY WA 6230	9271 4644
St John Ambulance Service			1300360 455
Bunbury Police Stations	6.4 km	Prinsep Street, Bunbury, WA 6230	13 1444 or 9722 2111
South Bunbury Hospital	7.2 km	Mangles St Bunbury	0406 242 464
<u>Statutory Organisations</u>			
Dept. Mines, Industry Regulation & Safety (DMIRS)			000 (emergency) 9222 3333 (general)
Dept. Water &		35-39 McCombe	9726 4111

Environmental Regulation (DWER)		Rd	
Bunbury City Administration		4 Stephen Street BUNBURY WA 6230	9792 7000
Western Power			13 13 51
Telstra			12 51 11
Water Corporation			13 13 75
<u>Contract Organisations</u>			
Bunbury Hospital (South West Health Campus)		Cnr Robertson Drv & Bussell Hwy, Bunbury WA 6230	9722 1000
Cleanaway (Vacuum Trucks)			0499 333 943
Cleanaway (Chemical Spill Cleanup)			1800 774 557
<u>Neighbours (in order of distance from site)</u>			
Bunbury Towing		14 Halifax Dr	9725 7588
All Rubber		22 Halifax Dr	9707 2451
Millards		13 Halifax Dr	9721 3033
Moyle Engines		10a Halifax Dr	9726 0000
Bunbury Auto Wreckers		24 Halifax Dr	9725 4105
SMS		9 Halifax Dr	6424 8027 / Mal: 0407 449 623
Hansen Automotive		2/10 Halifax Dr	9725 6852
Monster Martial Arts		4/10 Halifax Dr	0419 930 990
WA Skills Training		12 Halifax Dr	9724 7888
State of the Art Stone		3/15 Halifax Dr	9725 6379
Postformers Southwest		1&2/29 Halifax Dr	9725 7731

3.4.7 On-site Emergency Facilities & Equipment Provisions

The following provisions are in place for dealing with site emergency situations:

Table 5:

FACILITY	LOCATION	CONTACT
Emergency Muster/Evacuation Point	Front entrance to site	-
Emergency Control Centre	Director- Business Management Office	Intercom – page all
First Aid Kits	1. Northern Exit door from packaging store 2 Western exit from Manufacturing Area	

Trained First Aid Providers	Factory	Trevor Reinders (despatch)
Safety Data Sheets	Computer - F:\msds or F:\msdsotter	Chemist
Copy of Emergency Plan	F:\emplan\emplan bunbury Environex	Production Manager
Fire Alarm activation points	1. Door between offices and packaging store 2. Door between Manufacturing and packaging stores	
Fire control equipment: <ul style="list-style-type: none"> • Extinguishers • Hose Reels • Hydrants 	see DG site diagram Also see F:\CHEMIST\DG stuff\Site Storage areas 2009>List safety Gear	Production Manager
Chemical Spill Control Kits	Production areas	Production Manager
Visitors Log	Office Reception Desk	South West Regional Manager

3.4.8 Personnel Training

A Training Needs Analysis has been conducted and the following training has been identified as required for site personnel;

3.4.10 Emergency Training Exercises

Periodic exercises will be conducted to test the suitability of Procedures, Equipment and Training, as per the frequencies shown below:

• Building Evacuation	Twice Yearly
• Site Evacuation Exercise	1 yearly

Each exercise shall require a thorough debrief of participants with recommendations for any training, procedure or equipment changes documented.

The documentation of each exercise, debrief notes and recommendations shall be kept by the Emergency Response Coordinator.

3.4.11 Explanation of Appendices/Figures

The following can be found in appendices to this ERP:

Locations of emergency response equipment, Evacuation Points, Muster Areas can be seen in the site map in Appendix A.

An Emergency Log Sheet is used for recording actions taken during any emergency and emergency exercises can be seen in Appendix C. This sheet can be used to record key information for internal and external notification and is used during de-brief to aid in identification and elimination of problem areas.

An Emergency Debrief Sheet is used for recording actions arising from the debrief meeting and can be found in Appendix D. This ensures that decisions made during debrief are recorded and progress in implementing actions is auditable. These actions are tracked until completion.

Emergency Action Cards for quick reference by specific personnel during an emergency event can be seen in Appendix E.

The Emergency Response Organisation Structure can be seen in Figure 1 below, with the Emergency Response Action Chart at Figure 2.

Figure 1: Emergency Response Organisation Structure

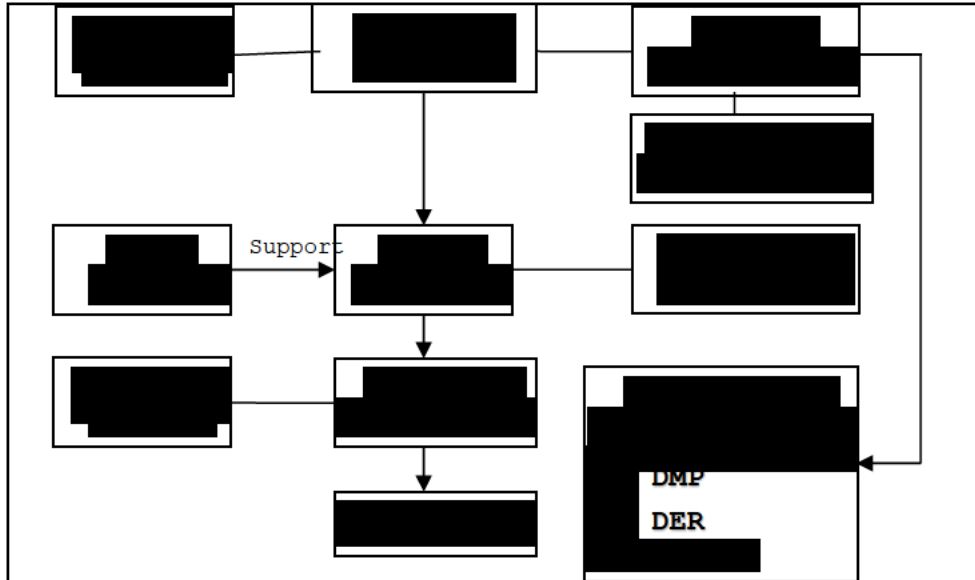
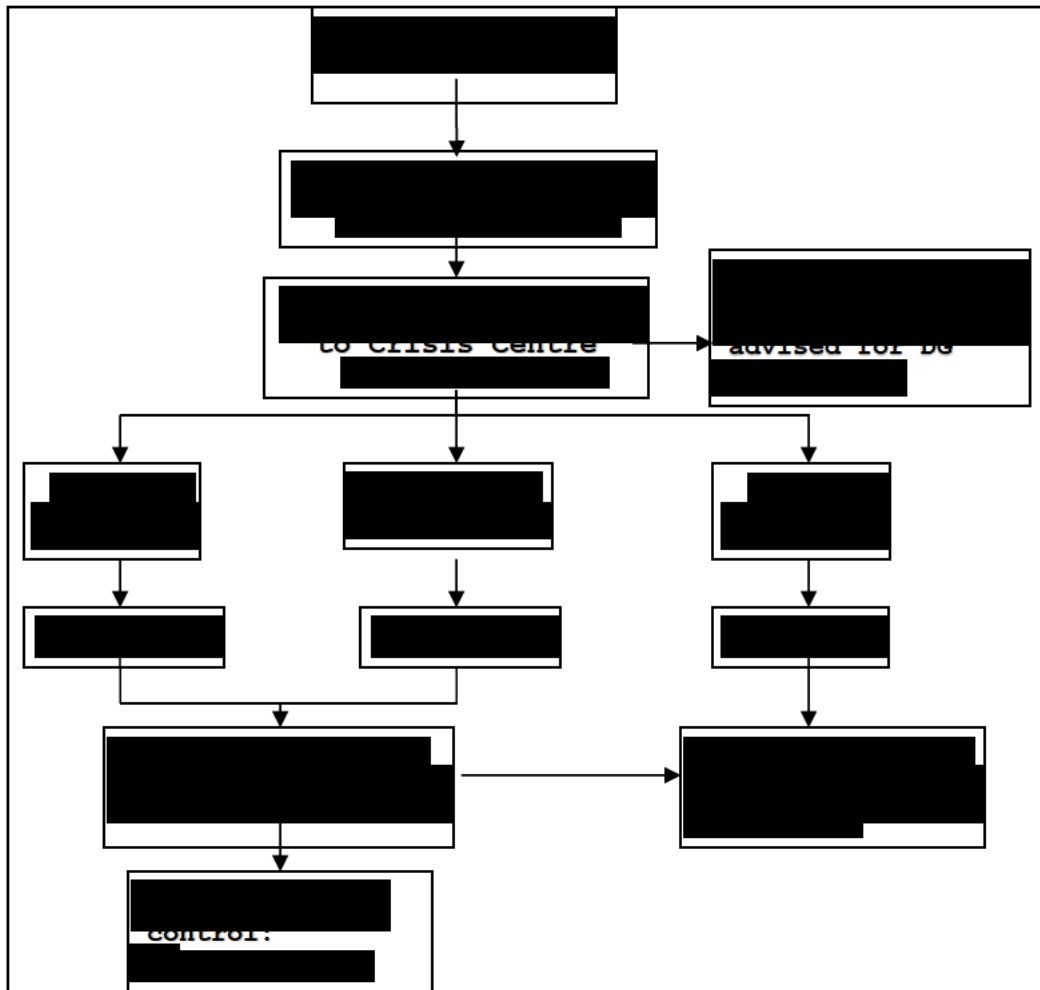


Figure 2: Emergency Response Action Chart



A flow chart of the associated Emergency Response Procedure is attached at Appendix F.

4.0 EMERGENCY SCENARIOS & RESPONSE

Several types of emergencies can occur on this site. Most of these are minor and not included in this plan as they can be dealt with without resorting to this plan, as they have no major consequences. The three areas most likely to be a major hazard are:

- Fire and
- Hazardous Chemical Mixes
- Tank Fracture

Fire is a serious hazard on the site due to the storage of flammables, combustibles and oxidising agents. Oxidising agents hamper efforts to extinguish the fire because of their ability to ignite combustible materials. The most likely causes of a fire on site are due to:

- electrical spark from live or static electricity,
- presence of vapours in the Class 3 area or where Class 3 goods are stored,
- spillage causing contact of organic materials with oxidizing agents.

Hazardous Chemical Mixtures: Hazardous chemical mixtures may occur on site resulting in several different emergencies. Examples of this are shown below. These are not limiting in their scope but are generally indicative of the type of hazardous reactions which may occur.

HAZARDOUS MIX	RESULT
Sodium Hypochlorite and Acids	Release of Chlorine gas
Caustic Alkali and Aluminium or Zinc	Explosive Hydrogen gas
Oxidizing Agent and Organic Materials	Possible cause of fire/explosion
Ammonia and Hypochlorite	Forms explosive hydrazine

Tank Fractures: The bunded area on site contains bulk tanks for Class 8 Corrosive agents. Leakage from the Class 8 tanks will pose a hazard to any persons in the immediate area through contact and vapour exposure. In the case of vapour exposure this may also present a hazard to the public. Environmental impact is minimised due to the bunding around all of the bulk storage tanks.

4.1 FIRE: Responsibilities and Actions

The site has an overall HAZCHEM rating of ●3WE.

This means that in an emergency, evacuation of all personnel not involved in the control or limitation of the emergency is the suggested course of action. It is also suggested that dry chemical is the preferred choice of fire extinguishing agent and that breathing apparatus is always required in case of fire.

4.1.1 Person discovering the fire

First response to fire must only be carried out when safe to do so and only by personnel who are trained and competent. Small fires can be responded to by any employee (all employees receive basic training in fire response) and larger fires by Fire and Emergency Services (DFES).

Initial notification of any fire is to the Crisis Centre Coordinator and hence to the ERT Leader (refer Figure 1).

General response – All employees

Do not respond to any fire unless:

It is safe to do so

There is a safe line of retreat

You are trained, capable and competent to fight fires

You have the correct extinguisher or other fire-fighting medium immediately to hand

Do not attempt to respond to any fire if there is a risk of explosion (e.g. LPG, solvents, petrol, gas cylinders, etc).

In the event of explosion, the area of the explosion must not be approached.

Anyone in the area of an explosion must immediately evacuate the area to a Muster Area well clear of the scene of the explosion.

Overall response – All employees

In the event of fire being discovered, the person discovering the fire must:

- Quickly control or restrict the spread of fire (if safe to do so) and assist anyone in **immediate** danger if safe to do so
- Raise the alarm by shouting “FIRE” in the local area. Contact the ERT Leader (Site Supervisor) or Crisis Centre Coordinator giving information related to:
 - The location of the fire
 - The severity of the fire
 - Number of injured and nature of injuries

- Make notes of events, actions and times during the emergency through to the All Clear being given (use log sheet Appendix C).

4.1.2 All Employees

Upon being notified of a fire or other emergency, all employees must:

Take your car keys (you may be sent home immediately) and evacuate to the Muster Area

Remain at the Muster Area unless directed otherwise by the Muster Area Warden

Conduct themselves in an orderly manner whilst at the Muster Area

Assist in response only if trained and competent to do so

4.1.3 Muster Area Warden

Upon being notified of a fire or other emergency, the Muster Area Warden must:

Wardens have full authority, above the normal management structure, to direct the evacuation of all personnel from their areas

Verify the building has been evacuated

Proceed to the Muster Area

Undertake a head-count at the Muster Area and report names and missing personnel to the Chief Warden who is the Crisis Centre Coordinator

Make notes of events, actions and times during the emergency immediately following the emergency (use log sheet Appendix C)

4.1.4 ERT Leader

Upon being notified of a fire, the ERT Leader must:

Activate the building Alarm or advise the Warden to activate alarm

Conduct a sweep of all areas of responsibility and move all personal to assembly point advise everyone to go to the upwind Muster Point Assess the incident

If safe to do so assess the risk and determine an action plan and ask employees if they are willing to assist to rectify the hazard or minimize risk or consequences from hazard

Determine if company trucks need to be moved off site

Provide direction and support to the Search and Rescue crew to ensure a search for missing personnel is conducted as required

Initiate the request for external assistance (e.g. DFES, St Johns) as required

Coordinate first aid activities until arrival of external agencies

Ensure that all persons are evacuated to Muster Areas as required

Liaise with and update the Chief Warden - Crisis Centre Coordinator as required

Support external response agencies upon arrival

Call for the "All Clear" to be given once the incident has been controlled

Make notes of events, actions and times during the emergency immediately following the emergency (refer log sheet Appendix C)

4.1.5 Chief Warden - Crisis Centre Coordinator

Upon being notified of a fire or other emergency, the Crisis Centre Coordinator must:

Assume control of the emergency

Ensure all normal business function cease

Activate the building Alarm and advise everyone to go to the upwind Muster Point

Proceed to Emergency Command Centre

Ensures first aid assistance is rendered to employees as required

Ensure that the Muster Warden has provided information on any missing persons

Ensure that Area Wardens have shutdown access onto the site.

Ensure that someone has switched off the electrical board on the verge

Act on the instructions/advice of the ERT Leader regarding rectifying the hazard, controlling the scene and evacuating the site

Determine if surrounding business will be affected and if they need to evacuate

Ensure the Communication Officer has contacted external response agencies

Ensures the Communication Officer has contacted surrounding businesses to advise them evacuate if required

Ensures the Communication Officer is creating and maintaining a log of events; actions and times during the emergency and immediately after (refer Appendix C).

When the emergency is controlled, silences alarms and direct a return to work

Organise an emergency debrief as soon as practicable after the emergency

Prepares and incident report

4.1.6 First Aid Warden

Collects portable first aid kits

Establishes first aid post at the direction of chief warden

Ambulance crew directed to first aid warden

Backup warden as directed

Maintains communication with chief warden

4.1.7 Communication Warden

Upon being notified of an evacuation collects emergency kit and follows the direction of the chief warden:

Maintains a log of events

Contacts people as directed by chief warden including emergency response, authorities neighbors, emergency contacts for injured persons

Provides instructions to area wardens and others as directed by the chief warden

4.2 MAJOR DANGEROUS GOODS SPILLAGES: Responsibilities and Actions

The procedures outlined in this section are to minimise the potential impact of major spillages of dangerous goods.

- The principal risk associated with dangerous goods spillage on site is fire – if a fire starts it should be dealt with as per Section 4.1 above.
- It is envisaged that the majority of spill events on site will be minor and will not require the assistance of external support services:

Upon hearing the emergency alarm, all personnel who do not have specific responsibilities as detailed in this section should evacuate to the emergency assembly area at the front of the building or other area as directed by senior staff or other authorised delegate as per Appendix G. The personnel listed below are assigned duties listed below and in Appendix H:

Site evacuation shall take precedence over the notification of neighbours. All notification of neighbours by telephone shall be done by mobile phone.

4.2.1 All Employees (Major FLAMMABLE LIQUID Spillage on site)

In the event of a large Flammable Liquid spillage (eg xylene) where there is an immediately apparent risk of fire, the person discovering or responsible for the spill must:

Act immediately to stop/control further spillage and prevent a fire starting, if safe to do so - do not enter the spillage or get solvent on your body/clothing

- Evacuate the area

- Activate the site emergency alarm process (red button) – also ring the production manager (██████████ - mobile ██████████)

In the event of a large solvent spillage where there is no immediately apparent risk of fire the person discovering or responsible for the spill must:

Act immediately to stop/control further spillage and prevent a fire starting, if safe to do so - do not enter the spillage or get solvent on your body/clothing

Clear personnel out of the area of the spill

Exclude ignition sources for a distance of at least 20m.

Contain the spillage using sand or earth (front-end-loader)

- Obtain assistance to recover liquid and/or assist with clean-up
- Complete an incident report

4.2.2 ERT Leader (Major Spillage on site)

In the event of a large spillage of flammable liquid or spillage of solvent where there is an apparent fire risk the Emergency Controller must:

- Assess the situation and risk
 - Consider evacuation of the site
 - Contact DFES for assistance if required

Act to contain, control and recover the situation as per the following process if safe to do so

MINOR DANGEROUS GOODS SPILLAGES: Responsibilities and Actions

The procedures outlined in this section are to minimise impact of minor spillage of dangerous goods.

As for major spillages, the principal risk associated is fire

If a fire starts quickly control or restrict the spread of fire if safe to do so and assist anyone in immediate danger

Where it is not safe to attempt to control the fire it should be dealt with as per Section 4.1 above. External assistance may be required for spillages of other products where there is an obvious and imminent fire hazard.

All Employees (Minor Flammable liquid Spillage on site)

In the event of a minor spillage where there is an imminent risk of fire, the person discovering or responsible for the spill must:

Act immediately to stop/control further spillage and prevent a fire starting, if safe to do so - do not enter the spillage or get spilled materials on your body/clothing

- Clear the immediate area of the spill
- Activate the site emergency alarm process – dial ██████████ - mobile ██████████

In the event of a minor spillage where there is no apparent risk of fire the person discovering or responsible for the spill must:

Act immediately to stop/control further spillage and prevent a fire starting, if safe to do so - do not enter the spillage or get solvent on your body/clothing

Clear personnel out of the area of the spill

Exclude ignition sources for a distance of at least 20m.

Contain the spillage using sand or earth (spill control kits)

- Obtain assistance through the ERT Leader to clean-up
- Complete an incident report

ERT Leader (Minor Flammable Spillage on site)

In the event of a minor spillage where there is an imminent fire risk the Emergency Controller must:

- Assess the situation and risk
- Consider evacuation of the site
- Contact DFES for assistance if required

Act to contain, control and recover the situation as per the following process if safe to do so

In the event of a minor spillage with no apparent fire risk the Emergency Coordinator must:

- Ensure the area is secured from non-essential personnel
- Coordinate the containment and clean up process in line with the Emergency Response Work Instruction (attached)
- Record the incident and retain details on file
- Ensure recovered spillage and contaminated waste is packaged in sealed labelled and leak proof containers
- Ensure that waste is transported and disposed of in compliance with regulatory requirements
- Ensure the incident is investigated to identify root causes in order to minimise potential for recurrence

4.3 LPG: Responsibilities and Actions

In the event of an LPG fire or leak from an LPG cylinder or tank:

Evacuate to a Muster Area at a safe distance from the cylinder.

If safe to do so, cool the cylinder with a hose reel from a safe location until the fire goes out.

Do not attempt to extinguish the fire.

Immediately notify DFES.

4.4 Containment and Suppression of Spills

Where a spillage occurs within the bunded area and is contained therein, it will be the responsibility of the Production Manager, or Production Supervisor to organise the packaging, neutralisation (if applicable) and disposal of the waste. Outside resources such as Cleanaway/ Viola are only required in the event that the volume of the spill is outside the capacity of available packaging onsite. Where possible, neutralisation should take place in-situ and the spill then pumped through the waste water treatment system.

Any emergency producing large amounts of contaminated liquid (eg a fire being doused with large amounts of water leading to contaminated water) may require the assistance of Cleanaway vacuum trucks to remove the contaminated water from the waste treatment system & containment areas.

4.4.1 Acid Spills.

If directed to assist in the containment of the spill the following action should be taken:

1. Wear emergency response suit with respirator fitted with inorganic gas cartridge or self contained breathing apparatus to protect from splashes and vapours.
2. Evacuate other personnel from the area, preferably upwind. Stop or minimize leakage if possible.
3. Dam or absorb the spillage using sand, earth or absorbent socks. Neutralize slowly with soda ash or lime. Collect using a shovel and place in containers for disposal ensuring that no water is able to get into the containers as this may cause a violent reaction. Inform the Fire Brigade or Police if necessary.
4. Spill may be neutralised in situ then disposed of via sewer.

5. If the spill is exposed to a fire, move upwind. Inform Fire Brigade and Police. Water may also be used to keep nearby containers cool. The type of fire extinguisher used is dependent on the material involved.

4.4.2 Caustic Or Alkaline Spills.

If directed to assist in the neutralisation of a caustic/ alkali spill the following procedure should be undertaken.

1. Wear Emergency Response Suit with respirator fitted with inorganic gas cartridge or self contained breathing apparatus mask to protect from splashes and vapours.
2. Evacuate other personnel from the area, preferably upwind. Stop or minimize leakage if possible. Neutralize slowly with sodium metabisulphate.
3. Dam or absorb the spillage using sand, earth or absorbent sock. Collect using a shovel and place in containers for disposal according to applicable regulations. Do not allow water to get into the containers as this may cause a violent reaction.
4. Spill may be neutralised in situ then disposed of via sewer.
5. If the spill is exposed to a fire, move upwind. Inform Fire Brigade and Police. Water may also be used to keep nearby containers cool. The fire extinguisher used is dependent on the material involved.

4.4.3 Flammable Liquid Spills.

The major hazard derived from the spillage of flammable liquids is the possibility of fire or explosion from local ignition sources.

Clean-up procedure:

1. Immediately shut off all sources of ignition and warn nearby workers to evacuate.
2. Wear Emergency Response Suit and a respirator fitted with an organic vapour cartridge or a self contained breathing apparatus.
3. Stop or minimize leak where possible. Move upwind. Inform Police or Fire Brigade.
4. Prevent run off to drains or environment by damming with sand, earth or absorbent sock. Absorb on sand, earth or absorbent sock and use a shovel and transfer the material to containers for disposal according to local authority regulations.

4.4.4 Toxic Goods.

The greatest hazard from poisons is their deleterious effect on human health. All efforts should be made to avoid allowing Class 6 goods from entering drains or contaminating the environment.

1. Wear Emergency Response Suit with self-contained breathing apparatus.
2. Evacuate personnel and move upwind. Shut off or minimize spill where possible.
3. Prevent run off to drains or environment by damming with sand, earth or absorbent sock. Absorb spill with sand, earth or absorbent sock and use a shovel to collect for disposal according to local authority regulations.
4. If involved in a fire, warn all people downwind as smoke may contain toxins. Notify Police or Fire Brigade, informing them of the nature, quantity and location of the material involved. Use an extinguisher appropriate to the chemical. Water may be used to keep nearby containers cool to prevent them rupturing.
5. Cleanaway/ Viola must be contracted to supply a vacuum truck to collect all water used.

4.4.5 Spillage into Soak Wells

1. There are 5 soak wells between the building and the tank farm.
2. Each soak well is nominally 2.4 m diameter by 2.4 m deep
3. The soak wells are interconnected and flow to the stormwater dam.

4. Any material entering the soak well system should be pumped out (eg cleanaway)
5. The contractor should be advised of the nature of the spill so appropriate precautions can be taken.

4.5 Bomb Threat

1. Have wardens arrange for staff to search their work areas for anything suspicious
2. Have wardens check passageways, outside exit doors and the muster area for anything suspicious
3. Have wardens commence evacuation **leaving doors open**
4. Ensure police have been called
5. On arrival of police pass on all relevant details

4.6 Personal Threat

During an armed intrusion

1. Obey the bandits instructions
2. Stay out of the way if you are not directly involved
3. Make no sudden or unpredictable movements that may alarm the bandit
4. Be calm and observe as much as possible (appearance, clothes, accent, distinguishing features, direction of departure, and mode of transport)
5. DO NOT attempt to apprehend or overcome the bandit
6. When the bandit has left, call police. When notifying the police give the name and address of the premises, then number of offenders, a brief description of any vehicles used and the direction they left in

When notified of the armed intrusion the chief warden will

7. Have wardens close off the area to others until the police have assessed the area
8. Have wardens try to get names and addresses of witnesses
9. Have wardens get witnesses to not make statements to anyone except the police or management
10. Repeat for the police the actual words spoken by the bandit

5.0 Termination of the Emergency

After the elimination of a hazardous emergency, and the subsequent Termination of the Emergency, it will be the responsibility of the Financial Controller or Production Manager to prepare a report. This report shall investigate the possible causes, effects and repercussions of the incident. Internal investigation of this sort will be independent of any that must be prepared by any Government Agency or Quasi-Autonomous Non-Government Organization, but it shall endeavour not to interfere in any investigation of any type required by law.

- The investigation shall result in a report and a copy filed with:
 - Chemist (Quality Assurance Coordinator)
 - Company Files
- The report shall include but not be limited to:
 - Statements from witnesses to the accident. These statements should attempt to be as complete and accurate as possible as this shall help to ascertain the exact cause of the incident.
 - Assessment of damage to stock, property, personal injury and collateral damage caused by the incident.
 - An assessment of possible ways to minimize the risk of the same or similar type of accident re-occurring in the future.

APPENDIX A. SITE PLAN



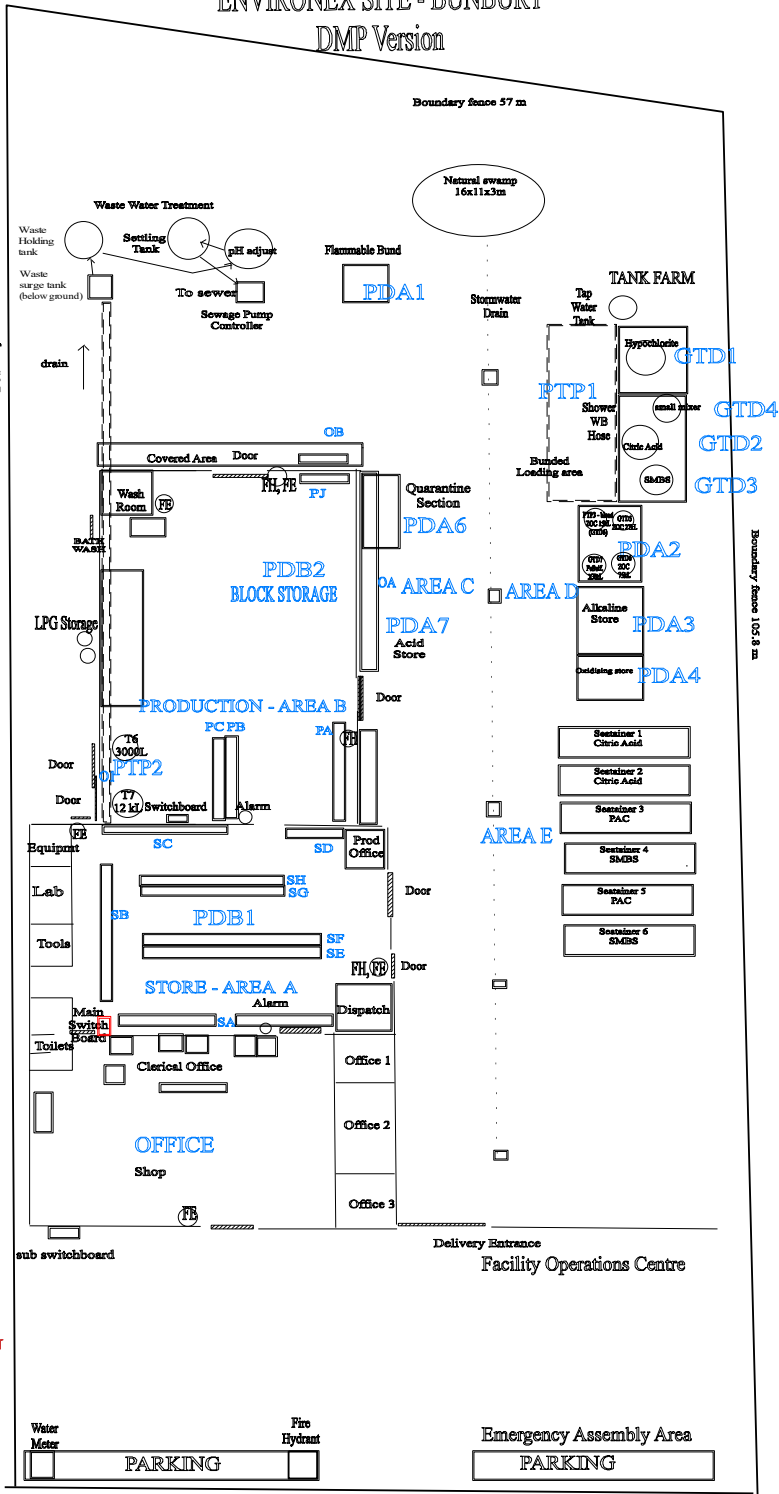
Figure 1-Environex Bunbury (centre white building)

ENVIRONEX SITE - BUNBURY
DMP Version

- DG Storage areas - Bunbury
- GTD1 Sodium Hypochlorite
- GTD2 Citric Acid 50% (non DG)
- GTD3 Bisulfites, aqueous solutions
- GTD4 Mix - SMBS
- GTD5,6 ZOC Storage
- PTP3 ZOC Blending (GTD6)
- GTD7 Ferric Sulfate 42%
- PDA1 Flammable Liquid Large pkg
- PDA2 ZOC storage, mixing
- PDA3 Alkaline Liquid Large pkg
- PDA4 Oxidising Liquid (banded pallets)
- PDA6 Quarantine (mixture)
- PDA7 Acid drums
- PDB1 Store small pkg
- PDB2 Production - raw materials
- AREA B Sestainer - non DG (smbs, citric solid)

- FACTORY STORAGE AREAS
- A Office Area
- B Store (Warehouse Storage)
- C Production (Manufacturing)
- D Tank Storage
- E Uncovered Area (external to Building)

- DG PROCESSING AREAS
- PTP1 SMBS mixing
- PTP2 Liquid mixes



Environex International; 18 Halifax Drive,
Bunbury WA 6230 - 17/05/2024
Lot 37, 6343m2; Building Area 2200 m2

Boundary fence 60 m

AREA	Area A (PDB1)	Area B (PDB2)	Area F (PDB 11)	PDA1	Area C (PDA6/7)	Tank Farm	WHOLE SITE
HAZCHEM CODE	*3W	*3W	1W	2YE	3X	2X	*3WE

APPENDIX B – SITE INVENTORY AND LOCATION

Summary of the dangerous goods storage (Table B1) and related hazards (Table B2):

TABLE B1 – Dangerous Goods Storage

Area	Contained Sub-areas	Location Codes	Store Type	Stored DG	Typical Qty	Units
Area A STORE	Finished Goods – Packaged	PDB1	PDB	Class 8 acids – 20 L max size	4	kL
		PDB1		Class 8 alkali – 20 L max size	2	kL
		PDB1		Class 3 Flam Liquid	0	kL
		PDB1		Class 5.1 Oxidising	0	kL
		PDB1		Combustibles	0.04	kL
Area B PRODUCTION	Liquid Mixing	PTP2	PTP	Corrosive liquids mixing (Caustic, Acid, Hypochlorite range)	5	kL
	Raw Material Storage	PDB2	PDB	Class 3 Flammable	0	Tonne
		PDB2		Corrosive solids 25 kg bags	161	Tonne
		PDB2		Corrosive, 15, 200L, 1000L	16	Tonne
TANK FARM	Tank Farm	GTD1	GTD	Sod Hypo 12.5% bulk	11	Tonne
		GTD2		Citric Acid Solutions (Non-DG)	6	Tonne
		GTD6		ZOC solutions	32	Tonne
		GTD7		Ferric Sulfate	27	Tonne
		PTP1	PTP	Corrosive Liquid (Loading/ Unloading)	0.0	Tonne
Area C	Corrosive Liquid, Acid	PDA6/7	PDA	200L, IBCs	45	Tonne
Area C	200L drums	PDA1	PDA	Flammable Liquids	0.2	Tonne
Area C	200L drums	PDA1	PDA	C1 Combustible Liquids	0	Tonne
Area D	200L drmm + IBCs	PDA2		Corrosive Liq Alkali	42	Tonne

Area D						
Oxidising		PDA4		Hydrogen Peroxide and Peracetic Acid	0.5	Tonne
Area F		PDB11	PDB	Oxidising solid	0	Tonne

Table B2 Hazards Summary

LOCATION	DANGEROUS GOODS DETAIL: CLASS, CONTAINMENT, TYPICAL INVENTORY	HAZARDS
GTD – tank farm	<ul style="list-style-type: none"> Class 8 Corrosive liquids - Sodium hypochlorite and ZOC Solution). GTD – 36 tonne nominal 	<ul style="list-style-type: none"> Major Spillage Minor spillage Toxic gas (chlorine) Burns to skin, eyes, throat
Pda1, pdb1	<ul style="list-style-type: none"> Class 3 flammable liquids and C1 combustible – 200 L drums in bund storage. Pda1 – 1.1,Tonne. Small packages in pallet storage- Pdb1 – 0.5 tonne 	<ul style="list-style-type: none"> Fire, Vapour Explosion Major Spillage Minor spillage
Pda7, pdb2	<ul style="list-style-type: none"> Class 8 Corrosive solids in 200 kg or less packages – pallet racks. Pda7 – 6.1 tonne. Pdb2– 4.6 tonne 	<ul style="list-style-type: none"> Minor spillage Burns to skin, eyes, throat
Pda2, pdb2	<ul style="list-style-type: none"> Class 8 Corrosive liquids – alkaline - 200L drums (Pdb2) and Ibc's. (Pda2 – 17 tonne). 	<ul style="list-style-type: none"> Major Spillage Minor spillage Burns to skin, eyes, throat
Pda3	<ul style="list-style-type: none"> Corrosive liquids – acid -1000L bulki, 200L drum, Pda3 – 10 tonne. 	<ul style="list-style-type: none"> Major spillage Minor spillage Burns to skin, eyes, throat
Pda4	<ul style="list-style-type: none"> Class 5.1 Oxidising powders – 25 kg bags or pails –. Pdb11 – 1.8 tonne 	<ul style="list-style-type: none"> Minor spillage Burns to skin, eyes, throat

APPENDIX C

EMERGENCY LOG SHEET

Date of Incident: _____ Time of Incident: _____

Type of Incident: Fire Spill Bomb Personal Threat Storm

Area of Incident: _____

Time of Notification: _____

Time of Notification to Emergency Coordinator: _____

Notified by: _____

Summary of Incident:

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Details of Incident:

No of Injured	Time of Evacuation	Time Head Count Confirmed	Time of Return to Work

Other comments:

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APPENDIX D

EMERGENCY DEBRIEFING SHEET

Date of Incident: _____ Time of Incident: _____

Type of Incident: Fire Spill

Area of Incident: _____

Date of Debrief: _____

Areas for Improvement:

Required Improvement	Action Required	By Who	By When	Action Complete

Signed (Chief Warden): _____ Date: _____

APPENDIX E.

INDIVIDUAL EMERGENCY ACTION CARDS

INDIVIDUAL EMERGENCY ACTION CARD	INDIVIDUAL EMERGENCY ACTION CARD
<u>Crisis Centre Coordinator</u>	<u>Backup Crisis Centre Coordinator When Production Manager is off site</u>
<ol style="list-style-type: none"> 1. On initiation of emergency siren head directly to <u>Crisis Centre.</u> 2. Co-ordinate <u>Emergency Response Team.</u> 3. Assist Emergency Services. 	<ol style="list-style-type: none"> 1. On initiation of emergency siren get time cards and head directly to <u>Crisis Centre.</u> 2. Co-ordinate <u>Emergency Response Team.</u> Assist Emergency Services.
INDIVIDUAL EMERGENCY ACTION CARD	INDIVIDUAL EMERGENCY ACTION CARD
<u>Liaison Officer</u>	<u>Backup Liaison Officer When Managing Director is off site</u>
<ol style="list-style-type: none"> 1. Where possible Use Public Address System to announce there is an emergency and that all-personnel should leave the area and move calmly to the emergency assembly area. 2. Move to evacuation point with emergency response kit 3. Call all required Emergency Services. 4. Send 1 accounted for person to each driveway entrance to stop non-essential traffic from entering the site. 5. Record log of events 6. Notify neighbours of emergency situation Millard Marine 9721 3033 All Rubber Services 9707 2451 Ausquip Industries 9780 1499 Bunbury and Busselton Towing Services 9725 7588 7. Liaise with all media and government agencies. 8. Direct Emergency Services to <u>Crisis Centre.</u> 	<ol style="list-style-type: none"> 9. Where possible Use Public Address System to announce there is an emergency and that all-personnel should leave the area and move calmly to the emergency assembly area. 10. Move to evacuation point with emergency response kit 11. Call all required Emergency Services. 12. Send 1 accounted for person to each driveway entrance to stop non-essential traffic from entering the site. 13. Record log of events 14. Notify neighbours of emergency situation Millard Marine 9721 3033 All Rubber Services 9707 2451 Ausquip Industries 9780 1499 Bunbury and Busselton Towing Services 9725 7588 15. Liaise with all media and government agencies. Direct Emergency Services to <u>Crisis Centre.</u>
INDIVIDUAL EMERGENCY ACTION CARD	INDIVIDUAL EMERGENCY ACTION CARD
<u>Crisis Centre Coordinator Technical Advice</u>	<u>First Aid Officer 1</u>
<ol style="list-style-type: none"> 1. Offer technical advice to the <u>Crisis Centre Coordinator.</u> 	<ol style="list-style-type: none"> 1. Collect the mobile first aid kit 2. Attend to injured persons where required but only if safe to do so. Move injured

	<p>person to evacuation point</p> <ol style="list-style-type: none"> Report to <u>Crisis Centre</u>. Conduct a head count at the emergency assembly area reporting any missing staff to the <u>Crisis Centre Coordinator</u>. Await further instructions from <u>Crisis Centre Coordinator</u>.
INDIVIDUAL EMERGENCY ACTION CARD	INDIVIDUAL EMERGENCY ACTION CARD
First Aid Officer 2	First Aid Officer 3
<ol style="list-style-type: none"> Evacuate with non-essential staff. Give first aid attention to any casualties at emergency evacuation point. 	<ol style="list-style-type: none"> Check office toilets. Await further instructions from <u>Crisis Centre Coordinator</u>
INDIVIDUAL EMERGENCY ACTION CARD	INDIVIDUAL EMERGENCY ACTION CARD
Emergency Response Team	Emergency Response Team
<ol style="list-style-type: none"> On initiation of the siren, move to the <u>Crisis Centre</u>. Await instruction from the <u>Crisis Centre Coordinator</u>. Assist Emergency Services Personnel. 	<ol style="list-style-type: none"> On initiation of the siren, move to the <u>Crisis Centre</u>. Await instruction form the <u>Crisis Centre Coordinator</u>. Assist Emergency Services Personnel.
INDIVIDUAL EMERGENCY ACTION CARD	INDIVIDUAL EMERGENCY ACTION CARD
Emergency Response Team	Receptionist
<ol style="list-style-type: none"> On initiation of the siren, move to the <u>Crisis Centre</u>. Await instruction form the <u>Crisis Centre Coordinator</u>. Assist Emergency Services Personnel. 	<ol style="list-style-type: none"> Use Public Address System to announce there is an emergency and that all-personnel should leave the area and move calmly to the emergency assembly area. Inform Police and Fire Brigade immediately. Ensure no personnel, visitors or contractors are left in the boardroom, accounts and pay desks. Collect office attendance register

APPENDIX F.

EMERGENCY RESPONSE PROCEDURE

RAISE THE ALARM

On instruction from Managing Director, Production Manager, Production or Site Supervisor, set off evacuation alarm at security keypads by pressing the # & * keys together.

EVACUATE TO EMERGENCY ASSEMBLY AREA

All staff to evacuate except those involved with emergency response.

RESPOND TO EMERGENCY

Staff with designated duties in an emergency are to, if possible, contain/control emergency and remove injured from danger area using emergency response suits or fully self contained breathing apparatus, as well as assist emergency services personnel.

ALERT NEIGHBOURS & EMERGENCY SERVICES

The Liaisons Officer is to alert neighbours via mobile phones from emergency assembly area.

REMAIN AT EMERGENCY ASSEMBLY AREA

Do not move from this area until given the all clear by Emergency Services, Managing Director or Supervisor.

APPENDIX G: ASSIGNMENT OF PERSONNEL.

The current company organizational table relevant to the Emergency Plan is listed below.

<u>Company Role</u>	<u>Name</u>	<u>Emergency Role</u>
Director–Business Development	██████████	Crisis Centre Coordinator Backup
National Sales Manager	██████████	ERT Leader
Production Manager	██████████	ERT Leader support
Production Supervisor	██████████	Area Warden/ First Aid Officer/ Emergency Response Team
Chemist	██████████	F.E.M technical advice/ Emergency Response Team

APPENDIX H: CHECK SHEET FOR EMERGENCY CALLS

FIRE DEPARTMENT, POLICE, AMBULANCE:

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Environex Personnel

██████████ (Director Business Development)

██████████

██████████ (Nat. Sales Manager)

██████████

██████████ (Production Manager)

██████████

NEIGHBOURS -

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