

1. Purpose

- 1.1 Toll Resources and Industrials (Toll) has safe systems of work in place; in the unlikely occurrence of a major incident this Emergency Plan (EP) outlines the site-specific emergency response plans and procedures that apply to the Toll Dampier Supply Base (TDSB). This TDSB EP assists with effective safety planning with the final objective being to protect people, to minimise damage to property or the environment and disruptions to operations, in the event of an emergency.

2. Scope

- 2.1 This EP applies to the TDSB yards and operations as identified in Appendix 2.
- 2.2 This EP shall be read in conjunction with *HSE-14-PLA-GLO-TRE-ALL-664 Critical Incident/ Emergency Plan* which provides guidance on the response activities to be initiated whenever a crisis/ emergency situation arises within a Toll Business Unit or associated with an operational activity elsewhere (e.g. public road, customer's site, etc.).
- 2.3 Tenants of sub-leased areas and / or areas under a Service Agreement are responsible for the development and implementation of an area-specific Emergency Plan, in accordance with the sublease or tenancy agreement.
- 2.4 The emergencies covered by this EP include, but are not limited to:
- Fire or explosion
 - Injuries
 - Chemical spill to land / water
 - Terrorism, bomb threat or other security situation
 - Natural disasters, cyclones / adverse weather
 - Pandemics
 - Ammonia release from YARA Fertiliser Plant or pipeline
 - Illegal occupancy and civil disorder
 - Any incident requiring site evacuation or activation of this EP.

3. Responsibilities

- 3.1 On Scene Commander (OSC) - Snr Operations Manager (or their nominated delegated):
- Command of all TDSB site emergency operations
 - Act on situation reports from the relevant site Emergency Response Team Leader (ERTL) and provide support
- Note: In small scale incidents the ERT Leader may also be the OSC.
- Maintain direct liaison with the authority to protect Toll's interests, should DFES (Combat Authority) take control of the emergency operation.
 - Notify emergency incidents to customers, Toll senior management and neighbours of the facility if an emergency may affect their premises, refer to Appendix 1.
- Note: This role may be relinquished and handed over to the Emergency Response Team (ERT) as the situation requires dependent on the nature and severity of the event.
- Compliance to the IMS and the requirements of this EP.
 - Brief employees in relation to any incident or emergency evacuation exercise.
 - Ensure all personnel involved in emergency response have undergone emergency response training e.g. spill control, fire extinguisher, first aid, warden.

- Ensure emergency response team and equipment is available and when required the site is made appropriately secure.
- 3.2 Emergency Response Team Leader (ERTL):
- Coordinate the ERT / first response and safely manage the response to the incident.
 - Give the “ALL CLEAR” once the emergency has ceased.
 - Coordinating the response to the emergency to the best of their ability with the available resources. It is expected that an emergency situation is time critical hence the need for the most senior and capable person in the vicinity / on site to coordinate the response and recovery in the first instance. This role may be relinquished and handed over to another senior person as the situation requires dependant on the nature and severity of the event and the abilities of the senior personnel available.
- 3.3 Site HSE Manager (or nominated delegate):
- Ensure emergency response exercises are completed
 - Coordinate Emergency Response Training
 - Coordinate the quarterly EPC meetings
 - Review this EP annually and communicate.

4. References

- 4.1 HSE-07-PRO-GLO-TRE-ALL-660 Hazard Identification, Risk Assessment and Control
- 4.2 HSE-14-PRO-ALD-ALL-001 Incident Management and Reporting
- 4.3 HSE-14-PLA-GLO-TRE-ALL-664 Critical Incident/ Emergency Plan
- 4.4 HSE-04-PRO-GLO-TRE-ALL-004 Documents, Data and Records Control
- 4.5 HSE-14-PLA-GLO-TRE-MOG-DSB-005 Business Continuity Plan – Dampier Supply Base
- 4.6 HSE-14-PLA-GLO-TRE-MOG-DSB-606 Spill Management Plan
- 4.7 OPS-14-PLA-GLO-TRE-MOG-DSB-003 Security Plan
- 4.8 HSE-14-PRO-GLO-TRE-MOG-DSB-602 Cyclone Procedure - TDSB
- 4.9 HSE-14-LST-GLO-TRE-MOG-DSB-606 Emergency Contacts – TDSB
- 4.10 AS 3745:2010 Planning for Emergencies in Facilities

5. Definitions

Terminology	Definition
Ammonia Gas	A colourless alkaline gas with a pungent odour and acrid taste that evolves as a result of heating anhydrous ammonia to decomposition (temperatures above - 33oC).
Anhydrous Ammonia (NH3)	A colourless water-soluble gas liquefied under pressure at a temperature of - 33oC, classified as a hazardous substance.
Assembly Area	A place where everyone in an area or building must proceed to in an orderly manner in the event of an emergency or on hearing the emergency siren also referred to in this document as a safe room. (Muster Flag)
Business Continuity Plan	A documented plan of the steps to be taken post notification of an event to ensure TDSB can minimise the impact, manage and recover from emergencies, disasters or interruptions to the business as quickly as possible.
BIEMC	Burrup Industries Emergency Management Committee

Terminology	Definition
Competent Person	A person who has acquired through training, education, qualification, experience, or a combination of these, the knowledge and skill enabling him/her to correctly perform the required task.
Critical Incident	An abnormal and unstable situation resulting in an actual or potential threat to Toll's long-term viability (i.e. ability to do business) due to the impact on strategic directives, reputation and/ or safety and wellbeing of employees or others protected by Toll operations.
ECO	Emergency Control Organisation: A person or persons appointed by the emergency planning committee to direct and control the implementation of the facility's emergency r plan.
First Aid	The provision of limited care for an illness or injury, which is provided to a sick or injured person until definitive medical treatment can be accessed, or until the illness or injury is dealt with (as not all illnesses or injuries will require a higher level of treatment). It generally consists of a series of simple, sometimes life-saving, medical techniques, that an individual, either with or without formal medical training, can be trained to perform with minimal equipment.
First Responder	The term "first responder" refers to those individuals who in the early stages of an incident are responsible for the protection and preservation of life, property, evidence, and the environment, including emergency response providers
Fumigation	Fumigation is a method of pest control that completely fills an area with gaseous pesticides—or fumigants—to suffocate or poison the pests within. It is used to control pests in buildings (structural fumigation), soil, grain, and produce, and is also used during processing of goods to be imported or exported to prevent transfer of exotic organisms. (Primarily Methyl Bromide fumigation)
Emergency	An actual or imminent event or series of events which disrupts normal operations, endangers or threatens to endanger life, property, assets or the environment, and which requires a significant and coordinated response well beyond normal business process and resourcing levels
Emergency Plan (EP)	The written documentation of the emergency arrangements for a facility. It consists of preparedness, prevention and response activities and includes the agreed emergency roles, responsibilities, strategies, systems and arrangements.
EPC	Emergency Planning Committee: Persons responsible for the documentation and maintenance of an emergency plan.
ERTL	Emergency Response Team Leader: The second most senior business unit person available to coordinate the response and recovery at the incident site, or as designated by the OSC. The ERTL shall notify the OSC advising of the incident and to seek available assistance. The TDSB ERTL shall coordinate all yards for emergency response while the yard / local ERTL shall coordinate the personnel in their yard.
ERT	Emergency Response Team: Specialist personnel, appointed to attend specific incidents, to contain, control or eliminate the emergency using emergency response equipment.
DFES	Department of Fire and Emergency Services
HSE	Health, Safety, Environment
IMS	Integrated Management System
Incident	Any event, which has the potential to impact on workers, neighbours, the community, the environment or business operations.
Nominated Delegate	A nominated delegate is a person who has been assigned to act on behalf of a person in an emergency situation and qualifies as a competent person.
OSC	On Scene Commander - Senior manager on site or their nominated delegate
Safe Room	This is a location within an enclosed structure or building where people can shelter and take all necessary precautions in minimizing the health impacts from an anhydrous ammonia release.

Terminology	Definition
SDS	Safety Data Sheet
Shelter in Place	A mitigating measure where shelter is sought in an enclosed structure, building, vessel or vehicle and undertaking all reasonable precautions with a view to minimizing the potential health impacts arising from anhydrous ammonia release.
Spill	A spill of any quantity or substance (other than water) to land or water.
Sub-Lessee	A customer that has a licensed agreement to occupy land within the TDSB
TDSB	Toll Dampier Supply Base
Toll	Toll Resources and Industrials

6. Site Profile

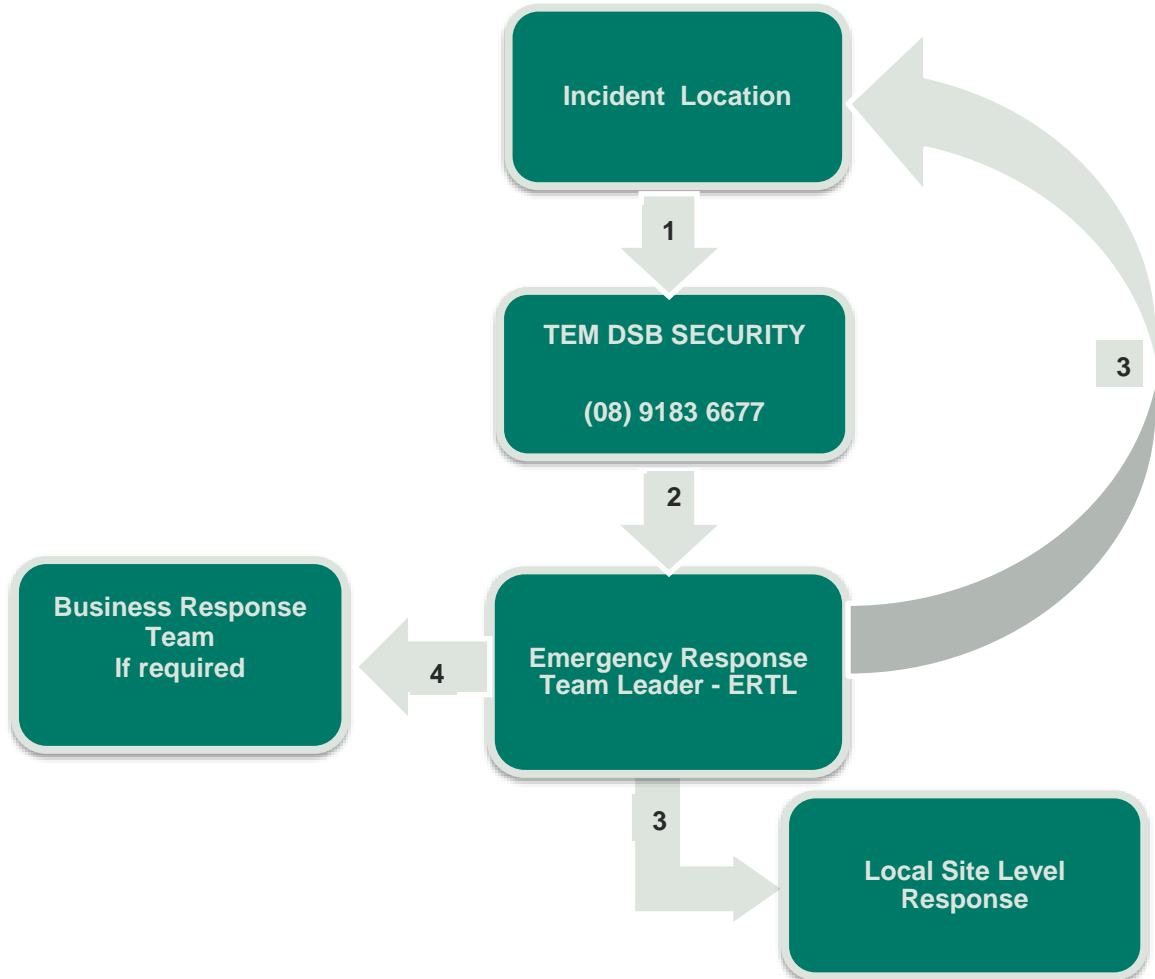
- 6.1 The TDSB is located at King Bay Road in the Burrup Peninsula as per Appendix 2. The site's near neighbours include Woodside Petroleum's Karratha and Pluto Gas Plants, Yara Australia's Ammonia and Technical Ammonia Nitrate Plants, Pilbara Port Authority along with other numerous industrial occupants within the Burrup Peninsula.
- 6.2 The TDSB facilities include the following:
- Warehouse/s and laydown yards (all yards);
 - Dangerous Goods licensed areas;
 - Biosecurity area;
 - Heavy load out wharf;
 - Slipway (MMA Offshore Licensed Area);
 - Fuel farm;
 - Desalination plant; and
 - Administration blocks.
- 6.3 It is critical to identify and analyse potential emergencies likely to impact the TDSB and implement controls to mitigate the risk to as low as possible. Specific controls are managed as per the site's HSE Risk Registers in accordance with the *HSE-07-PRO-GLO-TRE-ALL-660 Hazard Identification, Risk Assessment and Control*.
- 6.4 The TDSB Integrated HSE Risk Register is formally reviewed as required, in response to changes to, plant, equipment, processes, risk, emergencies, procedures, incidents, audits and new scopes of work; and at least annually as a minimum.
- 6.5 Site evacuation diagrams shall be displayed in locations where occupants and visitors are able to view the diagrams. The location within the facility and number of evacuation diagrams shall be determined by the EPC in accordance with the risk assessment. An overarching site map is attached as Appendix 3, individual areas within the TDSB will have their own fire and emergency maps developed to Australian Standards.

7. TDSB Emergency Notification

- 7.1 The flowchart in paragraph 7.2, details the process for activating the emergency response personnel to the Emergency Response Room at the onset of an emergency (numbers on the flowchart coincide with the below process of calls):
- Incident occurs /Security receive an emergency call
 - Security notifies the ERTL
 - ERTL mobilises to incident scene and assumes control

- ERTL notifies OSC and provides a situation report
- OSC notifies the Regional Manager and Senior HSE Manager – Resources and provides an overview of the incident.

7.2 Emergency notification and callout flowchart:



7.3 TDSB OSC / ERTL and First Response Contacts:

Name	Location	Mobile
Manager - Dampier (OSC/ERTL) Port Facility Security Officer (PFSO) ██████████	Dampier	██████████
TDSB Scheduler (ERTL) ████████████████████	Dampier	██████████
Operations Manager (ERTL) ██████████	Dampier	██████████
HSE Advisor (ERTL) ██████████	Dampier	██████████
Toll Dampier Security	Dampier	██████████

7.4 External emergency contact details, including medical providers, are shown in Appendix 1.

7.5 First Aid Officer's details are included in the Emergency Folders and next to the first aid kits in each yard.

7.6 ISS (Toll Group National Emergency Responder)

Toll Group has contracted ISS as Toll’s national emergency responder. ISS have:

- Personnel with appropriate knowledge and experience who can respond in a timely manner to a dangerous situation or an incident involving dangerous goods
- Equipment that may be required for clean-up after an incident or product release
- National Towing and Salvage Service
- ISS can be contacted 24 hours / 7 days per week.

Telephone Number: 1300 131 001 or 1800 639 621

8. Emergency Awareness and Response

8.1 In case of an emergency at the TDSB facility, the on-duty security guard must be notified immediately. On receiving the notification, the on-duty security guard will activate the emergency siren.

- All personnel must proceed in an orderly manner to the nearest Assembly Area if safe to do so or shelter in place as per the flow chart.
- Turn all Radios to “Emergency Channel 1” and wait for further instructions.
- Once at the Assembly Area all personnel must wait at the Assembly Area until directed by the Emergency Warden or the “all clear “siren has sounded. (See 8.2 Emergency Siren Alert).
 - All Clear – Continuous tone Siren for 1 minute
 - Internal Muster – Oscillating tone Siren 1 minute continuous
 - All Clear – After advice from emergency warden, proceed with caution.

8.2 Emergency Siren Alert TDSB:

EMERGENCY SIREN ALERT

ALL CLEAR - Continuous tone Siren for 1 minute

INTERNAL MUSTER - Oscillating tone Siren 1 minute continuous

MUSTER
POINT

ALL CLEAR - After advice from emergency warden, continue normal operations.

INTERNAL MUSTER - Move to a designated internal muster point or inside the bridge of nearest vessel if on the Supply Base Wharf.

EMERGENCY NUMBER: 0417 915 566

8.3 Schedule of Emergency Siren Testing of Neighbours within King Bay Industrial Estate:

Site	Day	Time	Sound
Yara Pilbara Ammonia Plant	Monday	09:00am	Test/ All Clear – Oscillating tone siren then continuous tone siren Emergency – Oscillating tone siren
Yara Pilbara TAN Plant	Monday	09:15am	Test/ All Clear – Oscillating tone siren then continuous tone siren Emergency – Oscillating tone siren
Woodside King Bay Supply Facility	Tuesday	08:35am	Test/ All Clear – 1 min of Continuous tone, followed by 1 min of Oscillating tone/ siren, followed by 1 min of Continuous tone Emergency – Oscillating tone siren (all clear will be announced once the situation has been satisfactorily made safe, by the activation of 1 min of Continuous tone)
Pilbara Port Authority	Tuesday	09:00am	Test/ All Clear – Oscillating tone siren then continuous tone siren Emergency – Oscillating tone siren
Woodside Karratha Gas Plant	Tuesday	09:00am	Test/ All Clear – 1 min of Continuous tone, followed by 1 min of Oscillating tone/ siren, followed by 1 min of Continuous tone Emergency – Oscillating tone siren (all clear will be announced once the situation has been satisfactorily made safe, by the activation of 1 min of Continuous tone)
Woodside Pluto	Tuesday	09:15am	Test/ All Clear – 1 min of Continuous tone, followed by 1 min of Oscillating tone/ siren, followed by 1 min of Continuous tone Emergency – Oscillating tone siren (all clear will be announced once the situation has been satisfactorily made safe, by the activation of 1 min of Continuous tone)
Toll Dampier Supply Base	Thursday	10:00am	Test/ All Clear – Oscillating tone siren then continuous tone siren Emergency – Oscillating tone siren

8.4 Ammonia Release

In the case of an individual suspecting the presence of Ammonia, they are to warn others within their vicinity and move out of immediate danger and notify TDSB Security. If possible, workers are to move upwind into a “safe room” or if caught downwind, to an enclosed building with all ventilation shut down.

Once TDSB Security has been notified, they are to commence contacting the ERTL and sound the site sirens.

8.4.1 Immediate Response

The ERTL once notified by security, shall:

- Contact emergency services (000) and coordinate a response;
- Arrange for immediate evacuation of any casualty (if possible);
- Contact Yara and inform them of the emergency (9183 4165);
- Hold all personnel in shelter until emergency services give the all clear;

- Liaise with emergency services on arrival, and follow their directions;
- No person shall leave the shelter without clearance from the ERTL. Site evacuation shall be directed by the Operations Manager, ERTL or emergency services as required;
- Contact neighbouring sites as per Appendix 1 and inform them of the emergency;
- Make an additional radio call on channel 40 to alert truck drivers of the muster; and
- Radio silence shall be maintained by all personnel not with / acting on behalf of the ERT.

Personnel on site shall:

- Shut down any machinery or vehicle they are operating; and
- Proceed to the following closest buildings identified by muster flags.

8.4.2 Actions in Safe Room

Each safe room must have the following emergency equipment permanently available, with Managers responsible for maintaining the emergency kits within their areas. Safe room emergency kits are to contain:

- Instructions to close down ventilation;
- Adequate number of towels;
- 2 rolls of masking tape;
- Ammonia Emergency Response Checklist; and
- Checklist of duties for Warden.

8.4.3 All Clear

When an anhydrous ammonia emergency no longer represents a danger, the ERTL or nominated delegate will communicate the “all clear” status. This is done by contacting the security gate and asking for the emergency siren to be switched to one long continuous tone.

8.5 General Site Muster

A general site muster can be initiated by any Toll personnel and is in response to any event that requires the evacuation of the site. Means of initiating a site muster are as follows:

- Notify TDSB Security, who are to contact the ERTL and sound the site sirens.
- An additional radio call may be made on channel 40 to alert truck drivers of the muster.
- Radio silence to be maintained by all personnel not directly involved with /acting on behalf of the ERTL until the all clear is given.
- The ERTL shall:
 - Contact emergency services (000) and coordinate a response;
 - Arrange for immediate evacuation of any casualty (If possible);
 - Contact neighbouring sites as per Appendix 1 and inform them of the emergency;
 - Take note of prevailing weather conditions or existing threat, and relocate personnel to avoid dangerous fumes, smoke or danger;
 - Ensure no other persons come into the area prior to the arrival of external assistance or during the emergency; and
 - Liaise with emergency services on arrival and follow their directions.

8.6 Spill Response

Where the spill is of a hazardous substance where fumes, fire or explosion is a current or potential danger, or the material is unknown; then follow the general muster process.

8.6.1 Immediate Response

- Spills shall be notified, actioned and cleaned up in accordance with *HSE-14-PLA-GLO-TRE-MOG-DSB-606 Spill Management Plan*;
- Check cause and stop source of spill when possible without undue risk of personal injury. If the nature of the spill material is unknown, evacuate the area immediately;
- Restrict all sources of ignition when flammable substances are involved without undue risk to personal injury (at a minimum 15m clearance);
- Any person exposed to dangerous goods must be considered as potentially contaminated and treated appropriately. First aid shall be administered and medical checks arranged, as appropriate;
- Utilise emergency stop control system where available.

8.6.2 Incident Considerations

- The initial action will be to contain any free oil on a vessel, where the ship's SOPEP equipment will be used. For any minor spills on the TDSB the spill response equipment provided at each operational location is to be used.

8.7 Fire or Explosion

Firefighting equipment is supplied around the TDSB and is detailed in the Evacuation Diagrams as per AS3745 and attached as Appendix 3. Whilst some ERT members are trained in the use of this equipment the main firefighting support will come from DFES and other operators on the Burrup Peninsular. Other than for a small outbreak the TDSB response will be to concentrate on safety of life and preventing spread of any fire.

8.7.1 Immediate Response

- On the site siren being raised Security is to call 000 and request DFES support and also report to the PPA;
- All personnel are to muster at the Assembly Areas on the sounding of the alarm and the area warden will be directed as to what action to take by the ERTL;
- The company priorities are safety of life, protection on assets and protection of the environment. No actions are to be undertaken that place workers at risk;
- Attempt to fight only small fires without undue risk of personal injury; if not or if dangerous goods are involved, call External Emergency Contacts as per Appendix 1;
- If safe to do so, attempt to shut off electricity to the affected area;
- If safe to do so, remove containers and vehicles from the affected area;
- Important information:
 - Name of individual reporting fire
 - Location of fire
 - Number of injured personnel and nature of injuries
 - Substance involved (utilise SDS)
 - Amount involved (estimated)
 - Time fire occurred (estimated)
 - Any other pertinent information (i.e. other potential hazards)
 - No person shall re-enter the yards without clearance from the TDSB ERTL.

8.7.2 Incident Considerations

- The fuel farm poses major risk in the event of a fire on the TDSB and consists of 8 tanks each holding 110,000 litres of Diesel. The tanks are located to the left of the wharf approach road just past Area A/B when approaching the wharf;

- The fuel is piped underground but then along the wharf edge to the main part of the wharf area where the pipe work runs under the wharf itself;
- The line is usually full but is purged as part of cyclone preparation;
- The area around the tanks is bunded and is fitted with a foam smothering system;
- In the event of a fire any operation involving this fuel farm is to cease and all valves in the lines are to be closed. There are air actuated wharf supply and wharf isolation valves fitted to the system.

8.8 Medical Emergency

In the case of a medical emergency (serious or life threatening injury / illness) at the TDSB, the first responder must immediately notify TDSB Security, giving the patient's name and brief details of incident and patient condition.

TDSB Security will then co-ordinate the call out of the appropriate personnel, additional medical assistance and provide first aid where possible.

8.8.1 Immediate Actions

- Check surrounds to ensure that it is safe to approach the injured party;
- Apply immediate first aid to the casualty with their permission;
- Immediately call Security for assistance and task a person to call the emergency phone no.;
- Casualty to be evacuated to Security First Aid Room for assessment if possible (only move the patient if necessary or it is deemed unsafe to leave the injured party in their current location);
- Evacuation to Karratha Health Campus if required.
- Do not leave the patient.

8.8.2 Incident/Injury Considerations

- Isolate any machinery or electrical equipment if safe to do so;
- If injured party is in an enclosed space do not enter space until the atmosphere has been tested and it is safe to enter;
- If a dangerous goods/chemicals/fumigant related injury/illness, refer to SDS for course of action or specific emergency response procedure associated to scope of work.
- Only disturb the incident site as necessary to administer first-aid;
- If possible task someone to take records of times and actions to assist with the handing over the patient to the ambulance officers;
- Always have someone stay with the patient to administer first aid where required and reassure the patient that help is on the way;
- Where available, someone must wait at the security gate to ensure that the boom gate has been raised and to direct the ambulance to the incident site;
- A casualty with a crush injury may not complain of pain, and there may be no external signs of injury. Any casualty who have been subjected to crush injury, including their own body weight, must be taken to hospital for immediate investigation; and
- Where an electric shock occurs, if unable to isolate power source remove the patient from the electrical supply with a non-conductive object e.g. a dry wooden broom handle.
- Consider heat implications, the first aid room at security has provisions to aide in heat management (thermal blankets)

8.9 Security Emergency (Bomb Threat, Suspicious Package)

In the event of a written or verbal bomb threat, suspicious package or other security related emergency, the following must be followed;

8.9.1 Immediate Actions

- Inform / Brief ERTL and Port Facility Security Officer
- ERTL to contact police
- Follow directions of the Emergency Services/ ERTL
- Raise alarm / enact site emergency evacuation procedure, as instructed by Emergency Services. Evacuate immediate danger area
- Remain calm (do not hang up the phone).
- Complete the Bomb Threat Checklist in *HSE-14-PLA-GLO-TRE-ALL-664 Critical Incident/ Emergency Plan – Appendix 11*.

8.9.2 Incident Considerations

- If aware of a bomb threat and in possession of a mobile phone or two way radio, cease operation immediately.
- If a written threat is received; place the threat document in a plastic envelope or transparent folder to preserve condition and prevent contamination (located in reception area).
- Surrender threat document to ERTL.
- If a suspicious package; do not approach or touch the package.

8.10 Man Overboard

8.10.1 In the event of a man overboard, the following process must be followed;

- The closest observer is to shout “MAN OVERBOARD” x 3 and initiate verbal contact with the MOB person to assess consciousness and ask whether the fallen person can self-rescue.
- All operations must cease once a MOB occurs.
- Maintain visual contact at all times with MOB in water.
- For night operations maintain visual contact with MOB using the flashlight located in the 16t Forklift.
- The Observer will contact the Emergency Number (08) 9183 6677 and state the following;
 - Name, location, number of person(s), what happened, what actions have been taken and is there a chance the incident could escalate.
- Paramedics should also be called to assess the MOB.
- The Observer will decide whether self-rescue is possible taking into account the MOB’s state of consciousness, mobility and proximity to exit points.
- The Observer will notify the supervisor, who will alert the vessels within the TDSB that a MOB has occurred and a rescue is in process.
- The Supervisor or Observer will call for assistance from vessels (if required) and ensure there is no vessel movement in the area unless assisting.

8.10.2 If a self-rescue is possible – MOB is conscious;

- Personnel are not to attempt rescue by entering the water.
- The MOB should inflate their PFD (if wearing one) by pulling the strap located on their right side. If onshore personnel are the MOB, PFDs are automatic and will inflate upon contact with the water.

- The Observer will notify the nearest person to obtain and throw a life ring in the vicinity of the MOB, whilst holding the retrieving line handler. This will keep the MOB afloat and maintain position of drift.
- Do not throw the life ring directly at the MOB as it may cause injury.
- Retrieve the MOB by the most practical means available which are;
 - If tide is going out, alert Vessels around the wharf to initiate MOB procedure and deploy rescue craft.
 - If tide is coming in, MOB is to use the most accessible and closest stairs.
- Once the person has been recovered from the water immediately treat for shock and any injuries that may have occurred.

8.10.3 If a self-rescue is not possible – MOB is un-conscious;

- Personnel are not to attempt rescue by entering the water.
- The Observer will notify the nearest person to obtain and throw a life ring in the vicinity of the MOB, whilst holding the retrieving line handler. The MOB may gain consciousness anytime, so it is important to keep throwing life rings in the vicinity.
Note: Do not throw the life ring directly at the MOB as it may cause injury.
- The Observer will notify the Supervisor, who will alert the vessels within the TDSB that a MOB has occurred and a rescue is in process.
- The Supervisor is to contact Vessels to deploy rescue craft (RC) and pick up the MOB or utilise a TDSB small craft, if available.
- Once the MOB is recovered from the water immediately treat for shock and any injuries that may have occurred.

8.11 Natural Disasters – Cyclone

- Refer to *HSE 14 PLA GLO TRE MOG DSB 607 Cyclone Emergency Plan – TDSB*.

8.12 Pandemic

- The management of a pandemic is in accordance with Toll's Critical Incident Management and Business Continuity Standard.
- Toll Group will establish the Critical Response Team to monitor guidance from World Health Organisation (WHO) and other government and public health authorities in order to provide strategic advice in line with their recommendations, where a pandemic is declared.
- OSC/ERTL is to implement immediate steps in accordance with Toll Group CRT directive to minimise the possibility of contamination within the workplace.
- *HSE-14-PLA-GLO-TRE-MOG-DSB-005 Business Continuity Plan – Dampier Supply Base* has been established and is to be reviewed and updated in accordance with World Health Organisation, Toll Group CRT and Government guidelines and implemented.

8.13 Illegal Occupancy and Civil Disorder

- Alert ERTL.
- ERTL to notify the police and request assistance.
- Restrict facility occupants and visitors' access to affected area.

9. Emergency Control Organisation

9.1 The TDSB Emergency Control Organisation (ECO) structure is made up of these management positions or their nominated delegates, defined as competent persons;

- Manager – Dampier (Clint Cork)
- Operations Manager (Adam Gallash)

- TDSB Scheduler
- Supervisors
- Site HSE Manager
- A nominated delegate of the above personnel

10. Emergency Planning Committee

10.1 The Emergency Planning Committee shall sit quarterly, a minimum quorum of three ECO members are required for the meeting to be held, to ensure;

- Applicable legislative requirements are met;
- Those responsible for the facility, have ensured that leases and sub-lessees are included to participate in emergency activities, including evacuation exercises;
- Emergency response exercises have been completed as required;
- Events that could reasonably produce emergency situations are identified;
- Emergency plans are reviewed as required;
- Adequate resources including time, finance, equipment and personnel are available for emergency response;
- The Integrated HSEC Risk Register is reviewed in relation to emergency response;
- Each area has a designated team of area wardens and first aid personnel;
- Personnel are adequately trained for emergency response; and
- The need for appointment of specialist advice at any point in time is considered.

11. Area Wardens and First Aid

11.1 Each TDSB operational area will have dedicated Area Wardens and First Aid trained personnel. First Aiders shall complete HLTAID003 Provide First Aid and the number of First Aiders required is determined on completion of *HSE-14-TMP-ALD-ALL-004 First Aid Risk Assessment Template*.

11.2 *HSE-14-LST-GLO-TRE-MOG-DSB-606 Emergency Contacts* - TDSB lists the details of site area wardens and first aid trained personnel.

12. Emergency Response Exercises

12.1 Emergency response exercises shall be completed monthly across the TDSB and include a minimum of;

- 1 Ammonia Response Exercises
- 1 Medical Response Exercises
- 1 Marine / Yard Oil Spill Exercise
- 1 Fire Response Exercises
- 1 Cyclone Response Exercise

12.2 Additional emergency response exercises can be completed at any time by completing *HSE-14-FRM-GLO-TRE-ALL-656 Checklist and Summary for Emergency Response Exercise* with approval from an ECO member.

13. Notification of Neighbours

13.1 The ERTL or their nominated delegate shall ensure that neighbours adjoining the premises are notified of particular emergency situations on the site and when an emergency response exercises

may impact on their operation (i.e.; activation of siren). They shall be given notice if one of these events occurs at the TDSB;

- A fire occurs on site
- A major leak of a hazardous substance occurs
- An event occurs that may impact the neighbouring properties.

TDSB HSE Manager shall also, where possible, attend Burrup Industries Emergency Management Committee (BIEMC) meetings for stakeholder engagement. A notification of External Emergency Contacts is attached as Appendix 1.

- 13.2 Where a neighbour notifies Toll of an emergency incident the ERTL must be notified and actions as listed as listed in Section 8 completed, as required.

14. Incident Reporting and Investigation

- 14.1 All incidents are reported, recorded and investigated in accordance with *HSE-14-PRO-ALD-ALL-001 Incident Management and Reporting*.
- 14.2 This procedure describes the recording, reporting and corrective action systems to be followed whenever any incident occurs including personal injury, motor vehicle, near miss, equipment or property damage or loss, environmental, dangerous goods or security.
- 14.3 In the event of a serious injury, fatality or significant safety incident, all directly affected equipment shall be isolated and left in the same condition as when the incident occurred, until authorities have inspected the site and photographs have been taken – this requirement is not to restrict or impede any rescue efforts or environmental pollution controls.
- 14.4 All personnel directly involved in an incident shall be required to undergo drugs and alcohol testing, as soon as practicable if they are involved in any incident involving, but not limited to:
- Significant safety incident
 - Reportable incident
 - Recordable injury
 - Other incidents, as determined by the Snr Operations Manager.
- 14.5 Initial notification for all Significant Safety Incidents (SSI), Lost Time Injuries (LTI), Medical Treatment Injuries (MTI), reportable environmental spills, or any incidents deemed necessary to be reported by the Toll representative on site, shall be reported within two hours. This will ensure timely notification to relevant parties that have or may be able to assist in the ensuing incident.

15. HSE Inspection

- 15.1 Site HSE inspections shall be conducted monthly as per *HSE-07-PRO-GLO-TRE-ALL-660 Hazard Identification, Risk Assessment and Control*, using *HSE-17-FRM-GLO-TRE-ALL-622 HSE Inspection Checklist*. Checks shall include but, not be limited to:
- Extinguishers – ensuring they are correctly indicated, mounted, charged and in date. (AS1851-2012). A 1m exclusion zone and unobstructed access to the fire equipment shall be in place at all times.
 - Hose reels, hydrants and hoses – ensuring they are certified, in good condition, and accessible (AS1851-2012).
 - Emergency exit signs are illuminated above emergency exit doors when the lighting meter identifies insufficient natural light. Emergency exit doors shall be unobstructed at all times and open with a single action (as per AS 2293.1 – 2005).
 - Emergency lighting systems are working correctly and maintained (as per AS 2293.1 – 2005).
 - All passageways and fire exits are clear. No packaging material, pallets, cartons etc. to cause obstruction in case of emergency.

- Hazardous substances are correctly stored and placarded. SDS shall be held in Chemwatch database for all products stored on site and in the SDS folder at each yard. Hazardous chemical risk assessments shall be completed for all substances held onsite and a copy shall be retained in the SDS folder.
- Emergency Plans are readily available.
- Fire wardens/ first aiders are identified in accordance with AS 3745-2010.
- First aid kits stocked.
- Perimeter fencing is in-tact.
- Spill kits stocked.

16. Distribution and Revision

- 16.1 All copies of *HSE-14-PLA-GLO-TRE-MOG-DSB-605 Emergency Plan - TDSB* shall be placed in all TDSB operational areas, by the HSE Manager/ delegate. Documents issued following first issue commence at revision 1, 2, 3 etc. Upon receipt of a revision, the copyholder shall update all superseded copies. This EP shall be reviewed on an annual basis by the Snr Operations Manager, Operations Manager, HSE Manager, DSB Scheduler, Supervisors and/or Leading Hands or where:
- Required after emergency response exercises
 - After a real emergency
 - Significant changes to scope of work or operations occur.

17. Amendments

Date	Amendments
07/06/2007	Initial issue
11/03/2008	Reviewed
06/05/2009	General revision, 5.1, Yard 6-11
12/03/2010	Inclusion of Sections 3- 7 & 9 – 14 and Appendices 1-4
17/08/2010	Checked and Updated Phone contacts
12/08/2011	Updated to new TG format
09/12/2011	New yard plans and current DG storage license
15/08/2012	Updated Emergency Contacts list changed BFPL to YARA, added Section 8.6 Snakes and general review including list of all yard internal and external Assembly Areas.
31/12/2012	Updated section 8.2 Ammonia Release, Appendix TE DOP 008.3 Dangerous Goods Storage Licence, and Appendix TE DOP 008.4 Emergency Contacts
26/11/2013	Major revision – 2.1 – added Terrorist action, natural disasters and any event requiring site evacuation, 3.4 – added additional ERTL responsibilities, 4 – added Definitions, 5 – added relevant Toll procedures, 6 – Yard 3 updated as DG licensed, 7 – additional appendix with First aiders and ERT members, 9 – Emergency security provisions deleted due to redundancy, added ERTL as incident controllers, 10 – ERTL to notify neighbours if required
12/06/2014	General review
05/02/2015	Minor review – name change to TDSB, 1st Aid and contacts updated
7/07/2016	Periodic review to reflect new management structure and IMS requirements
15/10/2016	Updated contact details. Added Emergency Response Drill Schedule Appendix TEM DOP 601.5
17/03/2017	Included additional site plan for Yards 3/4/5 showing power isolation point in warehouse and street fire hydrant

Date	Amendments
4/10/2017	TDSB ERP amended to incorporate MMA Offshore TDSB
16/10/2018	Updated Section 7.3 and 9 – To reflect organisational structure changes and contacts.
16/1/2019	Review post SSI LTI – Contacts Update – New SOW risk (fumigation)
07/04/2020	Periodic review, updates made to emergency response contacts and responsible persons. Pandemic detail included
26/10/2021	Full review for currency
15/02/2022	Review of section 2.3
2/09/2022	Review for currency
13/04/2023	New licence L9372/2023/1 granted on 11/04/2023 for TDSB to hold 24,000 tonnes of Cat 61 liquid waste p.a. and 6,000 tonnes of Cat 61A solid waste p.a. Licence expiry: 10/04/2043.
13/04/2023	FESERG Review Due. Responsibility of Site Contributor. Guide No. 250. Last full review conducted on 17 Sep 2019.
Author:	Adam Gallash \ Operations Manager
Approver:	Clint Cork \ Snr Operations Manager
Date:	13 April 2023

Local Emergency Contacts

Location	Police	Ambulance	Fire
Dampier / Karratha	000	000	000
Dampier	9144 3515	9185 1222	9183 0593
Karratha	9143 7200	9185 1222	9144 2166

External Agencies

Agency / Organisation	Telephone	Purpose
Department of Transport	(08) 9480 9924	Oil spill notification hotline 24/7
Karratha – St. John Ambulance Service	(08) 9185 1222	
Search and Rescue (SAR) – Rescue Co-ordination Centre Australia	1800 641 792 (Maritime) 1800 815 257 (Aviation)	National Search & Rescue organisation coordinated out of Canberra
Border Protection Command	1800 061 800	Report suspicious activities
Dept of Water and Environmental Regulation	1300 784 782	Emergency Pollution Response - Wildlife Care Helpline
Worksafe WA (Department of Commerce)	1300 665 500 (24 hours)	WA OHS regulator
Main Roads WA	138 138 (telephone enquiries)	Warnings and advice on road conditions
City of Karratha - Ranger	9186 8555	
Dampier Wildlife Carers	0438 924 842	Injured Wildlife
Dan Pedersen	0429 045 535	Pilbara Ports Authority – Environment Manager
Allpest – Office Number	9185 6195	

TDSB Neighbouring Sites

Neighbour	Telephone	Email (for notification of drill only)
YARA Control Room	9183 4165	9183 4165
Australian Marine Services (AMS)	08 9144 2110	
Pilbara Ports Authority (PPA)	9159 6555	██████████ Security Manager PPA Dampier
Gearhart	9185 5307	au.gearhart.vam852@sgs.com
Oceanic Offshore	9183 6777	QSE@oceanicoffshore.com.au
Newpark	██████████	dampierLMP@newpark.com
Woodside	9348 4000	CommsCentre@woodside.com.au

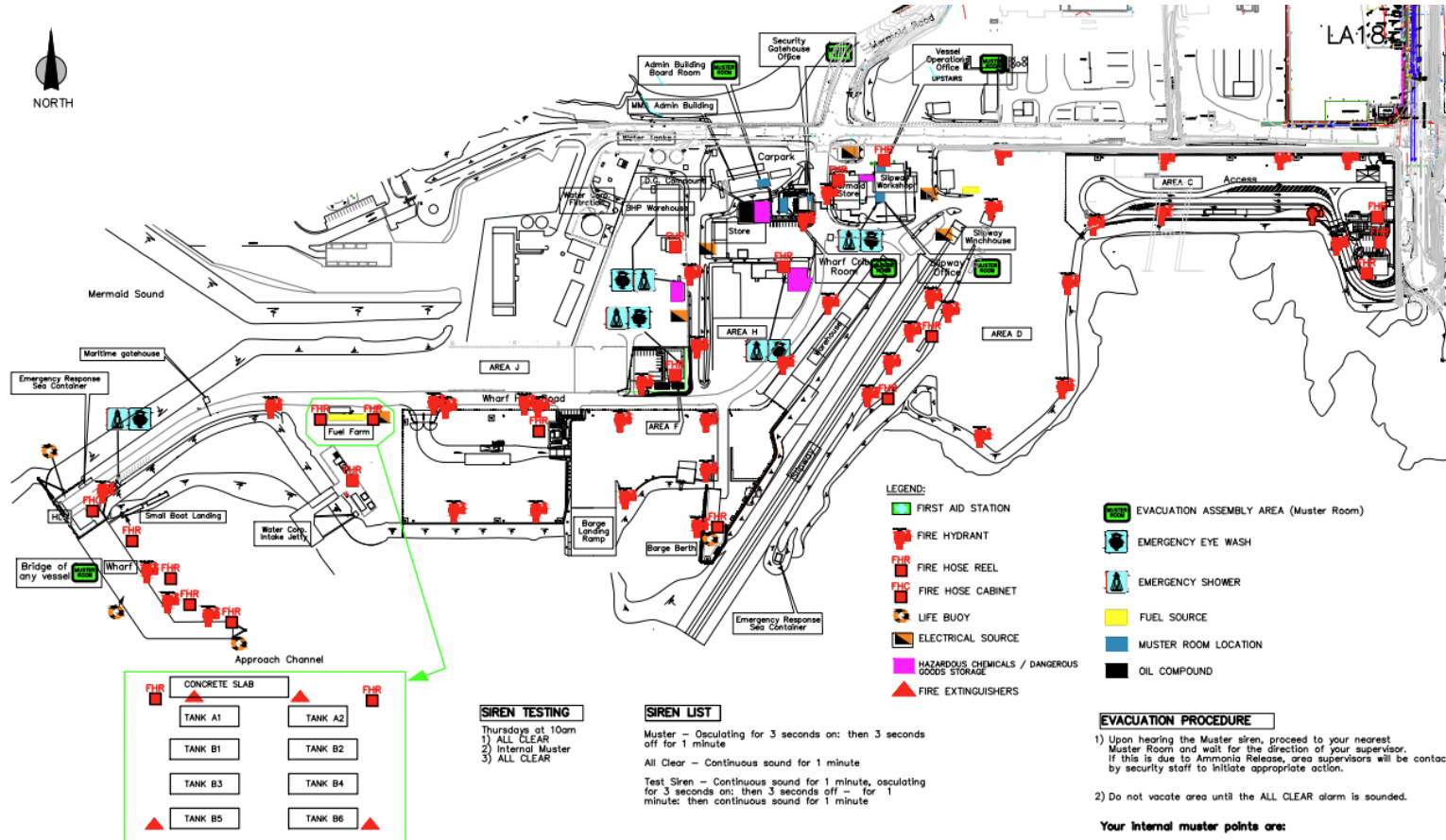
Medical Providers

Medical Centre	Phone Number
Karratha Health Campus	9144 7777
Sonic Health	9159 1800

Toll Lease Areas TDSB



TDSB Evacuation Diagram



TOLL DAMPIER SUPPLY BASE
FIRE AND EMERGENCY INFORMATION

EMERGENCY CALL CENTRE [ECC]
+61 (0)417 915 566

TDSB11-DR-HY-01 Rev 1