

PROCEDURE

Emergency Response Procedure

The current controlled version of this procedure is located on RSG Network IMS Folder. All other printed copies of this procedure are to be considered uncontrolled and should be validated against the current controlled version on the RSG Network IMS Folder before use.

| Document Review Record | | | | |
|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------|---------------------------------------------|-------------------------|------------|
| Document No. and Name | | WHS-PRO-014 Emergency Response Procedure | | |
| Rev No | Description | Prepared by | Checked by | Date |
| 0 | New | Mackay Safety Consultants | | 22.04.2013 |
| 1 | Revised to meet RSG requirements | E Wicks | L Strappazon G Wicks | 27.02.2014 |
| 1.1 | Minor change to evac plan | E Wicks | | 02.04.2014 |
| 2 | Insert 8.5 Spill Response | E Wicks | | 30.07.2014 |
| 3 | Update Number Structure | L.Strappazon | M.Delaney | 08.06.2016 |
| 4 | Review as per Internal Audit A020 | A Forrest | M Delaney | 07.07.2016 |
| 5 | Procedure title change from 'Evacuation Plan Procedure' to 'Emergency Response Procedure' + inclusion of Corporate office emergency personnel and responsibilities. | A Forrest | L Strappazon | 20.10.2016 |
| 6 | Remove and transfer responsibilities section to QMS-PRO-026 Authority and Responsibilities Procedure | M Richards | L Strappazon | 03.11.2016 |
| 7 | Update Evacuation Plan to Wellington Street Office. | A Forrest | A McFadzen | 17.09.2018 |
| 8 | Update Emergency Response | A Forrest | B Reay | 17.01.2019 |
| 9 | Update Emergency Response | M Vorpapel | D McNeil | 27.08.2019 |
| Electronic approval by: | | | | |
| Name: | | David McNeil | | |
| Position: | | Operations Manager | | |
| Date: | | 27.08.2019 | | |
| This document is the property of Reay Services Group. It must not be copied or reproduced in any way whatsoever and/or passed on to any third party without authority. | | | | |

TABLE OF CONTENTS

| | | |
|----------|-------------------------------------------|----------|
| 1 | PURPOSE | 3 |
| 2 | SCOPE | 3 |
| 3 | DEFINITIONS | 3 |
| 4 | RESPONSIBILITIES | 3 |
| 5 | EMERGENCY PLANNING | 4 |
| | 5.1 General..... | 4 |
| | 5.2 Evacuation Procedure | 4 |
| | 5.3 First Aid and Medical Treatment | 5 |

| | | |
|-----------|--------------------------------------------------------------------------------------|-----------|
| 5.4 | Emergency Preparation..... | 5 |
| 5.4.1 | Emergency Equipment | 5 |
| 5.4.2 | Emergency Assembly Points..... | 5 |
| 5.4.3 | Emergency Contacts | 5 |
| 5.4.4 | First Aiders..... | 5 |
| 5.4.5 | Site Induction..... | 5 |
| 5.4.6 | Site Inspections..... | 6 |
| 5.5 | Training and Review | 6 |
| 6 | REPORTING OF EMERGENCY EVENTS | 6 |
| 6.1 | Reporting..... | 6 |
| 6.2 | Preservation of Scene | 6 |
| 7 | NEWS, MEDIA AND PUBLIC RELATIONS..... | 7 |
| 8 | EMERGENCY SCENARIOUS..... | 7 |
| 8.1 | Fire Emergency..... | 7 |
| 8.1.1 | Ancillary Equipment | 7 |
| 8.1.2 | Bush Fire | 7 |
| 8.1.3 | Fire Emergency in Mackay Offices (Working Hours) | 8 |
| 8.1.4 | Types of Portable Fire Extinguishers | 8 |
| 8.2 | Bomb Threat..... | 9 |
| | Phone Threat Checklist - Keep Calm | 9 |
| 8.3 | Natural Disasters – Cyclones..... | 11 |
| 8.3.1 | General | 11 |
| 8.3.2 | Actions to be taken..... | 11 |
| 8.4 | Motor Vehicle Accident..... | 11 |
| 8.5 | Spill Response | 11 |
| 9 | ADDENDUM A – Site Evacuation Plan..... | 13 |
| 9.1 | Reay Services Group Office..... | 13 |
| 10 | ADDENDUM B – EMERGENCY CONTACTS | 14 |
| 10.1 | Reay Services Group Contacts..... | 14 |
| 10.2 | Emergency Contacts – Mackay (Neighbouring businesses in the case of emergency) | 14 |
| 10.3 | Emergency Contacts – Sites | 15 |
| 10.4 | Other Contacts | 15 |
| 11 | ADDENDUM C – OFFICE EMERGENCY PERSONNEL & RESPONSIBILITIES | 16 |
| 12 | STATEMENT OF UNDERSTANDING AND COMPLIANCE | 19 |

1 PURPOSE

An emergency can develop from a number of causes: fire, bomb threat, cyclone, vehicle accident and others.

Reay Services Group has established an Emergency Response Procedure, which sets out minimum standards in the approach to planning and management of emergency situations.

The purpose of this plan is:

- To ensure all personnel are prepared to respond to all potential emergency scenarios;
- To provide training so that a high level of preparedness can be continually maintained;
- To provide a basis for up-dating and reviewing emergency procedures;
- To control or limit any effects that an Emergency may have;
- To facilitate emergency response and to provide such assistance on site as is appropriate to the occasion;
- To ensure communication of all vital information as soon as possible;
- To facilitate the re-organisation and reconstruction activities so that normal operations can be resumed;

2 SCOPE

This emergency response plan is for all Reay Services Group Operations including Mackay office and project sites.

NB. Whilst operating on a client controlled site Reay Services Group may be required to comply with the sites emergency response plan, in these circumstances personnel shall comply with client emergency response requirements.

3 DEFINITIONS

Company / the Company: Refers to Reay Services Group and associated entities.

HSEQ Management System: Quality, Safety and Environmental Management Systems.

Emergency: An emergency can be described as an abnormal, dangerous or life-threatening situation requiring urgent action to protect people, the environment, property or the work area.

Emergency Controller: The Emergency Controller is the person responsible for coordinating the emergency response on site, and who is the most senior person on site.

4 RESPONSIBILITIES

All company Employees and Contractors are responsible for complying with the requirements of this procedure.

Refer to QMS-PRO-026 – Authority and Responsibilities Procedure for further details.

5 EMERGENCY PLANNING

5.1 General

The steps in responding to an emergency are:

1. Remain calm.
2. Do not take unnecessary risks in an attempt to control the emergency or even to rescue others.
3. If necessary, shutdown the equipment and move to the emergency assembly area.
4. Determine if it is necessary to notify emergency services (refer to the emergency contact list for numbers).
5. Any person responsible for contacting emergency services must give priority to this task. When making an emergency call, state:
 - Name and telephone details in case return contact is required.
 - Nature of emergency – injury / fire / explosion etc
 - Assistance required
 - Number of casualties and nature of injuries if known.
 - Always wait on the line to be told what to do.
6. The person at the scene of the emergency must assess whether it is safe to render assistance and if so this should be done within his/her capabilities.
7. The Emergency Controller will remain in that role until relieved by a competent person, (a competent person might be, for example and depending on the type of emergency, the police, fire or other officers or mine emergency personnel).
8. The Emergency Controller is responsible for preserving the scene of the incident until approval has been given to recommence normal work.
9. Following the termination of the emergency, the following measures are to be implemented by the Emergency Controller at the scene:
 - Immediately report to the General Manager or Managing Director, who will determine whether a report is to be made to the authorities and part of the emergency scene or other evidence must be preserved.
 - Follow up of any person requiring medical care (including positive steps to ensure an adequate rehabilitation plan).
 - Preservation of evidence which may be relevant to a thorough investigation of the incident.
 - Investigation of the causes of the incident.
 - Site clean-up.

A controlled return to work occurs when permission is given from the site and it is determined that the area, plant, equipment, and personnel are safe and ready to resume normal operations.

5.2 Evacuation Procedure

Personnel should proceed quickly and orderly by the safest possible route to the designated assembly area and report to their Supervisor in the event of an evacuation.

The most senior Reay Services Group representative on the site shall ensure that all personnel are accounted for. No persons shall leave the designated emergency assembly area, or return to the contract area until the area is declared safe by Senior Management.

5.3 First Aid and Medical Treatment

First aid should be sought for all injuries on site. For more serious injuries, first aid should be provided and continued until more qualified assistance arrives or the injured person is transported to medical assistance.

Procedure for treatment of injuries is as follows:

- First aider provides initial treatment and assessment.
- If first aider assesses that further treatment or assessment is required, and if the person can be safely and efficiently transported for treatment, then the injured person is to be transported for medical treatment (eg. to the Site Medical Centre or other Medical facility).
- If the first aider assesses that the injured person requires emergency medical treatment or transport by ambulance, then an emergency call shall be made.
- Where a person has been injured, it is the responsibility of the most senior Reay Services Group site representative to ensure that the person is 'looked after' when going to a doctor or hospital. Management of the injured person shall be in accordance with the Rehabilitation Procedure WC-PRO-002.
- Where an emergency medical treatment is required the General Manager shall be contacted by site personnel as soon as practicable.
- The General Manager or Managing Director is responsible for notifying and communicating with the injured employee's Emergency contact person.

5.4 Emergency Preparation

5.4.1 Emergency Equipment

Equipment includes fully maintained, adequate and the correctly positioned fire extinguishers and first aid kits on the site and fire extinguishers in vehicles.

Contracts are established with appropriate service provider to ensure extinguishers are serviced and remain in-service.

5.4.2 Emergency Assembly Points

The emergency assembly point must be clearly communicated to all personnel and maps of emergency exit be displayed in the workplace. *See Addendum A.*

5.4.3 Emergency Contacts

A detailed listing of emergency contacts must be maintained. The Emergency Contact List shows the correct location of the site as it should be given to emergency services, and the phone numbers of various emergency services and client personnel. *See Addendum B.*

5.4.4 First Aiders

Site Supervisor shall maintain current First Aid qualifications and a list of First Aiders shall be maintained in the Mackay office. *See Addendum C.*

Records of First Aid qualifications shall be maintained on personnel files and in the Training Matrix.

5.4.5 Site Induction

The site induction to be provided to each person coming to site must include specific information on emergency procedures, assembly points, location of extinguishers, etc. This Site Induction will include the full HSEQ Induction for employees and Visitor Induction (whichever is the appropriate).

At Client sites, a specific induction for that site will be undertaken which includes the specific emergency response procedures for that site. These should be followed in the event of an emergency.

5.4.6 *Site Inspections*

Periodic Workplace Inspections of the site are conducted, these include inspection of emergency equipment and that personnel are aware of emergency procedures.

5.5 Training and Review

Emergency exercises/drills shall be conducted periodically (at a minimum of annually). Records of drills shall be maintained and improvements or actions identified during the drill shall be recorded and monitored via the *Corrective and Preventative Action Register* QMS-REG-002.

The Emergency Response Procedure shall be reviewed and updated as required and at a minimum every 2 years.

6 REPORTING OF EMERGENCY EVENTS

6.1 Reporting

When involved in an emergency, Reay Services Group employee's will take all necessary steps to safely control the emergency and the potential for harm to life, property and the environment; in accord with this procedure or site specific emergency response requirements.

As soon as practicable employees shall notify:

- The relevant Emergency Services on 000 or Relevant Site Emergency Response Coordinator (as appropriate);
- Their Supervisor / Senior Reay Services Group representative on site;
- The Supervisor shall notify the General Manager.
- The Senior Reay Services Group representative on site (verified by the General Manager) shall notify the Client Contract Representative

Phone reports of all emergency events are to be made to the General Manager, with written Incident Reports to be provided in accord with *HSEQ Incident Reporting and Investigation Procedure WHS-PRO-002*.

Senior Management will control the notification of statutory authorities for reporting purposes. At Mine sites the Client is responsible for formal notifications and reporting to the appropriate statutory authorities, Reay Services Group shall participate in investigation and reporting as required.

Further details on statutory reporting can be obtained from *HSEQ Incident Reporting and Investigation Procedure WHS-PRO-002*.

6.2 Preservation of Scene

By law, the scene of an accident, incident, or emergency as well as other relevant evidence must be preserved (where the emergency was a reportable event). If there is any doubt, the scene of any incident or emergency must not be disturbed (except as necessary to deal with the emergency or to save or protect people) until approval is given by the General Manager or the Managing Director. On a client mine site this approval is issued by the Senior Site Executive.

On Reay Services Group controlled sites the General Manager or Managing Director, in consultation with Departmental officers, will determine whether a report is required and what part (if any) of the scene is to be preserved.

It may be necessary to place barriers around sites, or areas, or equipment which must be preserved for inspection by the inspectorate or police.

7 NEWS, MEDIA AND PUBLIC RELATIONS

All media enquiries should be directed to:

Brett Reay – Director
Phone: (07) 4951 2933

Under no circumstances are Reay Service Group personnel to communicate or discuss any incidents with the media.

Dependent on the nature of (and seriousness of) the emergency, legal advice may be sought prior to any public comment.

Senior Management will normally contact neighbouring businesses of the emergency. If nearby businesses are considered to be *at risk*; the Police and/or SES will organise suitable warnings.

8 EMERGENCY SCENARIOS

8.1 Fire Emergency

At any time during the Company's operations, any employee / contractor / visitor may be faced with a fire emergency. If the emergency is to be brought under control then personnel must take prompt and proper action.

8.1.1 Ancillary Equipment

Fire extinguishers are provided at various points on the site, and all personnel should familiarise themselves with their location and proper use.

A fire should be fought with available fire extinguishers and pumped water if necessary. However, firefighting should only occur where individuals are able to do so in complete safety.

The first priority in the event of a fire is to notify others. This allows them to plan their escape, and ensures that assistance will be available if the fire is not controlled. In addition, before fighting a fire a person must ensure that there is a certain escape route if the fire is not put out.

On a mine site, the Emergency call shall be made for all fires (refer to Client Site Emergency Response plans).

8.1.2 Bush Fire

Bush fires can be extremely dangerous for persons who are not adequately trained in firefighting. In the event of a bush fire in the area, crews should prepare to protect equipment. Flammable items should be put away or dampened, work should cease if there is any possibility of sparks being carried on the wind.

8.1.3 Fire Emergency in Mackay Offices (Working Hours)

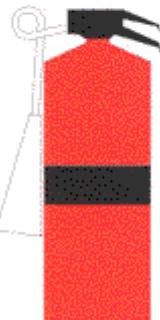
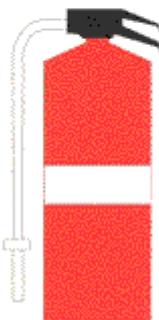
If told to evacuate an area or building by the Warden or Deputy Warden:

1. Follow the directions of your Warden
2. Assist others as directed
3. When evacuation is to proceed, the Warden will:
 - a. Give clear directions to go to specific assembly point
 - b. Note the identity of a group leader
4. Maintain visual contact with one another and the group leader
5. Do not move from the assembly point until authorised by the Chief Warden
6. Under no circumstances is anyone to re-enter the building until the position is declared safe by the relevant external authority or Chief Warden

In the Event of a fire:

1. Telephone 000 (State the exact location and details of the fire)
2. Ring Chief Warden (Advise of 000 call and provide details)
3. Advise others nearby and the nearest Warden(s)
4. Stay calm DO NOT shout FIRE
5. Direct employees and visitors to exits until Warden takes over
6. Try to extinguish the fire with the correct equipment, but do not take unnecessary risks

8.1.4 Types of Portable Fire Extinguishers

| | | | | |
|-----------------------|--------------------------------------------------------------------------------------------------------------|------------------------------------------------------------------------------------------------------|------------------------------------------------------------------------------------------------------|------------------------------------------------------------------------------------------------------|
| Type of Sign: |  |  |  |  |
| Type of Extinguisher: | CARBON DIOXIDE  | POWDER  | WATER  | FOAM  |
| Colour Code | Red body BLACK band | Red body WHITE band | Red body RED band | Blue body or Red body BLUE band |
| For use on: | For flammable liquid, electrical, | For chemical, flammable liquid, | For paper, wood and solids. | For flammable liquid, oil and |

| | | | | |
|-----------------|-------------------------|--------------------|---------------------------------------|------------------|
| | oil, grease, all other. | electrical, gases. | Extinguished by cooling. | grease. |
| Not for use on: | | (Electronics) | Flammable liquids or electrical fires | Electrical fires |

8.2 Bomb Threat

In the event of a phone/bomb threat:

All threats shall be treated seriously.

Above all:

Keep Calm

If threat is by Telephone:

Prolong call - keep person talking and ask relevant questions under clause 8.2.1 and in accordance with the Bomb Threat response card.

After further information has been obtained, depending on the nature and location of the bomb, the employee is to notify the closest person of the threat by quietly waving the back of the Bomb Threat Response Card. And using appropriate hand gestures listed below as to what action is to be taken.



= Proceed to muster point using the emergency exit in this direction.



= Stay calm and quiet, and stay at your desks.

The Chief Warden will call 000.

If object found:

- Do not touch
- Report find
- Keep areas clear

Basic Rules:

- Treat as genuine
- Record exact information
- Stay calm and don't panic

rsg

PHONE BOMB THREAT RESPONSE CARD

The employee whom receives the call is to initiate the following questions:

1. What is it?
2. When is the bomb going to explode or when is the substance going to be released.
3. Where did you put it?
4. What does it look like?
5. When did you put it there?
6. What will make the bomb explode?
7. Why did you put it there?

After further information has been obtained, depending on the nature and location of the bomb, the employee is to notify the closest person of the threat by quietly waving the back of this card. And using appropriate hand gestures listed below as to what action is to be taken.

= Proceed to muster point using the emergency exit in this direction.

= Stay calm and quiet, and stay at your desks.

When the alarm and required action has been initiated to the closest person the following steps are to be undertaken:

1. Keep calm; and notify all employees of the required action.
2. The Chief Warden is to call the police.

Important notes:

- Don't panic, don't make any extreme movements or reactions
- Don't touch the device
- Treat the threat as genuine
- If possible, the person receiving the threat is to take notes.

EMERGENCY

PHONE BOMB THREAT

FOLLOW REQUIRED ACTION

CALL THE POLICE ON 000

EMERGENCY RESPONSE TEAM:

Phone Threat Checklist - Keep Calm

General questions to ask

1. What is it
2. When is the bomb going to explode OR When will the substance be released
3. Where did you put it?
4. What does it look like?
5. When did you put it there?
6. How will the bomb explode? OR How will the substance be released?
7. Did you put it there?
8. Why did you put it there?

Callers Voice

- Accent (specify)
- Any impediment (specify)
- Voice (loud, soft etc)
- Speech (fast, slow etc)
- Diction (clear, muffled etc)
- Manner (calm, emotional etc)
- Did you recognise the caller?
- If so, who do you think it is?
- Was the caller familiar with the area?

Threat language

- Well spoken
- Incoherent
- Irrational
- Taped
- Message read by caller
- Abusive
- Other

Chemical/ Biological Threat questions

1. What kind of substance is in it?
2. How much of the substance is there?
3. How will the substance be released?
4. Is the substance a liquid, powder or gas?

Background Noises

- Street
- House
- Aircraft
- Voices
- Music
- Machinery
- Other

Bomb Threat Questions

1. What type of bomb is it?
2. What is in the bomb?
3. What will make the bomb explode?
4. What is your name?

Other

- Gender of caller Male/ Female
- Estimated age

Call Taken

- Date:
- Time:
- Duration:

Exact Wording of Threat

Notes

Action
Report call immediately to Police (000), Senior Manager

Use additional paper as required to record details

8.3 Natural Disasters – Cyclones

8.3.1 General

In meteorology, a cyclone is a large scale air mass that rotates around a strong center of low atmospheric pressure. Cyclones are characterised by inward spiraling winds that rotate about a zone of low pressure.

Depending on the category of the cyclone, which can range for CAT 1 to CAT 5. Winds can range from 200km to 290km per hour.

Cyclone season is from the 1st of November in one year to the 30th of April in the next.

As cyclones often adopt an erratic course, or suddenly change speed, it is important that you be aware of any changes at the earliest possible time. The Bureau of Meteorology website and/or local /ABC news coverage monitors and maintains awareness of the conditions.

8.3.2 Actions to be taken

In the event of an imminent cyclone:

1. All loose items in and around the office are to be stored away
2. All vital documents should be locked away to help protect against water and wind damage
3. Electronic back-up tape should be taken from the premises
4. Blinds should be closed to protect against shattered glass
5. Employees should be directed to return home (or not attend work)
6. All work should cease at 6 – 12 hours before the predicted time of arrival of the cyclone.

8.4 Motor Vehicle Accident

What to do if involved in a motor vehicle accident:

1. STOP – as soon as it is safe to do so.
2. Ensure your own personal safety and that of any others involved in the accident
3. Report the incident to Police as soon as practicable
4. Report incident to your manager as soon as practicable
5. Identify all vehicles involved in the incident by recording the make, model, registration number
6. Exchange names and contact details with the other party or parties (including driver's license number)
7. Record the names and contact details of any witnesses who were at the scene of the incident
8. Complete WHS-FRM-007 Incident Report Form

8.5 Spill Response

In the event of a spill the following steps should be taken:

1. **Safety first** – identify the product; avoid inhalation of vapours. Ensure persons in the immediate area are notified.
2. **Ensure** that the information and requirements defined in the SDS for the product/material are known and understood.

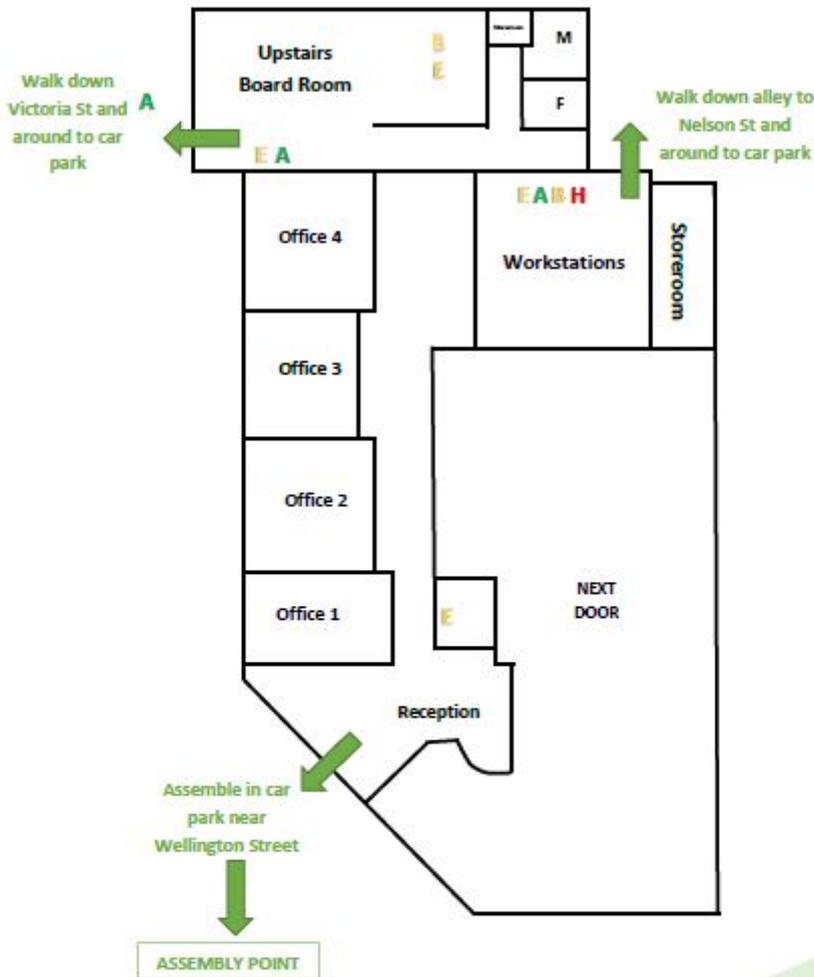
3. **Stop the flow of product** – stand upright any tipped or fallen containers, plug holes or leaks, install small temporary barriers such as earth, use products from spill kits. Ensure that appropriate PPE is worn prior to attempting to stop the flow.
4. **Notify your supervisor** – communication and chain of command processes need to be followed.
5. **Barricade area** – where there is potential for people or vehicles to come into contact with the spill, ensure the appropriate use of barricades to prevent contact.
6. **If minor spill only, commence clean-up activities.** If it is a large spill notify your supervisor and consult with client site Environmental Advisor to develop a suitable recovery plan.
7. **Commence clean-up activities** – spilled produce shall be removed. If the material is in solid then the solid needs to be removed for appropriate disposal. Free liquids can be recovered using absorbent product from spill kits. Recovered materials must be stored in appropriate containers, including bags supplied in spill kits. Do not hose wastes (eg. solid, hydrocarbons) into stormwater systems.
8. **Disposal of recovered materials** – disposal of recovered materials shall be as per the client site waste management protocols. These materials will generally be regulated waste requiring disposal through Regulated Waste contractors using appropriate waste tracking documentation. Consult with Client Environmental Advisor where unsure.
9. **Incident Reporting** – all spills are considered incidents and will need to be reporting in accord with WHS-PRO-002 HSEQ Reporting & Investigation Procedure (using WHS-FRM-007) Incident Reporting Form).

9 ADDENDUM A – Site Evacuation Plan

9.1 Reay Services Group Office

2/13 Wellington Street, Mackay QLD 4740

Ph: 07 4951 2933



| LEGEND | |
|--------|--------------|
| ← | EXIT |
| H | Fire Hose |
| E | Extinguisher |
| A | Fire Alarm |
| B | Fire Blanket |



10 ADDENDUM B – EMERGENCY CONTACTS

10.1 Reay Services Group Contacts

| | | |
|------------|-------------------|--------------|
| Brett Reay | Managing Director | 0429 999 770 |
| Office | Administration | 07 4951 2933 |

10.2 Emergency Contacts – Mackay (Neighbouring businesses in the case of emergency)

O'Hara Air-conditioning

3/13 Wellington Street
 Mackay, QLD
 07 4951 4122

Unoccupied

1/13 Wellington Street
 Mackay, QLD 4740

| Emergency Services – Fire/Police/Ambulance | 000 | Duty Officer |
|------------------------------------------------------------------|--------------|--------------|
| Dept of Environment & Heritage Protection – Pollution Hotline | 1300 130 372 | Duty Officer |
| Mackay City Council | 1300 622 529 | |
| Mackay Police Station | 07 4968 3444 | Duty Officer |
| Workplace Health and Safety Queensland | 1300 369 915 | Duty Officer |

10.3 Emergency Contacts – Sites

Grasstree (Anglo American Capcoal) Mine Site

Via Middlemount

| | | |
|------------------------------------------------------------------|-------------------------------------------------------------------------------------------|----------------------------------------------|
| Anglo American – Grasstree | 0447 183 944 / 07 4985 0801 0438 637 471 / 07 4985 0803 0427 417 014 / 07 4985 0975 | Paul Fletcher Ross Meredith David Holt |
| Emergency Services – Fire/Police/Ambulance | 000 | Duty Officer |
| Dept of Environment & Heritage Protection – Pollution Hotline | 1300 130 372 | Duty Officer |
| Workplace Health and Safety Queensland | 1300 369 915 | Duty Officer |

10.4 Other Contacts

| | | |
|---------------------------------------------------------------------------|--------------|--|
| Mackay Base Hospital - 475 Bridge Rd, West Mackay | 07 4885 6000 | |
| Middlemount Medical Centre - Middlemount Mall | 07 4985 7169 | |
| Moranbah Hospital - Mills Avenue, Moranbah | 07 4941 4600 | |
| Moranbah Town Centre Medical Centre - Town Square, Moranbah | 07 4941 7268 | |

11 ADDENDUM C – OFFICE EMERGENCY PERSONNEL & RESPONSIBILITIES

| | |
|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|------------------------------------------------------------------------------------|
| CHIEF FIRE WARDEN: | Melanie Richards |
| Position: | Finance Coordinator |
| Phone: | 0427 845 215 |
| Deputy Chief Fire Warden: | David McNeil |
| Roles and Responsibilities of the company Chief Fire Warden: |  |
| <ul style="list-style-type: none"> • Distribute and familiarise all new occupants of the building with the Emergency Response Procedure. • Delegate the duty of Corporate Office Wardens, when required. • Liaise with Emergency Services in the event of an Emergency. • Maintain emergency evacuation records and procedures. • Chair and Minute Emergency Response Team Meetings. • Debrief wardens following an event. • Where necessary, plan evacuation exercise. | |
| Responsibilities during an Evacuation : | |
| <p>Upon becoming aware of an emergency, the Chief Warden will:</p> <ul style="list-style-type: none"> • Proceed to the Emergency Evacuation Control Point • Ensure that the appropriate Emergency Service has been notified. • Establish communications with Wardens. • Instruct the Wardens on what action is to be taken. • Upon exit to the emergency evacuation point, obtain the visitor log book to account for visitors. • Complete the roll-call report at the evacuation point. • Wardens will advise the Chief Warden at the Emergency Evacuation Control Point when the area is clear. <p>The Chief/Deputy will liaise with the Emergency Service. The Chief/Deputy has control of the building until the arrival of the emergency services whereupon the officer in charge takes over control.</p> | |

| | |
|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|------------------------------------------------------------------------------------|
| FIRE WARDEN: | David McNeil |
| Position: | Operations Manager |
| Phone: | 0409 974 472 |
| Deputy Fire Warden: | Mikaela |
| Roles and Responsibilities of the company Fire Warden: |  |
| <ul style="list-style-type: none"> • Maintain emergency evacuation records and procedures. • Attend emergency response team meetings when requested. • Ensure emergency exits are visible and unobstructed on a daily basis. • Ensure fire extinguishers are not missing or obstructed. • Ensure fire extinguishers are maintained and serviced when required. | |
| Responsibilities during an Evacuation : | |
| <p>Upon becoming aware of an emergency, the Fire warden will:</p> <ul style="list-style-type: none"> • Follow directives from the chief warden regarding what action is to be taken. • Where appropriate operate the buildings emergency alarm system. • Clear all areas of the building & assist personnel to the emergency evacuation point. • Inform the Chief Warden when all areas are cleared. • Assist the chief warden and emergency services to announce when the scene is clear. | |

Emergency Response Procedure

| | |
|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-------------------------------------------------------------------------------------|
| FIRST –AIDER: | Mikaela Vorpapel |
| Position: | HR/HSEQ Administration |
| Phone: | 0427 195 070 |
| Deputy First-Aider in the absence of Mikaela Vorpapel: | Melanie, David |
| Roles and Responsibilities of the company First-Aider: | |
| <ul style="list-style-type: none"> Ensure first aid supplies are readily available at all times. Maintain First-aid kit registers. Attend to various medical matters when required. |  |
| Responsibilities during an Evacuation : | |
| <ul style="list-style-type: none"> Manage the incident and ensure the continuing safety of themselves, bystanders and the casualty Assess casualties and find out the nature & cause of their injuries Arrange for further medical help or other emergency services to attend. If trained, prioritize casualties based upon medical need Provide appropriate first aid treatment as trained If able, make notes/observations of casualties Fill out any paperwork as required Provide a handover when further medical help arrives Take portable first aid kit to the muster point should first aid be required. | |

12 STATEMENT OF UNDERSTANDING AND COMPLIANCE

Statement of understanding and compliance:

Iunderstand I have been delegated the role of

| | | | |
|-------------------|--|--------------------------|--|
| Chief Fire Warden | | Deputy Chief Fire Warden | |
| Fire Warden | | Deputy Fire Warden | |
| First-Aider | | Deputy First-Aider | |

For the Mackay Corporate Office.

I have read and understood the Emergency Evacuation Procedure and the roles and responsibilities involved with the above mentioned delegations.

By signing below;

- I accept the delegation as listed above
- I will follow all emergency evacuation protocols as listed above.
- I will remain in the scope of my First-Aid & Warden Training.

Signed:

Date:

Manager/Chief Warden Sign:

Date:

To be filed on employee's personal file.