***SECTION 3*** *Framework for Health and Safety Management*

SITE EMERGENCY RESPONSE PLANS PROCEDURE

PURPOSE

***PROCEDURE***

This procedure provides guidance and information to enable the development of an effective emergency response plan (ERP) for water and waste water treatment plants. The requirements and guidance for ERPs for office locations is provided in the office health and safety procedure.

Requirements for response plans for specific activities such as confined space entry are contained in relevant procedures.

GENERAL REQUIREMENTS

### REQUIREMENT TO DEVELOP EMERGENCY RESPONSE PLANS

All sites and workplaces shall develop emergency response plans (ERP). The ERP shall be developed in conjunction with affected workers and shall be subject to worker consultation and input in accordance with the Health and Safety Consultation and Communication procedure.

### COMMUNICATION AND TESTING OF EMERGENCY RESPONSE PLANS

The ERP shall be communicated and provided to workers and visitors as part of site induction information. Copies of the ERP shall be displayed at prominent locations, including reception areas, Health and Safety noticeboards and on the organisation’s intranet.

The ERP shall be tested at six monthly intervals and the outcomes of the test subject to de-brief discussion by the site or organisations health and safety committee. Where required the ERP shall be updated to include improvements identified during the testing of the ERP.

Changes and revisions to any site ERP shall be formally communicated to all workers, via health and safety meetings, operational meetings or other appropriate communication methods.

EMERGENCY RESPONSE PLAN

### ROLES AND RESPONSIBILITIES

The roles and responsibilities of key site staff as they relate to the ERP are as follows.

The Site or Operational Manager shall:

 Ensure that an ERP is developed, communicated and implemented and people have been appointed to conduct specific roles detailed below.

 Provide resources to implement this plan, provide emergency equipment and conduct training.

 Report emergencies & incidents to the organisation and statutory authorities where applicable (e.g. WorkSafe, in consultation with the Health and Safety Manager).

The Site or Operational Manager shall act as Incident Response Manager and will:

Prior to emergency/incident:

 Ensure that all emergency equipment (e.g. fire extinguishers, first aid kits, smoke detectors etc.) is maintained, inspected & calibrated

 Set up Emergency Assembly Areas, and ensure emergency egress routes are kept clear and free of obstructions at all times

 Ensure fire hydrants are clear and accessible at all times

 Ensure fire hazards are removed or appropriately managed

 Ensure all plant is kept in good condition

 Co-ordinate training required by site workers

 Maintain the site attendance register and the Emergency Information Book.

During emergency/incident:

 Activate the audible alarm

 Control workplace resposnes

 Contact Emergency Services, and liaise as necessary with the external emergency response personnel

 Inform all site personnel and ensure they are evacuated and accounted for

 Ensure the Emergency Assembly Areas are safe and direct personnel evacuating the site to an alternative area as necessary

 Coordinate First Aid

 Ensure any critical shutdown procedures are carried out

 Report the emergency to other authorities where applicable (e.g. WorkSafe) if directed by the Health and Safety Manager Operations.

First Aid Officer/First Aiders for the site shall be responsible for:

 Administering first aid to injured workers

 Explaining injured person’s status to the emergency services All site staff, subcontractors and visitors are responsible for:

 Following instructions from the Incident Response Manager

 Implementing procedures safely and adhering to the Emergency/Incident Management Plan, as per instructions and induction.

### EMERGENCY DEFINITION

Any incident or situation with the potential to require significant resources beyond normal operations and maintenance, and which impacts significantly on external stakeholders.

The incident may involve emergency services, government authorities and regulators, community representatives and the media.

Emergency conditions are considered to exist if:

 Any site personnel or visitors are involved in an accident or experience any adverse effects or symptoms while on site; or

 A potential danger requiring evacuation exists; or

 A condition is discovered that suggests the existence of a situation more hazardous than anticipated.

### EMERGENCY RESPONSE PLAN CONTENT

Attachment 1 to this procedure provides a template and information that can be used to develop the site specific ERP, including:

***SECTION 3*** *Framework for Health and Safety Management*

 Emergency Contact Details

 Emergency Assembly Areas

 Medical Treatment Facilities and Hospital

***PROCEDURE***

 General Emergency & Evacuation Information:

~ In the Event of a Medical Emergency

~ In the Event of a Fire or Explosion

~ In the Event of Pollution Occurring

~ In the Event of a Perceived or Actual Threat to Public Health

~ In the Event of Loss or Interruption of Services/ Availability

~ In the Event of Significant Process, Civil, Mechanical, Electrical or Control Failure

~ In the Event of Loss of Power or Communications

~ In the Event of Extortion, including Bomb Threat

~ In the Event of Vandalism

~ In the Event of Earthquake or Extreme Weather

### MEDIA RESPONSE

Workers must not respond to media inquiries other than in accordance with any organisational protocol for advising of such inquiries and providing such responses agreed with the organisation.

RECORD KEEPING

Persons in control of the workplace shall maintain records of:

 Emergency response and evacuation drills

 Testing of emergency equipment, such as fire extinguishers

TRAINING REQUIREMENTS

***SECTION 3*** *Framework for Health and Safety Management*

Persons shall be trained in the requirements of this procedure, training courses may including:

NZQA Unit Standard 3271 Use of Fire Extinguishers

NZQA Unit Standard 16799 Carry out the duties of a workplace emergency warden

***PROCEDURE***

NZQA Unit Standard 22445 Work as part of an incident management team

### RECORDS OF TRAINING

Persons in control of the workplace shall maintain records of emergency response training and make these available as necessary for inspections and audits.

ATTACHMENTS:

Attachment 1: Example Emergency Response Plan Template

REFERENCES

### WATER NEW ZEALAND PROCEDURES & GUIDELINES:

#### Health and Safety Procedures:

 Office Health and Safety

 Incident Reporting and Investigation

 Health and Safety Training Program

 Health and Safety Consultation and Communication

#### Health and Safety Guidelines:

 Water New Zealand Good Practice Guidelines for developing Chlorine Emergency Response Plans

### LEGISLATION, REGULATION AND STANDARDS

 Health and Safety at Work Act 2015

 Health and Safety in Employment Regulations 1995

 AS/NZS 4801:2001, requirement 4.4.7: Emergency preparedness and response

 AS/NZS ISO 14001:2004, requirement 4.4.7: Emergency preparedness and response

 AS 1940 – 2004 The storage and handling of flammable and combustible liquids

 AS 1851 – 2005 Maintenance of fire protection systems and equipment

 AS 3745 – 2002 Emergency control organisation and procedures for buildings, structures and workplaces