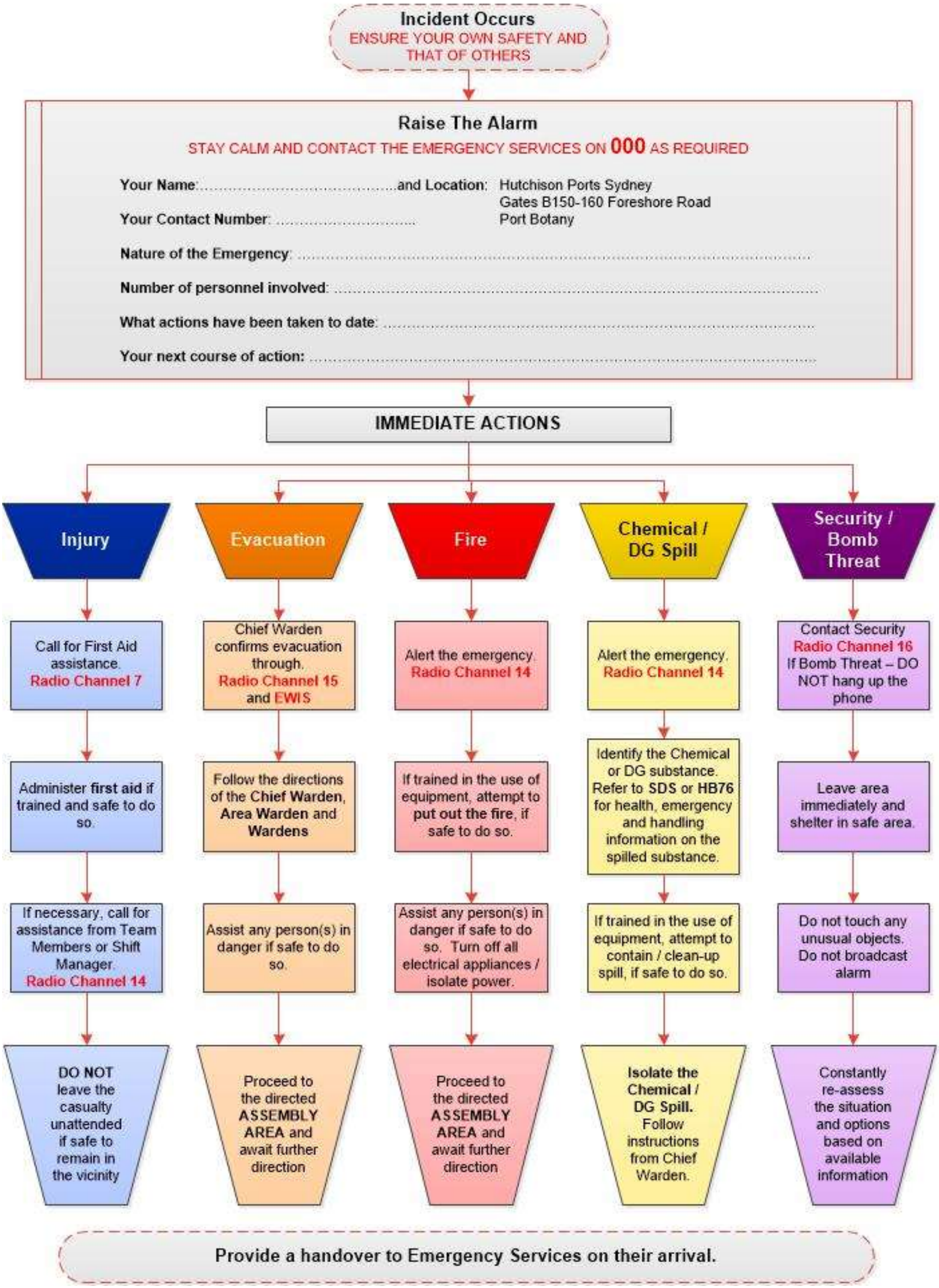
HSEQ MANAGEMENT SYSTEM
Emergency & Security

HSEQ10.1.3
Emergency Response Plan
Sydney
VERSION 08

Immediate Response Guide to Emergencies



Incident Occurs
ENSURE YOUR OWN SAFETY AND THAT OF OTHERS

Raise The Alarm
STAY CALM AND CONTACT THE EMERGENCY SERVICES ON **000** AS REQUIRED

Your Name:..**and Location**: Hutchison Ports Sydney
Gates B150-160 Foreshore Road
Port Botany

Your Contact Number: ....

Nature of the Emergency: ....

Number of personnel involved: ....

What actions have been taken to date: ....

Your next course of action: ....

IMMEDIATE ACTIONS

Injury

- Call for First Aid assistance. Radio Channel 7
- Administer **first aid** if trained and safe to do so.
- If necessary, call for assistance from Team Members or Shift Manager. Radio Channel 14
- DO NOT leave the casualty unattended if safe to remain in the vicinity

Evacuation

- Chief Warden confirms evacuation through. Radio Channel 15 and EWIS
- Follow the directions of the **Chief Warden, Area Warden and Wardens**
- Assist any person(s) in danger if safe to do so.
- Proceed to the directed **ASSEMBLY AREA** and await further direction

Fire

- Alert the emergency. Radio Channel 14
- If trained in the use of equipment, attempt to **put out the fire**, if safe to do so.
- Assist any person(s) in danger if safe to do so. Turn off all electrical appliances / isolate power.
- Proceed to the directed **ASSEMBLY AREA** and await further direction

Chemical / DG Spill

- Alert the emergency. Radio Channel 14
- Identify the Chemical or DG substance. Refer to **SDS** or **HB76** for health, emergency and handling information on the spilled substance.
- If trained in the use of equipment, attempt to contain / clean-up spill, if safe to do so.
- **Isolate the Chemical / DG Spill.** Follow instructions from Chief Warden.

Security / Bomb Threat

- Contact Security Radio Channel 16 If Bomb Threat – DO NOT hang up the phone
- Leave area immediately and shelter in safe area.
- Do not touch any unusual objects. Do not broadcast alarm
- Constantly re-assess the situation and options based on available information

Provide a handover to Emergency Services on their arrival.

Document Control:

Document control shall be in accordance with the HPA Document Control and Records Management Policy (HSEQ9.1) and the Document Control & Information Management Procedure (HSEQ9.1.1), ensuring that:

- An up to date version of this HSEQ Management System document is maintained;
- Records of superseded versions of the document are retained for a minimum of 7 year; and
- Current version of the document is readily available to all Managers, Employees and Key Stakeholders.

Register of Amendments					
Ver No	**Page no**	**Date**	**Description of amendments**	**Prepared by**	**Approved by**
DRAFT 2	All	01-08-13	Consultation Draft – internal	Peter Giesler	Trevor Ballantyne
DRAFT 3	All	15-07-13	Consultation Draft – external	Peter Giesler	Trevor Ballantyne
DRAFT 3A	All	31-07-13	External stakeholder consultation comments incorporated	Peter Giesler	Trevor Ballantyne
1	All	18-09-13	Comments from DP&I incorporated	Peter Giesler John Ieroklis	Trevor Ballantyne
2	All	03-10-13	Amend ERA to align titles in line with Rail Safety Act Incorporate comments from Fire Safety Study feedback	Peter Giesler John Ieroklis	Trevor Ballantyne
3	10, 11, 19, 27, 32, 34, 47, 50, 63, 65, 66, 69, 72	17-10-13	Comments from NSW Fire Brigade on Fire Safety Study incorporated	Peter Giesler John Ieroklis	Trevor Ballantyne
4	All	12-05-16	Review of ERP to update roles & responsibilities as per organisational structure. Removed the Risk Assessment appendix and save in the Risk Assessment system. Updated all flow charts and combined information from the ERA into flow charts for simplification of the document.	Jennifer Stevenson	Jessykah Miles
5	10	20-06-16	Added the bullet point to clarify that the Emergency Response Plan complies with HPS's EPA Licence requirements.	Jennifer Stevenson	Jessykah Miles
6		28-12-17 23-03-18	Updated the flowcharts to reflect company structure. Updated branding and logos in line with HP Guidelines. Added the Emergency Response flowchart for Fall from Heights. Amended the flowcharts to add more detail regarding the role of Security to act as an escort for Emergency Services. Added the PFSO to be notified for the flowcharts 13.7 and 13.8	Jennifer Stevenson	Blair Moses

Register of Amendments

Ver No	Page no	Date	Description of amendments	Prepared by	Approved by
7	All	25-01-21 05-03-21 31-03-21 21-07-21	Added Radio Channels and broadcasting information Complete general review and update of the plan in alignment with AS3745-2010. Presented draft to WHS Committee for consultation. Incident Notification: DPIE included as authorities to be notified of incidents ERP updated to incorporate the requirements of PIRMP. Included the Chemical Register. Updated all flowcharts	Jennifer Stevenson Dozie Egeonu & Jennifer Stevenson	Chris Barber
8	47	19-11-21	Minor update to the External Notification Table (NSW Ports)	Jennifer Stevenson	Chris Barber

A person using Hutchison Ports Australia documents or data accepts the risk of:

a) Using the documents or data in electronic form without requesting and checking them for accuracy against the original hard copy version; and

b) Using the documents or data for any purpose not agreed to in writing by Hutchison Ports Australia

Emergency Plan Distribution

This ERP shall be available at all times to staff via the SharePoint HSEQ Management System, and will also be uploaded to the company website at:

https://www.hutchisonports.com.au/hutchisonports-sydney/

Emergency Response Action procedures will be printed and provided to all members of the ECO in the **Emergency Response Guide** book

Contents

Definitions and Abbreviations

Term	Definition
Assembly Area	A designated location where people assemble during the course of an evacuation.
Automated Stacking Crane (ASC)	The terminal features Automated Stacking Crane (ASC) blocks where most of the containerised cargo moving between ship and shore will be placed whilst awaiting transit. Each ASC block contains 9 lanes of containers across its width, 68 rows across length and can stack containers 5 high.
Broadcast Messages	Radio broadcasting at HPS in the case of an emergency is the responsibility of the Operations Shift Manager. **Broadcast radio channel is – 15** Note – Emergency and Broadcast messages will be transmitted to all radios and takes priority over ALL other radio transmissions.
Chief Warden	The Chief Warden is expected to oversee the immediate response to an emergency alarm. The Chief Warden will determine if an emergency should be declared on the site and what emergency procedures should be implemented. The Chief Warden may also be requested to provide advice to the Incident Controller or LEOCON for emergencies affecting the area covered by this Plan
Combat Agency	means the agency identified in the NSW EMPLAN as the agency primarily responsible for controlling the response to a particular emergency. (Also referred to as 'Emergency Services' in this plan).
Control	means the overall direction of the activities, agencies or individuals concerned. Control operates horizontally across all agencies, organisations, functions and individuals.
Co-ordination	means the bringing together of agencies and individuals to ensure effective emergency or rescue management, but does not include the control of agencies and individuals by direction.
Dangerous Goods	Any substance or article prescribed as dangerous goods under State and Territory legislation.
EXCO	HPA Executive Committee (Chief Executive Officer; Chief Financial Officer, and General Manager HR & IR)
Emergency	An emergency is an event that: causes or threatens to cause loss of life or injury/illness to persons or significant damage to property which may require the immediate mobilisation and coordination of emergency services in order to protect life and/or property.
Emergency Control Organisation (ECO)	The Emergency Control Organisation (ECO) is the team appointed by the business to direct and control the implementation of the terminal's emergency response procedures.
Emergency Planning Committee (EPC)	The persons responsible for the documentation and maintenance of an emergency plan.

Term	Definition
Evacuation Area	The designated area to which evacuated persons are directed to go immediately upon being evacuated from the worksite or buildings by the Wardens/Area Wardens.
First Aid	A program designed to provide personnel with the knowledge to respond to, and treat injuries.
First-attack firefighting equipment	Portable fire extinguishers, fire hose reels and fire blankets, which are used to fight fires in their early stages.
First-response emergency equipment	Resources, such as automatic external defibrillators (AEDs), spill kits and first aid kits, which are used to address various emergency scenarios in their early stages.
Incident	An unplanned and uncontrolled event which has or could result in death, injury / Illness or property damage which requires normal response from the business or a combat agency or agencies.
Incident Controller	A member of the emergency services who is suitably trained and empowered to assume control of the emergency response.
Local Area	means the Local Government areas of Bayside Council and Randwick Council
Local Emergency Operations Controller (LEOCON)	Means the police officer appointed by the Commissioner of Police as the **Local Emergency Operations Controller** for the local government area and is responsible for controlling the allocation of resources in response to an emergency in the local area.
Rail Network	All or any part of the railway infrastructure controlled or owned by an accredited track manager.
Recovery	The process of returning affected facilities to their proper level of functioning following an emergency.
Site Control Centre	Means the location that the Chief Warden and members of the ECO are operating from during the incident or emergency.
Track Manager	The owner or manager of the track, network, depot or siding.
Train Control Centre	Track Manager centre that oversees and regulates all on-rail activities.

1 Emergency Response Statement

Sydney International Container Terminals (HPS) is committed to providing employees, contractors, visitors and customers with a safe work environment. HPS understands preparing for emergency situations greatly reduces the risk of injury, illness, and fatalities, and may limit the damage done to infrastructure and surrounding areas. Well developed and rehearsed emergency preparations assist management and staff to respond quickly and effectively to an emergency.

An Emergency:

- has the potential to cause / or requires full site closure or evacuation, or significant isolation;
- involves emergency services and /or government agencies to respond;
- may have significant impact on HPA's reputation or business continuity;
- significantly impacts on community, stakeholders, or customer relationships.

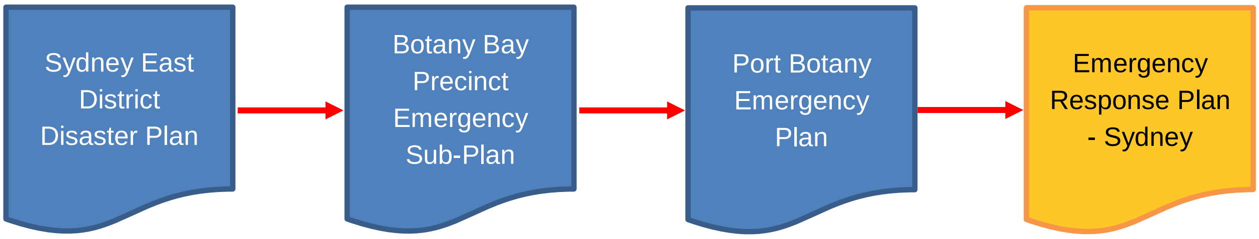
The aim of the Emergency Response Plan is to

- document the processes and organisational roles/responsibilities required to ensure that HPS is capable of effectively managing an emergency;
- provide a coordinated response to any emergency in the shortest time to minimise the loss of life, environmental harm and/or property damage; and
- restore the terminal to normal operations in an orderly and timely manner

This Emergency Response Plan also addresses:

- The requirements of The Ministers Conditions of Approval taken from the Consolidated Instrument of Approval DA-494-11-2003-i (as modified from time to time);
- The requirements of the Port Botany Expansion Environmental Impact Statement, URS Australia, 2003
- The requirement of HPS's Environmental Protection Licence and the Pollution Incident Response Management Plan (PIRMP) as defined in the *Protection of the Environment Operations Act* 1997 Part 5.7A and *Protection of the Environment Operations (General) Amendment (Pollution Incident Response Management Plans) Regulation* 2012;
- The requirements for HPS's Certificate of Accreditation to carry out railway operations, under the *Rail Safety National Law (NSW) No.82a* and *Rail Safety National Law National Regulations 2012*
- Aligns with the Australian Standard AS 3745-2010 Planning for emergencies in facilities

This Emergency Response Plan comes under the umbrella of the ***Port Botany Emergency Plan*** which falls under the ***Botany Bay Precinct Emergency Sub-Plan*** and the ***Sydney East District Disaster Plan***.


Sydney East District Disaster Plan
Botany Bay Precinct Emergency Sub-Plan
Port Botany Emergency Plan
Emergency Response Plan - Sydney

2 Scope

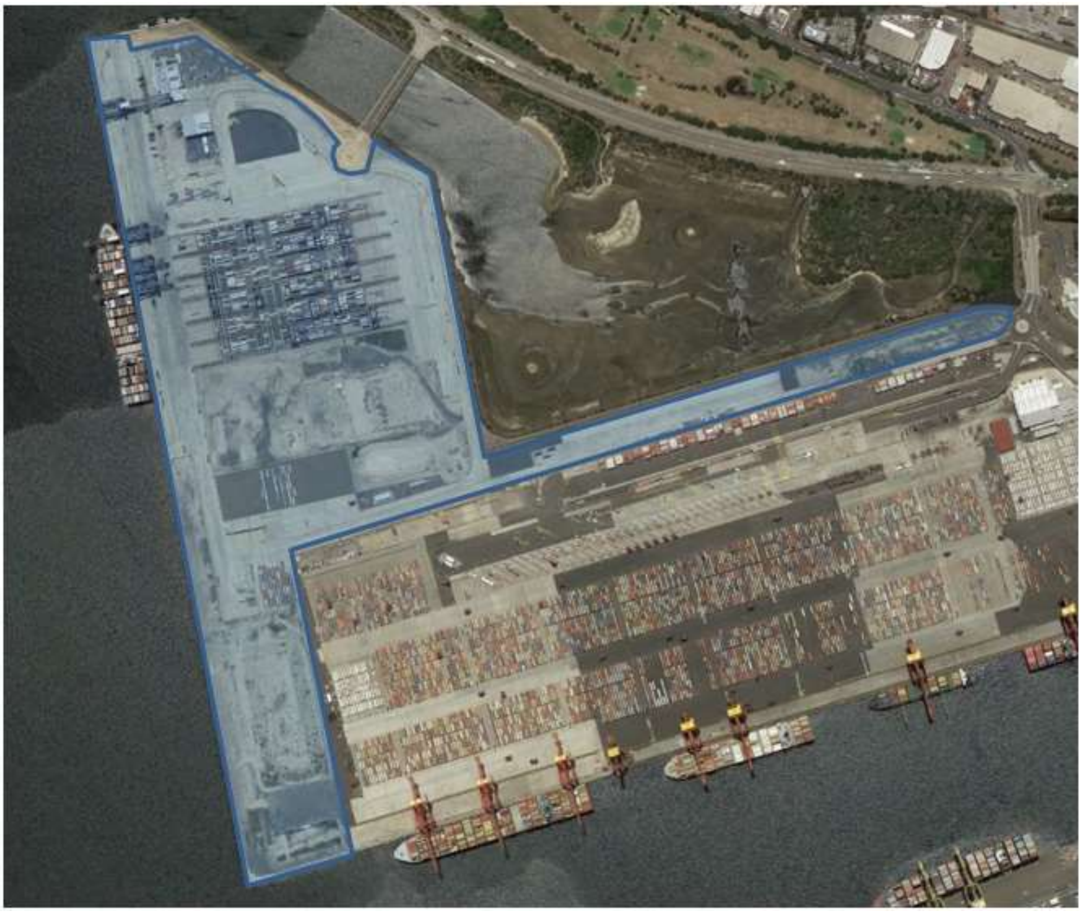
This Emergency Response Plan relates to the critical incidents and emergencies only on the HPS Terminal site. This plan applies to all HPS employees, contractors and visitors and HPS operations including vessel, road and rail operations.

This plan operates in conjunction with the ***Port Botany Emergency Plan***.

2.1 Identification of the Facility

HPS operates an international container terminal on a 45-hectare site featuring a 1300m Quay Line, four Quay Cranes, two rail sidings, access for road freight transporters and container storage areas for import and export cargo.

The location of the terminal between the existing port, the parallel runway at Sydney International Airport, and major arterial roads generates many factors to consider when assessing the level of risk associated with terminal operations.



The area leased and operated by Sydney International Container Terminals (HPS)

2.2 Site Activities

The terminal is an operating port facility which operates on a 24/7 basis, depending on the vessel schedule and servicing requirements. The open yard is a buffer for containers as they transition from land transport (road/rail) to sea transport and vice versa. Container will be inbound (import) and outbound (export).

Containers will contain anything that can be shipped via sea. The types of goods that can be shipped by sea and the method in which they are packed is the subject of International Standards and the Port Authority of NSW guidelines. The manifest of each ship and container is known and approved by the Port Authority of NSW before the ship is permitted to berth at the terminal.

Containers are transported around the terminal using semi-automated and manned handling equipment. The classification of commodity in every container handled is known by the terminal operating system.

An electricity substation is located on the site to support the fixed container moving equipment and refrigerated container (reefer) storage area, as well and the terminal operations buildings, gate systems, yard lighting and other infrastructure.

3 Hazards and Risk Assessment

The identification of terminal Hazards and the implementation of suitable risk controls is constantly ongoing and evolving at the HPS terminal. The business uses structured Risk Assessments to identify and assess hazards and their consequences.

The hazards most likely to trigger this ERP are medical, hazardous goods and transport incidents, however this does not limit the activation of this plan for any other emergency event.

Key Hazards	Risk Rating	Key Pre-emptive Measures
Medical	**High**	• Training and VOC for all operational tasks. • First Aid equipment accessible and checked. • Trained First Aider on duty for all Shifts.
Adverse Weather	**Medium**	• Terminal operating systems to monitor container placements and stack heights. • Monitoring of weather and storm alerts via online subscription and through Port Authority alerts. • Terminal safe operating procedures for equipment use.
Vehicle Collision or Rail Incident	**Medium**	• Implemented Traffic Management Plans and training for all terminal staff and contractors and visitors. • Terminal safe operating procedures for equipment use. • Equipment inspections and service conducted by Maintenance staff and third party inspectors.
Bomb threat / suspicious devices	**Low**	• Maritime Security Plan in place and active at all times. • Security Officers on site 24/7. • Monitoring of CCTV and Security patrols. • Security drills held quarterly.
DG Spill / Loss of Containment	**Medium**	• Dangerous Goods segregation controlled by terminal operating systems. • Terminal safe operating procedures. • Required training provided to relevant staff. • Spill kits available across the terminal. • Stormwater treatment and pollution prevention devices including SQIDs, LDUs and Pollu-Plugs which are installed across the terminal.
Above Ground Diesel Storage: Diesel leak	**Medium**	• Storage tank is bunded to contain spills in the event of tank failure. • Refuelling area is bunded. • Any fluids caught in these bunds will be pumped out and disposed by an approved contractor. • Diesel storage located approximately 40m away from nearest building structure. • Adjacent stormwater pit is fitted with a stop valve to prevent migration of potential contaminated fluids beyond the area. • SQID unit installed in proximity to the diesel storage. Units are routinely maintained.

Key Hazards	Risk Rating	Key Pre-emptive Measures
		• Ground surfaces around the diesel storage area are paved with asphalt and concrete. This reduces the risk of land contamination.
Hydraulic Hoses Oil Spill	**Medium**	• Spill Standard Operating Procedure. • Spill management training. • Regular maintenance of equipment. • Spill kits in place.
Stored chemical leak	**Low**	• Terminal safe operating procedure. • Training for operational and maintenance tasks relating to chemical handling. • Spill kits in place. • Segregation of chemicals in store. • Chemical safe data sheet (SDS) readily available. • Risk assessment and auditing of hazardous chemical management system.
Fire/Explosion	**Medium**	• Dangerous Goods separation and segregation controlled by terminal operating systems. • Fire safety equipment installed, accessible and serviced. • Installed smoke detectors in buildings, substations and Quay Cranes. • Fire exits and equipment clearly marked. • Emergency evacuation drills held annually.
Dust emissions	**Low**	• Terminal predominantly paved with asphalt and concrete. • 20km/hr speed limit. • No operational activities at the undeveloped area to reduce soil disturbances. • Application of dust suppressant when required to the undeveloped area soil surface. • Routine monitoring.
Noise	**Low**	• Noise wall along the terminal northern perimeter. • Terminal plants fitted with manufacturers' noise control devices. • Equipment regularly maintained. • Operational safe operating procedure including soft landing of containers.
Wildlife (pied oystercatcher, seagulls, pelicans, etc) – interacting with aircraft during operation	**Low**	• Bin lids regularly closed. • No outside meal eating by staff on the terminal. • Monitor nesting locations. Contact National Parks & Wildlife if nests are found. • Terminal building rooves and gutters designed to prevent bird nesting.

Emergencies related to hazards within other Terminals or other NSW Ports or Port Authority of NSW controlled areas are to be managed through their respective emergency response and incident plans.

There is no direct link between the hazards listed above and the Emergency Response Actions (ERA) covered in this Emergency Response Plan. Depending on the type of emergency, more than one ERA may need to be implemented.

3.1 Inventory of Pollutants

HPS has a single above ground tank with 67,000L maximum stored quantity of diesel installed within the premises for the purposes of refuelling container handling equipment and terminal vehicles. The Engineering and Maintenance departments use chemicals for cleaning, as well as oils, lubricants, coolant, grease, paint (road marking and rust protection), thinners and pest control substances.

A list of potential site pollutants is contained within the terminal's chemical register with copies of Safety Data Sheet (SDS). These lists are filed in the Maintenance office, the Dangerous Goods storage container and First Aid room. A copy of the SDS Register is presented in **Appendix B.**

HPS receives dangerous goods as transit cargo only. The permissible time limits for the cargo to remain within the terminal is in accordance to ***Dangerous Goods Management Guidelines for Ports in NSW 2020 (https://www.portauthoritynsw.com.au/media/4203/final-pdf-22-june-2020-pansw-guidelines-v8may2020-website_.pdf)***, published by Port Authority of New South Wales.

The inventory and location of dangerous, hazardous and nonhazardous cargo storage are available within the terminal cargo tracking system "nGEN". This list of cargo and location is available for emergency services.

4 Safety and Emergency Features

The HPS site will be constructed and operated in accordance with the relevant Australian and international codes and guidelines.

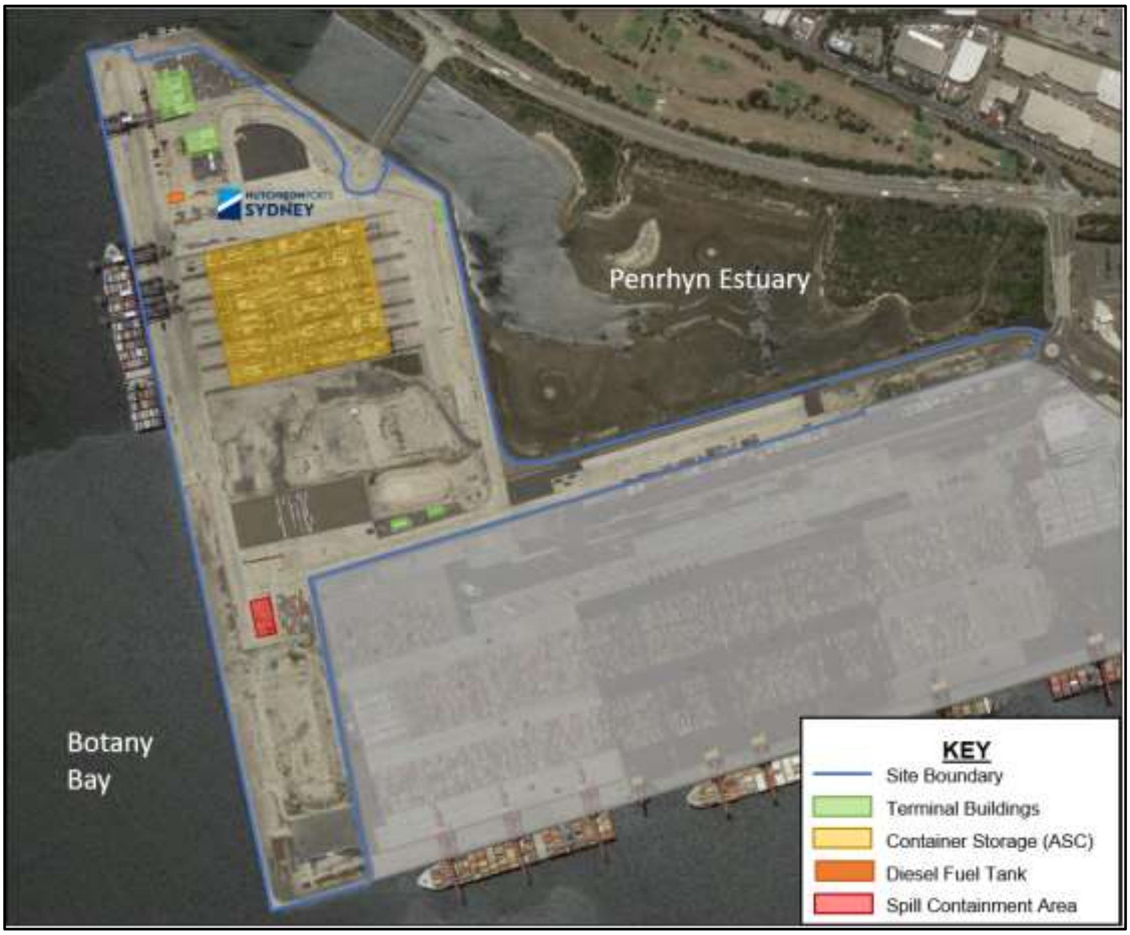
4.1 Safety Equipment on site

HPS has within the terminal various safety equipment which can be used to minimise the risks to human health and safety from emergencies, including containing a pollution incident. Equipment available on site are listed below:

- fire hydrant system designed in consultation with FRNSW – fire hydrants spaced no more than 60m apart and providing overlap such that multiple fire hydrant valves will be available to provide coverage to any area of the yard;
- fire monitoring system, including smoke detection with automatic call out to fire brigade upon detection of smoke;
- occupant warning system installed in buildings to alert personnel of smoke/fire detection;
- portable fire extinguishers installed on all handling equipment and in key locations within buildings;
- monitoring of terminal operations via CCTV, Team Leaders supervising their area of control, and security monitoring;
- emergency shut off valve at the bunded diesel storage location operated to isolate the pollutant spill to the immediate bunded area;
- stormwater quality and containment devices -
    - secondary containment – Stormwater Quality Improvement Devices (SQIDs) are located toward the end of each drainage line to capture pollutants including Heavy metals, oil & grease, total suspended solids, etc and to contain any spill that reaches the drainage system within the pipeline. Each SQID has a capacity of at least 5,000L
    - tertiary containment – HPS terminal is fitted with a manually controlled stop valve in the form of an inflatable bladder called 'PolluPlug' and provides a further safeguard against pollutants from spills entering Penrhyn Estuary. They can be closed (inflated) by HPS

staff in the event of a chemical spill or fire on the terminal. Closing these valves would ensure that all pollutants are trapped within the drainage system to be pumped out and the trapped pollutants dispose accordingly.

  - liquid detention unit (LDU): the stormwater drainage system servicing ASC blocks 1, 3 and 5 have been fitted with LDUs that uses a combination of physical, biological and chemical processes to analyse, classify and isolate stormwater and possible contaminated spill materials. The LDU has been designed to continually monitor the stormwater flows in order to detect contaminants which cannot be treated by the SQID units - upon detection an alarm is generated, and the contaminated stormwater is isolated and contained within the stormwater collection network.
  - drain wardens: these are installed to prevent contaminants and sediment from entering the stormwater system, while allowing water to flow through stormwater drains.
- wind monitoring devices: An anemometer is installed at the terminal with tracking screens located inside the cabins of quay cranes, ASC, shuttles and reachstackers to monitor wind speed and other parameters.
- bunded Spill trailer: used to transport leaking container to the spill containment facility located at the M-area of the terminal.
- first aid equipment, including defibrillator, available terminal first aid mini bus, stretchers, kits, etc.



4.2 Minimizing Harm to Persons

HPS implements various harm minimisation measures at the terminal to minimise the harm to humans, including employees, contractors, visitors or the environment in the event of emergency.

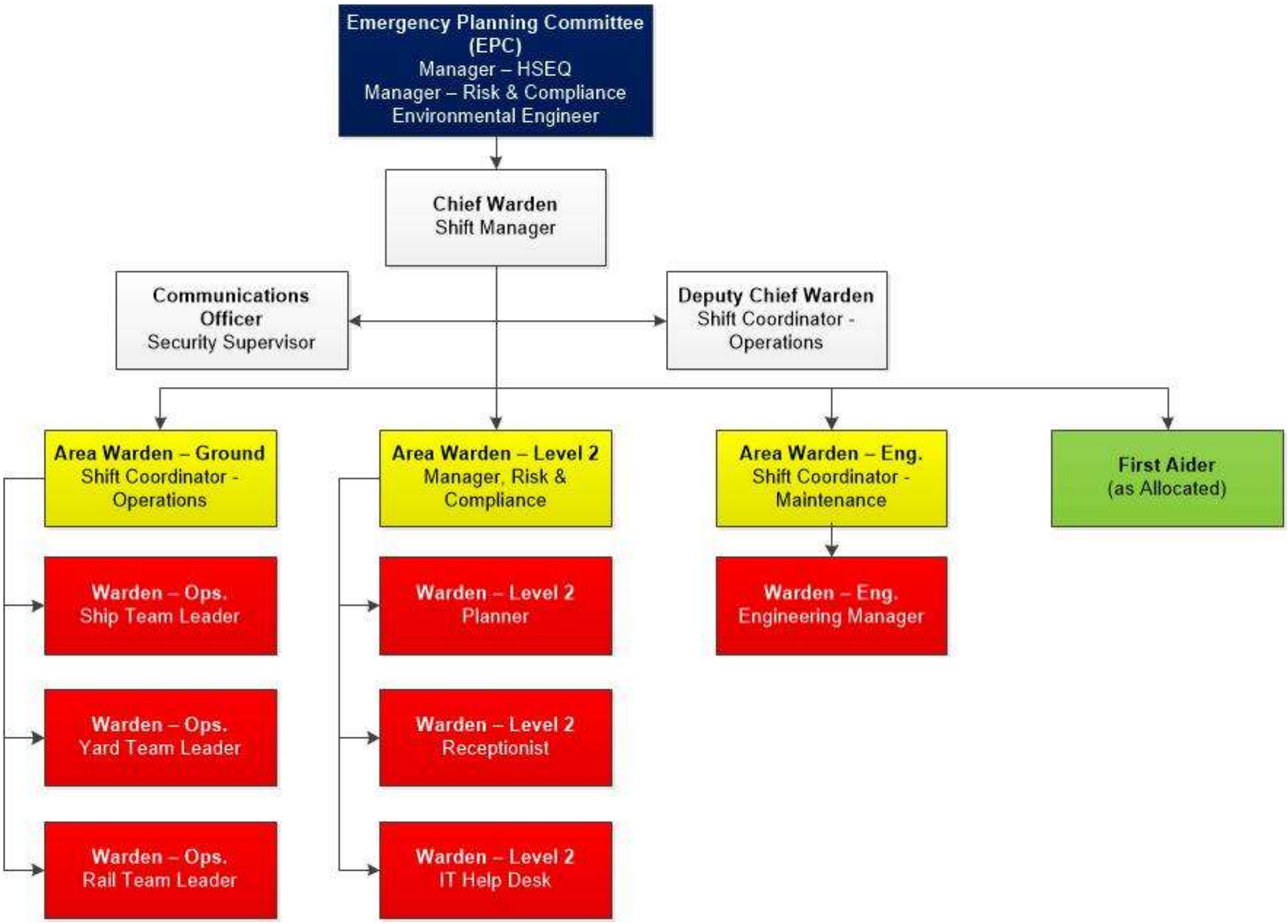
The terminal maintains emergency response procedures including activation of evacuation alarms and clear directions for muster locations.

Other harm minimisation measures includes;

- emergency response plan training;
- site induction;
- emergency drills are conducted on a periodic basis;
- trained and accredited first aiders and wardens;
- provision of fire-protection systems including firefighting equipment;
- smoke detectors in buildings, substations and quay cranes.

5 Emergency Roles and Responsibilities

5.1 Emergency Organisation Structure



5.2 Emergency Planning Committee (EPC)

The Emergency Planning Committee (EPC), where necessary in collaboration with the terminal managers, is responsible for the development, implementation and maintenance of plans in relation to the prevention of, preparation for, response to and recovery from emergencies, and the related training requirements at Hutchison Ports Sydney.

The Hutchison Ports Sydney EPC is led by the Manager – HSEQ and is assisted by the Manager – Risk & Compliance and the Environmental Engineer.

The duties of the EPC shall include the following:

a) identifying events that could reasonably produce emergency situations;
b) developing emergency response plans;
c) ensuring that resources are provided to enable the development and implementation of the Emergency Response Plan;
d) nominating the validity period for the Emergency Response Plan, and the evacuation diagram;
e) ensuring that the Emergency Response Plan is readily identifiable and available to the appropriate persons;
f) establishing an Emergency Control Organisation (ECO) to operate in accordance with the emergency response plans;
g) replace ECO members when a position becomes vacant;
h) ensure the implementation of:
    - awareness of the emergency response procedures;
    - relevant training to ECO members and other employees and contractors;
    - testing the emergency procedures
    - review of the emergency response procedures
i) establishing strategies to ensure visitors are made aware of emergency response procedures;
j) ensuring that the emergency response procedures remain viable and effective by reviewing, and testing the emergency response procedures at least annually;
k) ensuring that the Emergency Response Plan is reviewed at the end of the validity period, after an emergency, an exercise, or any changes that affect the Emergency Response Plan;
l) ensuring that a permanent record of events for each emergency is compiled and retained;
m) identifying and rectifying deficiencies and opportunities for improvement in the Emergency Response Plan and emergency procedures.

The EPC will meet at least annually to discuss the Emergency Response Plan and procedures. A record of the EPC Meeting shall be made and retained.

5.3 Emergency Control Organisation (ECO)

The number of personnel required in the Emergency Control Organisation will depend on the size and complexity of the incident. The duties of each position may be performed by the ECO directly or delegated as the situation demands. The ECO should always be responsible for directing the response activities and should assume the duties of all the primary positions until the duties can be delegated to other qualified personnel.

Forming a response team and assigning responsibilities is one of the crucial steps in emergency response. The response to an emergency shall depend on its type and the risks to people and property.

During emergencies, instructions given by the ECO members shall take precedence over the normal management structure. This authority is intended to ensure that, during an emergency situation, life safety takes precedence over asset protection, environmental considerations, production operations and business continuity.

5.3.1 Chief Warden

The Chief Warden has been appointed to provide direction and information to all parties throughout the duration of the emergency as well as establish and maintain records for each incident, which must be kept readily accessible and retrievable for use by authorised officers in accordance with this Plan.

The Chief Warden's responsibilities are:

Pre-emergency:

- Maintain a current register of ECO members and contact details;
- Conduct regular emergency drills and exercises;
- Ensure the emergency response procedures are kept up-to-date;
- Ensure that personal ECO identification is available – vest and hard hat;
- Ensure that another manager of HPS has delegated responsibility for, and authority to act as "deputy" or "back-up" to the appointed Chief Warden in his/her absence;
- Be trained and competent in understanding what evidence is required to be collected and will also be responsible for its preservation and security.

Emergency:

- Ensure the implementation of the HPS Emergency Response Plan – respond and assume control on site until arrival of Emergency Services and Incident Controller;
- Ascertain the nature of the emergency, evaluate the severity, potential impact, safety concerns, and implement appropriate response actions;
- Ensure that the appropriate Emergency Service(s) has been notified;
- Coordinate the activation of the Emergency Control Organisation and ensure that Wardens and Area Wardens are advised of the situation, until relieved or when no longer required;
- Coordinate the accounting of all persons evacuated on site at the assembly point(s) i.e. using the gate entry / exit records (Gallagher report)
- Initiate an action plan in accordance with the emergency response procedures and control entry to the affected areas;
- Monitor the progress of the evacuation and record any action taken in an incident log;
- Brief the Emergency Services and Incident Controller upon arrival on type, scope and location of the emergency and the status of the evacuation and thereafter assume a supporting and advisory role, acting on the instructions of Emergency Services and Incident Controller;
- Arrange for resources to be available to provide mutual aid, assistance and advice for emergencies outside the HPS Terminal, at the request of the Incident Controller;
- Notifying Terminal management and Manager - HSEQ of the emergency situation;
- Arrange shut down and isolation of HV power with Engineering and Maintenance teams in the event of a fire in the ASC stacks or as requested by Emergency Services;
- Liaise with neighbouring businesses as required
- Be identified by wearing a suitably marked High Visibility white vest and white hard hat at all times during the Emergency.

Post-emergency:

- communicate the 'All Clear' once the emergency is rendered safe or the Emergency Services returns control;
- coordinate/complete additional internal and external notifications;
- direct recovery and clean-up operations;
- organise a debrief with ECO members, terminal managers and, where appropriate, with any attending Emergency Service;

- complete the **Rapid Global Incident Report** and Investigation.

5.3.2 Communications Officer (Security)

Prior to Emergency:

- Keep logbooks and systems up-to-date with all terminal access records, and make them available in the event of an emergency;
- Ensure that emergency communications equipment is functional.

Emergency:

- Identify and report any emergency observed by Security Officers;
- Ascertain the nature and location of the emergency reported by other workers;
- If requested by the Chief Warden, contact the appropriate Emergency Services;
- Ensure that Emergency Services attending emergencies are escorted to the site of the emergency.
- Whenever an emergency requires the evacuation of the HPS Terminal ensures that no access to the terminal is allowed other than Emergency Services.
- Transmit instructions and information to the ECO members;
- Be identified by wearing a suitably marked High Visibility white vest and white hard hat at all times during the Emergency.
- Prevent public access to the site. Monitor boundary conditions and ensure site security;
- Record a log of the events that occurred during the emergency.

Post Emergency

- Collate records for debrief and Investigation purposes, including CCTV shots and access times for Emergency Services

5.3.3 Area Warden and Warden:

Prior to Emergency:

- Confirm sufficient Wardens for area of responsibility;
- Ensure all employees are aware of the identity of their Area Warden and Warden;
- Coordinate the completion of PEEP documentation;
- Carry out safety inspections of Area;

Emergency:

- Implement the emergency response procedures for their floor/area;
- Advise personnel in the area of any potential threat and/or initiate evacuation procedures;
- Restrict access to the incident scene and surrounding area as the situation demands Take any other steps necessary to minimize any threat to health and safety;
- Area Warden to direct Wardens to check the floor/area for any abnormal situation;
- Assist occupants with disabilities;
- Be identified by wearing a suitably marked High Visibility vest and hard hat at all times during the Emergency: Area Warden = Yellow; Warden = Red.
- In the event of an evacuation:
    - ensure the area which they are responsible for has been cleared of all workers;
    - conduct roll-call of workers, contractors and visitors and verify all are accounted for

with the Chief Warden.

- Assist the Chief Warden with emergency activities including:
  - verify substance released and obtain Safety Data sheets, as necessary;
  - identify and isolate source to minimize product loss;
  - communication with other parties working on the terminal eg, Vessel, Truck Carriers, Rail Providers, Contractors and Visitors.
- Coordinate further response actions with the Chief Warden and Emergency Services.

Post Emergency

- Collate records for debrief and Investigation purposes.

5.4 Other Managers, Employees, Contractors and Visitors

- Comply with the requirements in the Emergency Response Plan.
- Actively participate in emergency training exercises.
- Promptly report any incidents or ‘near misses’ that may contribute an emergency situation to their Manager.
- Report to their Manager any deterioration or damage to Emergency Response Infrastructure that may impact on the effectiveness of the Emergency Response Plan.

6 Training and Awareness Support

6.1 Emergency Control Organisation

All ECO members shall be trained to develop the skills and knowledge necessary to undertake the duties set out in the emergency response procedures. The training shall address:

- the duties of the ECO, as described in the emergency response procedures and ERP;
- procedures for the specific emergencies contained in the ERP;
- reporting emergencies and initiating the installed emergency warning equipment;
- communication during emergencies;
- pre-emergency; emergency and post-emergency activities;
- occupants and visitors with disabilities;
- human behaviour during emergencies;
- the use of installed emergency response equipment (eg, evacuation plans/diagrams and WIP phones);
- the performance of the building and its installations during a fire or other emergency (eg fire doors, emergency lights, exit-signage, sprinklers, ventilation and smoke control systems and fire-rated stairs);
- emergency exercises and assessment.

Chief Warden:

Persons appointed to the positions of Chief Warden (and any appointed deputies) shall have additional training including:

- their roles and responsibilities within the ERP;
- decision-making, command and control;
- record keeping;

- actions for the specific emergencies contained in the emergency response procedures;
- coordination of communications during emergencies;
- liaison with Emergency Services;
- implementation of post-emergency activities in accordance with the ERP.

6.2 Emergency Response - General Awareness

All HPS workers shall be provided with Emergency Response General Awareness training as part of the HPA Induction which incorporates:

- types of emergencies,
- emergency response procedures;
- recognising and reporting unsafe conditions;
- how to report emergencies;
- emergency control organisation and responsibilities; and
- emergency communication methods.

The HPS Site Induction for Employees also covers the specific site evacuation procedures, egress routes and the assembly points plan.

Contractors and Visitors to the HPS terminal will also be provided with emergency information as part of the site induction, which incorporates:

- procedures for reporting incidents and emergencies;
- site evacuation and assembly points;
- evacuation procedures.

6.3 First Aid Training

A pool of HPS employees are trained in Occupational First Aid, and a designated “First Aider” is allocated for each Shift. If someone on the terminal is injured or there is any concern for their health, the First Aider is contacted by radio, and the injured/ill person shall be taken to the First Aid Room for initial assessment and treatment. Serious Injuries or life-threatening health concerns shall be escalated and an ambulance called to take the person to hospital for a full medical assessment.

7 Testing of the Plan

Drills and exercises shall be carried out to ensure that all personnel are familiar with the actions to be taken in the event of an emergency situation. Common emergency scenarios have been developed and documented in the **HSEQ10.1.1 Emergency Scenarios for Drills and Exercises** as a resource for managers and ECO to use when planning a test of the ERP.

Drills and exercises frequency (minimum):

- Evacuation (testing the emergency response planning) – every 12 months.
- Environmental (responding to pollution incidents) – every 12 months.
- Rail (responding to notifiable rail incidents) – every 12 months

The effectiveness of the drill or exercise in conjunction with the ERP is to be evaluated and documented in the **HSEQ10.1.1.9 Emergency Drill Report**.

Where inadequacies are identified they should be addressed through assigning appropriate corrective actions and ensuring that the actions are closed. Other organisations, including other third party operators and Emergency Services may be invited to attend any drills or exercise of this plan. A real time emergency may count as a test of this plan.

Responses to scenarios will be discussed within post drill debriefs and periodically in conjunction with toolbox talks at site.

The emergency exercises should assess:

- the effectiveness of emergency procedures;
- control and supervision of emergency response;
- response times;
- interfaces between organisations and agencies;
- emergency communications;
- issues identified in previous emergency exercises;
- risks to health, safety, environment and property damage;
- training needs and communication of the emergency plan;
- adequacy of equipment and use; and
- proposed changes to improve the ERP or emergency procedures.

8 Emergency Response Plan Review

The results of emergency drills and exercises shall be reviewed and improvements made to the emergency procedures or ERP as necessary.

The ERP will be reviewed and updated as necessary on the following conditions:

- Every year; or
- When major changes which may affect the Emergency Response coordination or capabilities have occurred; or
- Following routine testing of the plan; or
- Following an actual emergency; or
- Before the installation and commencement of new plant and equipment.

During the review, the following aspects are also to be considered:

- Lessons learned from an emergency;
- Changes in legal requirements;
- Improvements to effectiveness in terms of response strategy, management and communication;
- Developments in the latest techniques/technology in handling an emergency;
- Changes to, or movement of personnel within the organisation;
- Changes to contact numbers of internal and external organisations; and
- Revisions to existing, or availability of Emergency Management tools and equipment and resource suppliers and contractors.

9 Consultation

Consultation is a key requirement for an effective emergency plan, and should be conducted at all phases of the development process. In developing this ERP, HPS consulted with managers, workers and anyone likely to be affected by an emergency at the terminal, including the terminal stakeholders such as:

- the Department of Planning, Industry & Environment (DPIE)
- Bayside City Council
- NSW Ports
- NSW Emergency Services

- Local Authorities and Agencies
- the Port Botany Community Consultative Committee (PBCCC)
- adjoining rail track owners (ARTC)
- rolling stock operators via Safety Interface Agreements (SIA)

Ongoing consultation with HPS employees will be supported through the involvement of the Health and Safety Representatives and the terminal WHS Committee.

HPS will continue to interface with neighbouring tenants and stakeholders of Port Botany through the existing Port Botany Emergency Plan and via participation in the Port Botany Community Consultative Committee (PBCCC) and the Port Botany Precinct Operational Risk Management Meeting attended by members of the EPC.

10 Principles of Emergency Management

Preparedness:	• establishment of the EPC – including the responsibilities and duties; • establishment of the ECO – including appointment of roles and training; • consultation with employees and stakeholders; • installation of emergency equipment, resources and warning systems; • development and maintenance of the emergency response procedures; • training and awareness programs for staff, contractors and visitors; • development of communication procedures and escalation points; • development and installation of evacuation plans; • implementation of emergency drills and exercises according to plan.
Prevention:	• implementation of hazard and incident reporting procedures; • regular maintenance and servicing of plant, equipment and alarm systems; • development of safe operating procedures and SWMS; • training in the safe use of all plant and equipment; • correct storage practices and good housekeeping; • regular site inspections; • feedback and improvement procedures; • staff awareness and information sessions, including Toolbox talks.
Response:	• activation of emergency response plans; • mobilization of resources and emergency equipment; • providing first aid and medical assistance; • evacuation (as appropriate); • partial for full shut down (as appropriate) including isolations; • escalation to Emergency Services; • communication and notification – to affected workers, terminal, port or authorities.

Recovery:	• restoring essential services; • physical restoration; • staff and other worker assistance/counselling – EAP program; • debrief and information sessions; • improvements of any emergency response procedure or the ERP.

11 Classification of Emergency Status

The emergency management structure is designed for managing an escalating incident and once activated will assist in the resolution and recovery of the incident/emergency.

The Emergency Management classification consists of:

Incident Response – in accordance with **HSEQ8.1 Incident Management and Investigation Policy**

Emergency Response – for incidents escalated to a **Status 1** emergency; appointment of the Chief Warden or Acting Chief Warden, and activation of the ECO (refer to this Emergency Response Plan)

Emergency Management - required for incidents escalated to a **Status 2** emergency; appointment of the Chief Warden who shall (in consultation with HPS senior management and Emergency Services) authorize the Communications Officer to notify the relevant representatives of the Port/Site Precinct Emergency Plan that an emergency has occurred that may affect people, property and the environment outside the terminal.

Incident

Implement Incident Procedures in accordance with **HSEQ8.1 Incident Management and Investigation Policy**.

Manage the incident at the location/site level – apply first aid, isolate the area and deploy terminal resources to respond, contain and recover.

Emergency Status 1

Emergency Status 1 is an escalating incident which is confined to the terminal and requires the activation of the site **Emergency Response Plan** and the ECO in order to support the affected location/site and to take on the overall management of the emergency. Status 1 emergencies may potentially result in serious injury or cause environmental harm and/or moderate damage to critical equipment/facilities leading to a moderate loss of operations and which requires a coordinated response beyond normal site incident management procedures. Emergency Services shall be called to assist ie Ambulance, HAZMAT, Fire & Rescue, and Port Authority VTS.

Total estimated cost (inclusive of all safety, health, operational, environmental and community related costs) <$A 1 Million

Emergency Status 2

Emergency Status 2 is an emergency that affects the business continuity or one that activates the **Port Botany Emergency Plan** and may require the assistance of Government authorities. Status 2 emergencies may potentially result in major health effects/fatalities, or serious environmental impacts, or attract public attention, or reputation damage, or attract fines or prosecutions, or result in serious damage to critical equipment/facilities, affecting future operations and requiring a joint and corporate (strategic) response. The emergency has the potential to extend beyond the boundaries of the affected area or site, and the **Port Botany Emergency Alarm Radio (PBEAR)** system is activated to alert the port precinct representatives.

Total estimated cost (inclusive of all safety, health, operational, environmental and community related costs) >$A 1 Million

12 Emergency Management

12.1 Initial Assessment of Emergency

In the event of an emergency occurring on the site, the following steps shall be taken by Chief Warden / Area Wardens and Managers.

That is, follow the DRACE process.

Danger

Perform a Quick Assessment:

- Am I in danger ?
  - Remove yourself from danger.
  - Do nothing to place yourself in danger.
- Are others in danger ?
  - Do what you can to assist or remove others from danger without placing yourself in danger.
  - Administer first aid.
- Is the environment affected ?
  - Protect the environment where possible without putting yourself or others in a hazardous environment.
  - Contact the Manager - HSEQ

Rescue

If safe to do so:

- Assist persons in immediate danger, if safe to do so.
- Remove people from immediate danger, if safe to do so.
- Summon the first aid officer if persons are injured

Alarm

- Alert all persons in the immediate area.
- Notify the Management Staff.

Contain

If safe and trained to do so:

- Contain the risk if it is safe to do so and you are trained to do so.
- In case of a small fire, assess if safe and contain fire (be aware of dangerous fumes) and use correct fire extinguisher.
- Activate spill containment system
- Shut down all flammable equipment. If possible move vehicles & plant out of area.

Evacuate

- The site or area will be evacuated if appropriate. The Area Warden must immediately, if there is a dangerous situation like a fire or gas leak, suspicious object, bomb threat etc., lead all employees, visitors and contractors to the designated **Assembly Point**.
- If possible or necessary shut down all equipment and move vehicles/plant out of area.

12.2 Warning of Emergency

12.2.1 Radio Channels and Broadcasting

Operational personnel are issued with a radio during each shift, including Shift Managers, Shift Coordinators, Team Leaders, Maintenance and other mobile roles. Additionally all container handling mobile equipment have been fitted with radios.

Radio broadcasting at HPS in the case of an emergency is the responsibility of the Shift Manager. This task can be delegated to the Shift Coordinator if required. Only 2 radios at HPS and roles have the capability to undertake broadcast messages (Shift Manager and Shift Coordinator).

The Chief Warden under this procedure is responsible to broadcast / communicate via radio of any high level emergency announcements (serious events i.e. building / operational emergency, medical emergency etc.).

Broadcast radio channel is – 15

Emergency radio channel is – 14 – all radio's in case of emergency can use this channel.

Duress button – NOT IN USE.

Note – Emergency and Broadcast messages will be transmitted to all radios and takes priority over ALL other radio transmissions.

Channel	Number
Quay Crane 1	**1**
Quay Crane 2	**2**
Quay Crane 3	**3**
Quay Crane 4	**4**
Yard	**5**
ASC	**6**
First Aid	**7**
Shift Coordinator	**8**
Rail	**9**
Lashing TL	**10**
Maintenance/Breakdown	**11**

Channel	Number
Stack Run	**12**
Reefer Monitors	**13**
Emergency	**14**
Broadcast Channel	**15**
Security	**16**
Contractor	**17**
Vehicle Escort	**18**
Shift Manager	**19**
Engineering	**20**
IT	**21**
Spotter	**22**

12.2.2 Site Controlled Emergency

The Shift Coordinator and / or Area Warden will advise the Chief Warden of any incident or event which has the potential to escalate into an emergency or may require the support of additional resources (other than resources allocated by HPS) and in particular any incident involving hazardous or dangerous goods.

The Chief Warden shall then assume overall responsibility for contacting the emergency services, train control, governing authorities and other functional areas as applicable in the ERP. However, the Communications Officer, Shift Coordinator, Security Personnel or Area Wardens can also contact the emergency services in case of an emergency and as per directions from the Chief Warden. Responsibility of contacting and advising neighbouring areas (i.e. Port Botany tenants and other neighbours) lies solely with the Chief Warden and the delegated Communications Officer.

The primary means of disseminating warning and advice to the personnel working on the site will be through hand held two way radio systems and the Emergency Warning and Intercommunication

System (EWIS). Secondary means of communicating and disseminating information shall be via the mobile phone network.

The Operations Terminal and Maintenance Buildings are fitted with separate Fire Indicator Panels (FIP) which also have installed an Occupant Warning Panel (OWP) where the Chief Warden can use to make announcements using the microphone to communicate with the immediate building occupants. The OWP operates totally independent to the FIP and when the switch is turned to the “evacuate” position an announcement can be made e.g. for a general announcement or a non-emergency if needed.

Truck drivers could be notified by multiple means including via communication from the Yard Team Leaders, Security personnel at the entrance gates, emergency alarms, via text messages and or messages broadcast over the electronic notice board (Call-Up Board) where applicable.

12.2.3 Escalated Emergency Warning

The Chief Warden will advise the Incident Controller of any event which apparently has the potential to escalate into an emergency or may require the support of additional resources and in particular any incident involving hazardous or dangerous goods.

Responsibility of contacting the Emergency Services and Functional Areas relating to the emergency, including advising neighbouring areas and the next higher level of control will be vested in the Chief Warden.

Normally, warnings to the public will be authorised and released by the person or agency in Control of the event. However, if there is an urgent need for localised warnings, then these may be authorised by the Emergency Services, the Chief Warden or the LEOCON, as appropriate.

The normal means of disseminating warnings and advice are to be utilised. In some circumstances, particularly if there is a need for urgent evacuations or other actions, warnings will be reinforced by the following methods:

- Use of the Port Botany Emergency Alarm Radio (PBEAR).
- Use of public address systems fitted to Emergency Services vehicles.
- Evacuation teams, to carry out physical searches
- Provide to persons within the evacuation area with:
    - Instruction to evacuate, and
    - Locations of Evacuations Centres
    - Location of Evacuation Centres if private transport is to be used.
    - Any other special details.
    - Arrangements or assistance for injured persons unable to self-evacuate.

12.2.4 Activation of the Port Botany Emergency Plan

The arrangements detailed in the Port Botany Emergency Plan will be activated by the Incident Controller in consultation with the Chief Warden.

The arrangements in the Port Botany Emergency Plan will apply during operations whether under the control of the Chief Warden or an Emergency Services Controller/LEOCON.

A formal declaration of an Emergency is not required for the arrangements detailed in the Port Botany Emergency Plan to apply. Situations involving hazardous materials must involve limited manning of the Site by at least Police, NSW Ports and Fire Brigade.

The Incident Controller will activate the plan when:

- the Incident Controller has received advice from the Chief Warden that a single agency incident is likely to develop into a multi-agency response.
- the Incident Controller has received confirmed reports from any source that an emergency has occurred.
- the Incident Controller has been notified that an emergency in an adjoining Area is likely to impact on this Area.
- the Incident Controller has received advice of an impending emergency.
- directed by the DEOCON or LEOCON.

12.3 Site Control and Communication

On activation of the ERP, the Chief Warden will establish the most relevant and secure location for a Site Control Centre.

The Primary Site Control Centre (initial response location) will be the Shift Manager Office.

The Alternate Site Control Centre will be the EWIS Panel and Security Office.

The Security Office (manned 24hrs by Security Officers) will act primarily as the emergency communications centre and will respond to emergencies and incidents reported on site. The communications centre is equipped with both two way radios (with some dedicated frequencies) and land line communication and will hold a register of all emergency services contacts, site operation telephone numbers and site designated radio channels.

HPS ECO Contact Numbers

Role	Title	Contact Number
Chief Warden	Shift Manager	Phone: **9578 8592** Mobile: **0455 065 551**
Communications Officer	Security	Phone: 9578 8505
Deputy Chief Warden	Shift Coordinator Operations	Phone: 9578 8586
Area Wardens	Shift Coordinator Operations	Phone: 9578 8586
	Manager - Risk & Compliance	Phone: 9578 8528
	Maintenance Shift Coordinator	Phone: 9578 8561
Wardens	Rail Team Leader	by Radio: Channel 9
	Yard Team Leader	By Radio: Channel 5
	Ship Team Leader	By Radio: Channel 1, 2, 3, 4
	Planning Department	Phone: 9578 8550
	Reception	Phone: 9578 8588
	IT Help Desk	Phone: 9578 8420
	Engineering Manager	Phone: 9578 8559
First Aid	First Aider on Duty	By Radio: Channel 7

12.4 Port Botany Emergency Radio & Alarm System

In circumstances where emergency response assistance is necessary, the **Port Botany Emergency Alarm Radio (PBEAR)** provides 24 hour air access/coverage for notification of emergencies within the Port Botany Precinct.

All terminals at Port Botany have been provided with a common frequency Radio and Alarm System, which is owned and maintained by NSW Ports. The system is intended to provide a quick method of alerting and advising and then updating all the other terminals at Port Botany of any event /incident / accident / emergency in the port area. Due to the sensitivity of the port area this system should be used to communicate to all other terminals the reason for attendance of any of the emergency services (i.e. Police, Fire Brigade and Ambulance) at the port. The Radio and Alarm System has been installed at the location on each site which is continuously manned, typically the Security Office.

Each terminal has been assigned an identification number starting form 01 (list of identification numbers are located on the radio). During normal operations the radio alarm units will display 00.

To notify the other terminals at Port Botany of an event/incident/accident/emergency follow the steps below:

- **To activate alarm**: Lift the protection cover on the left-hand side red switch and depress for 2-3 seconds. The alarm (a continuous electronic siren emanating from the radio speaker) in all of the other terminals but not the initiating terminal will be activated. The identification number of the site where the alarm was triggered will appear in the digital display e.g. 01.

- **To silence alarm**: Depress the left-hand side green switch or press the talk button on the microphone once.

- **Communications**: Within 30 seconds of activating the alarm the initiating terminal should commence broadcasting advice on the event/incident/accident/emergency.

  Communications can be carried out at any time between radio bases without activating the alarm buttons and simply talk on the radios direct to any station or all station on the net, although the system is for port emergencies in particular.

- **Faults**: Contact the Sydney Ports Corporation Harbour Control on 9296 4000.

RADIO NO.	COMPANY	Address	PHONE NUMBER
01	NSW Ports Bulk Liquids Berth 1	Gate B42, Charlotte Rd, Port Botany	9666 4906
02	Sydney Ports – Brotherson House	Gate B103 Penrhyn Road, Port Botany	9316 5046
03	NSW Ports Bulk Liquids Berth 2	Gate B42, Charlotte Rd, Port Botany	9316 0777
04	Caltex Banksmeadow	Gate B115, Penrhyn Rd Port Botany	9695 3600 or 9695 3670
05	Origin Energy	Gate B35 Friendship Rd Port, Botany	9316 3800
06	DP World	Gate B34 Friendship Rd, Botany	9394 0900 or 9394 0948
07	Elgas	Gate B44 Charlotte Road, Port Botany	9666 5625 or 8336 4200
08	Qenos Hydrocarbons	Gate B40 Friendship Rd Port Botany	9666 4028
09	Patricks	Gate B114a Penrhyn Rd Port Botany	9394 9999 or 9394 0348
10	Patricks Port Botany Container Park	Gate B29 Friendship Rd Port Botany	9666 3622
11	Qube	Gate B5 Bumborah Point Rd Port Botany	9666 3466
12	Qube (POTA)	Gate B2 Botany Road, Port Botany	9316 9743
13	Terminals	Gate B38 Friendship Rd Port Botany	9316 9743
14	Vopak Site A	Gate B33 Friendship Rd, Port Botany	9666 4455
15	Sydney Ports Coastal W’shop	Gate B107 Penrhyn Road, Port Botany	9316 7906
16	NSW Police Force – Mascot	965 Botany Road, Mascot	9316 6955
17	Sydney Buses	Bumborah Pt Rd, Port Botany	9582 7629
18	Patrick Port Services	Gate B33 Friendship Rd, Port Botany	9316 1411
19	Customs	Gate B15 Bumborah Point Rd Port Botany	
20	ACFS	Gate B53 Simblist Rd, Port Botany	9695 1510
21	Not used		
22	Vopak Site B	Gate B47 Friendship Rd, Port Botany	9666 4455
23	Svitzer Tugs	Gate B104a Penrhyn Rd, Port Botany	
24	HPS	Gate B150 Sirius Rd, Port Botany	9578 8505
25	WSI International	Gate B9 Bumborah Pt Rd, Port Botany	9666 5700
26	Tyne ACFS	Gate B8 Bumborah Pt Rd, Port Botany	9666 4101

12.5 Rescue

Rescuing people during or following an incident occurring can be both difficult and dangerous. The skills and knowledge required to do so safely is often beyond the capabilities of an average person. For this reason, staff should not put themselves at risk by attempting to rescue people following a serious incident.

Instead, in the event of an incident occurring where one or more people need to be rescued from a hazardous environment, then NSW Fire & Rescue should be contacted immediately on 000.

Hazardous environments at this terminal can include, but are not limited to:

- confined spaces
- vehicle or plant accidents
- work at heights
- HAZMAT rescue
- fire rescue

12.6 Evacuation

The Chief Warden (in consultation with the Engineering or Operations Manager and/or Area Wardens, if required) will determine the need for evacuation, having consideration to the circumstances of the emergency and other factors such as evacuation path, weather conditions, health risks and security threats.

The types of evacuation are listed below:

- **Full Evacuation** – the clearing of all terminal staff and occupants from buildings, plant and equipment to the designated Assembly Point(s).

- **Partial Evacuation** – the movement of terminal staff and occupants from specific buildings, plant, equipment or areas of buildings (ie upper floors) to the Assembly Point(s).

  If it is determined that the evacuation is only required for a specific area, the Chief Warden is to effectively communicate to the terminal occupants that an evacuation is taking place, and for those not in the affected area to continue with their duties, until notified by the Chief Warden that either a full site evacuation is required, or the emergency situation has been rectified.

- **Shelter in Place (No Evacuation)** – this measure is an emergency response option that allows terminal staff and occupants to remain inside a facility on the basis that an evacuation to an external location might reasonably expose the evacuating people to a greater level of danger, ie in the event of dangerous goods gas leak, severe weather (lightning storms, high winds, storm surge), bushfire smoke, security threat, etc.

  The Chief Warden must consider the appropriate section of a building where emergency assembly and personnel accounting may be undertaken safely.

On instruction from the Chief Warden, Area Wardens and Wardens are to communicate the requirement for evacuation to their team members and other workers in their area of responsibility.

Plant, container handling equipment, and vehicles are to be shut down and made safe, prior to exiting in an orderly fashion.

Egress of all plant and buildings shall be via the stairway (DO NOT use the lift). All pedestrians are to follow the designated walkways to the appropriate emergency Assembly Point – as communicated by their Warden or Area Warden. When being evacuated, staff and visitors may be asked to take their immediately available personal effects such as handbags, wallets and car keys, if it is safe to do so.

At the emergency Assembly Point, the Wardens shall assemble their team/work colleagues and account for all members, including any contractors or visitors.

A full accounting of all persons evacuated shall be obtained by the Area Wardens using the gate entry/exit records (Gallagher report) and the details of Contractors and Visitors (security records). The names and details of any missing persons shall be communicated to the Chief Warden.

No person is to re-enter the buildings or evacuated areas until the “All Clear” is given by the Chief Warden and/or the Incident Controller. The Chief Warden may position a Warden to monitor the terminal/building entrance and prevent any unauthorised and unsafe access.

12.6.1 Contractors and Visitors

The Area Wardens and Wardens are responsible for ensuring that the notification of an emergency and/or requirement for evacuation is communicated to contractors and visitors working within their area, and ensuring that contractors and visitors are directed to the appropriate Assembly Area.

Security shall provide the terminal access records to the Area Wardens so that contractors and visitors may be accounted for, during the roll-call process.

The names and details of any missing contractor or visitor will be provided to the Chief Warden.

At the direction of the Chief Warden or Emergency Services, the Vessel, Truck Drivers or Rail personnel may be directed to move to an appropriate Assembly Area or evacuate the terminal.

12.6.2 Evacuation of occupants with a disability

Individuals who need assistance during an emergency situation or evacuation can include those with a physical, mental or sensory impairment, either temporary or permanent.

Suitable strategies shall be developed in consultation with those individuals, and a Personal Emergency Evacuation Plan (PEEP) completed for each of those persons.

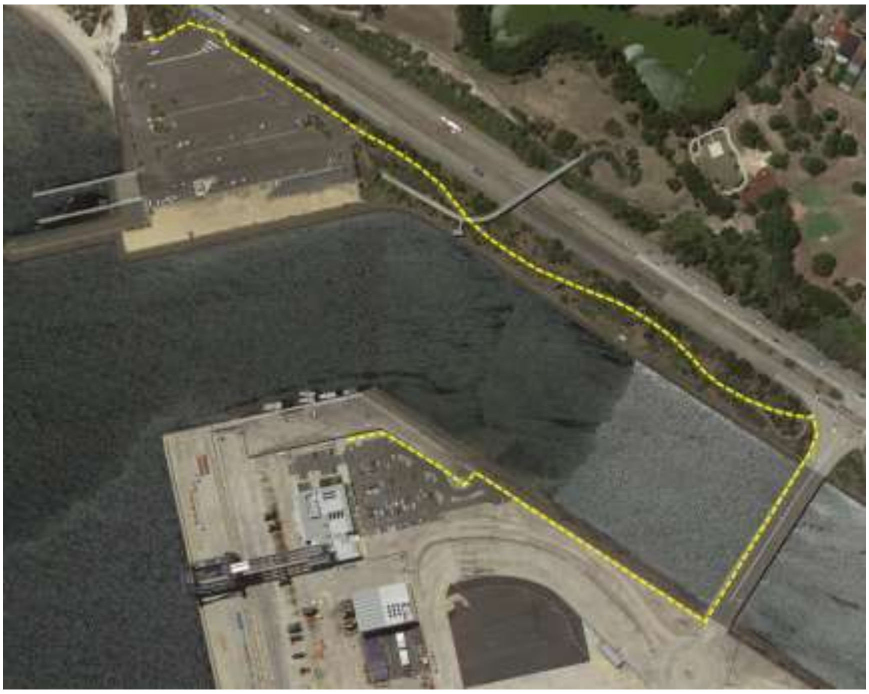
The PEEP shall be disseminated to the relevant ECO members who shall be responsible for the individual in the event of an emergency.

12.6.3 Off-site Evacuation

In consultation with the Incident Controller/LEOCON the terminal may be required to evacuate occupants to an off-site location. Such evacuation will occur in alignment with the Port Botany Emergency Response Plan.

When it is agreed that an off-site evacuation is necessary, the Chief Warden will be contacted to organize the evacuation to the chosen location. The closest off-site evacuation area to the HPS terminal is: **Port Botany Boat Ramp, Foreshore Road, Botany**

This area can be accessed by pedestrians via the designated pathway linking the Sirius Road/Foreshore Road intersection and the Boat Ramp entrance.



Pedestrian route from Assembly Point to the off-site Evacuation Point – Port Botany Boat Ramp

12.7 Termination of Emergency – All Clear

When the Incident Controller has declared the emergency terminated, the control of the terminal and affected area shall be returned to the Chief Warden.

Where necessary, the Chief Warden (in conjunction with the Manager- HSEQ, Environmental Engineer, Engineering Manager and/or Operations Manager) may make an inspection of the emergency site to ensure that the site is safe for the re-commencement of operations.

The Chief Warden shall then give the “ALL CLEAR – ALL CLEAR – ALL CLEAR” message to all staff, Contractors and Visitors to return to work.

Area Wardens and Wardens shall assist with directing the movement of people from the Assembly Point or Evacuation Area back to the terminal and point of work. Terminal Managers shall be responsible for advising any affected customers ie Vessel, road carriers or rail providers of the return to work.

12.8 Recovery

In some circumstances, following the termination of the emergency and “All Clear” the business shall need to consider initiating a Critical Incident Recovery Plan (CIRP) in order to make the particular arrangements for the recovery of the emergency site. These arrangements include:

- the arrangements for the counselling of any affected employees of the emergency event;
- the recovery of damaged or disabled vehicles and plant;
- the recovery of fallen or shifted containers;
- the inspection and recertification of any damaged plant or rail infrastructure.

The counselling services shall be in line with the **HSEQ3.23 Health and Wellbeing Policy**.

The recovery or transhipment of dangerous goods or environmentally sensitive substances shall be done in consultation with the relative emergency or environmental services authorities.

12.9 Media Response

The release of all media statements, including any social media reports, is restricted to the CEO, General Manager HR&IR or delegate.

12.10 Incident Reporting and Notification

All Agencies and Statutory Authorities that have notification requirements, agreements or legislation in place to do so, must be advised within the specified reporting time frames.

The responsibilities and reporting requirements for the notification of incidents are defined in **HSEQ8.1.1 Incident Reporting, Notification and Investigation Procedure** and in the Appendix of this ERP.

12.11 Debrief, Investigation and Corrective Action

Following the emergency a debrief shall be arranged with personnel involved and others as necessary to review the emergency response process and to provide feedback on performance and where possible improvements to procedures that may be necessary. Such details shall be captured in the **Rapid Global Incident Report** and **Investigation Report**.

Debriefing of the emergency is to include discussion amongst the ECO, Wardens and other key personnel (as deemed necessary by the Chief Warden). Similarly, debriefing of an emergency is to include discussion amongst the Health and Safety Representatives (HSR) and / or WHS Committee.

The overall investigation process is controlled by the Manager - HSEQ and assisted by the Engineering Manager / Operations Manager who may identify specialist employees and/or external advisors that are required to assist in the investigation process.

It is important to ensure any evidence that may assist the investigation be preserved on site. In the first instance this responsibility will fall to the Manager responding to the incident until the ECO and Chief Warden takes over this responsibility.

The Chief Warden (assisted by the ECO) shall ensure completion of any applicable statutory reports, and initiate a formal investigation which shall be captured in a **Rapid Global Incident Report**. The investigation should at a minimum consider the following:

- Cause of the Incident, and other contributing factors;
- Details of the ECO members attending the emergency;
- Attendance records used for emergency evacuation accounting;
- Mitigating actions taken, including any Emergency Services involved;
- Photos, CCTV and any other evidence of the incident and subsequent actions taken;
- Effectiveness of the response procedures;
- Preventive actions required in future; and
- Improvements to the Emergency response plan

HSR's are to work in consultation with the Manager - HSEQ to manage the development and implementation of corrective action as applicable to emergencies which occur in specific areas of respective responsibility.

The ECO assumes responsibility for ensuring that any remedial actions identified are properly implemented, and any lessons learnt are incorporated into improvements in the ERP.

All records produced from an emergency or relevant to the same will be stored in within the Safety & Compliance department.

12.12 Emergency Communication and Dissemination

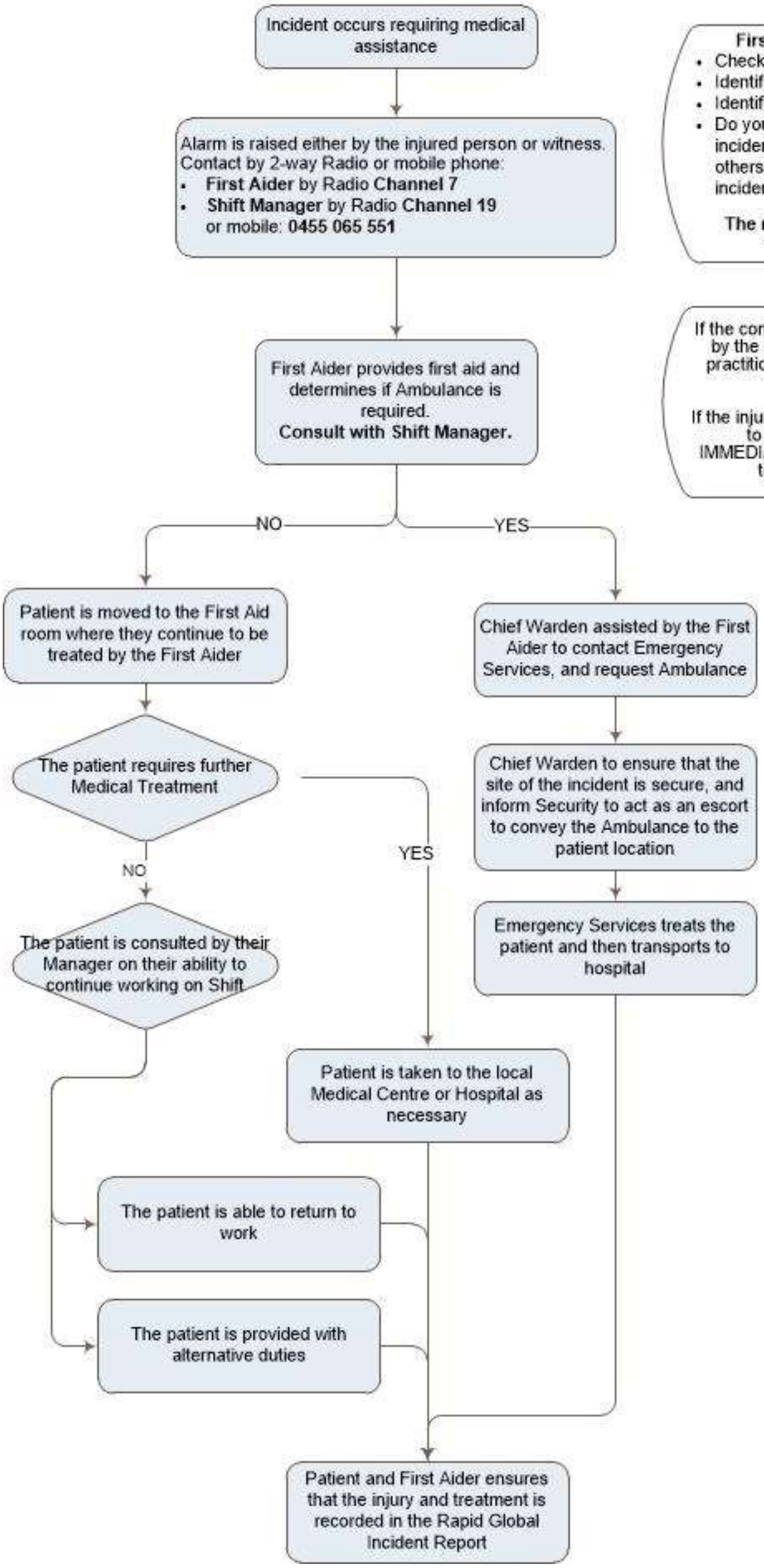
Following an emergency event the circumstances, including any immediate corrective actions, shall be made available to all employees within 24 hours, if possible. The Manager - HSEQ is may provide the details within the start of Shift ToolBox and/or by issuing the **HSEQ8.1.1.5 Incident Notice Form**. Where appropriate, this Incident Notice shall be posted on the Safety Notice board and provided during Toolbox Talks. An updated Incident Notice and Toolbox shall be made available to all employees should further significant information on the emergency become known.

13 Emergency Response Actions

Emergency Response Actions are activities that address the short-term, direct effects of an incident. Response includes immediate actions to save lives, protect property, and meet basic human needs. Response also includes the execution of emergency plans and of mitigation activities designed to limit the loss of life, personal injury, property damage, and other unfavorable outcomes.

As indicated by the situation, response activities include applying intelligence and other information to lessen the effects or consequences of an incident; increased security operations; continuing investigations into nature and source of the threat; ongoing public health and agricultural surveillance and testing processes; immunizations, isolation, or quarantine; and specific law enforcement operations aimed at preempting, interdicting, or disrupting illegal activity, and apprehending actual ERP predators and bringing them to justice.

13.1 Medical Emergency



Incident occurs requiring medical assistance

Alarm is raised either by the injured person or witness. Contact by 2-way Radio or mobile phone:
- **First Aider** by Radio **Channel 7**
- **Shift Manager** by Radio **Channel 19** or mobile: **0455 065 551**

First Aider provides first aid and determines if Ambulance is required. **Consult with Shift Manager.**

NO

Patient is moved to the First Aid room where they continue to be treated by the First Aider

The patient requires further Medical Treatment

NO

The patient is consulted by their Manager on their ability to continue working on Shift

YES

Patient is taken to the local Medical Centre or Hospital as necessary

The patient is able to return to work

The patient is provided with alternative duties

YES

Chief Warden assisted by the First Aider to contact Emergency Services, and request Ambulance

Chief Warden to ensure that the site of the incident is secure, and inform Security to act as an escort to convey the Ambulance to the patient location

Emergency Services treats the patient and then transports to hospital

Patient and First Aider ensures that the injury and treatment is recorded in the Rapid Global Incident Report

First Aider should safely assess the situation.
- Check for Danger.
- Identify the injured person
- Identify the incident severity
- Do you have the training/competency to control the incident? Your priority should be to keep yourself and others safe. Decide if you are capable of managing the incident.

The main concern is the safeguarding of life and immediate treatment of injured people.

If the condition of the patient cannot be satisfactorily treated by the First Aider, the patient is to be taken to a general practitioner at a local Medical Centre or by Ambulance to Hospital as necessary.

If the injury or illness is considered serious or life threatening to the patient, the Ambulance should be called IMMEDIATELY and the First Aider is to continue treatment to the best of his/her ability until they arrive.

Have the following information ready when calling for Ambulance:
- Site Address
- Location of injured person on site
- Name of injured person
- What is the problem?
- What happened?
- How old is the injured person (approx.)
- Is the person conscious?
- Is the person breathing?

ISOLATION OF THE INCIDENT SITE – including electrical isolation and the removal of any other workers in that area.

SHUT DOWN – cargo operations and movement of plant, vehicles and equipment must cease if located at the scene of an incident.

PRESERVATION – any plant, vehicles or equipment involved in any serious incident must not be moved pending the Incident Investigation (unless it presents an immediate or imminent risk to safety).

Serious and Life Threatening Incidents

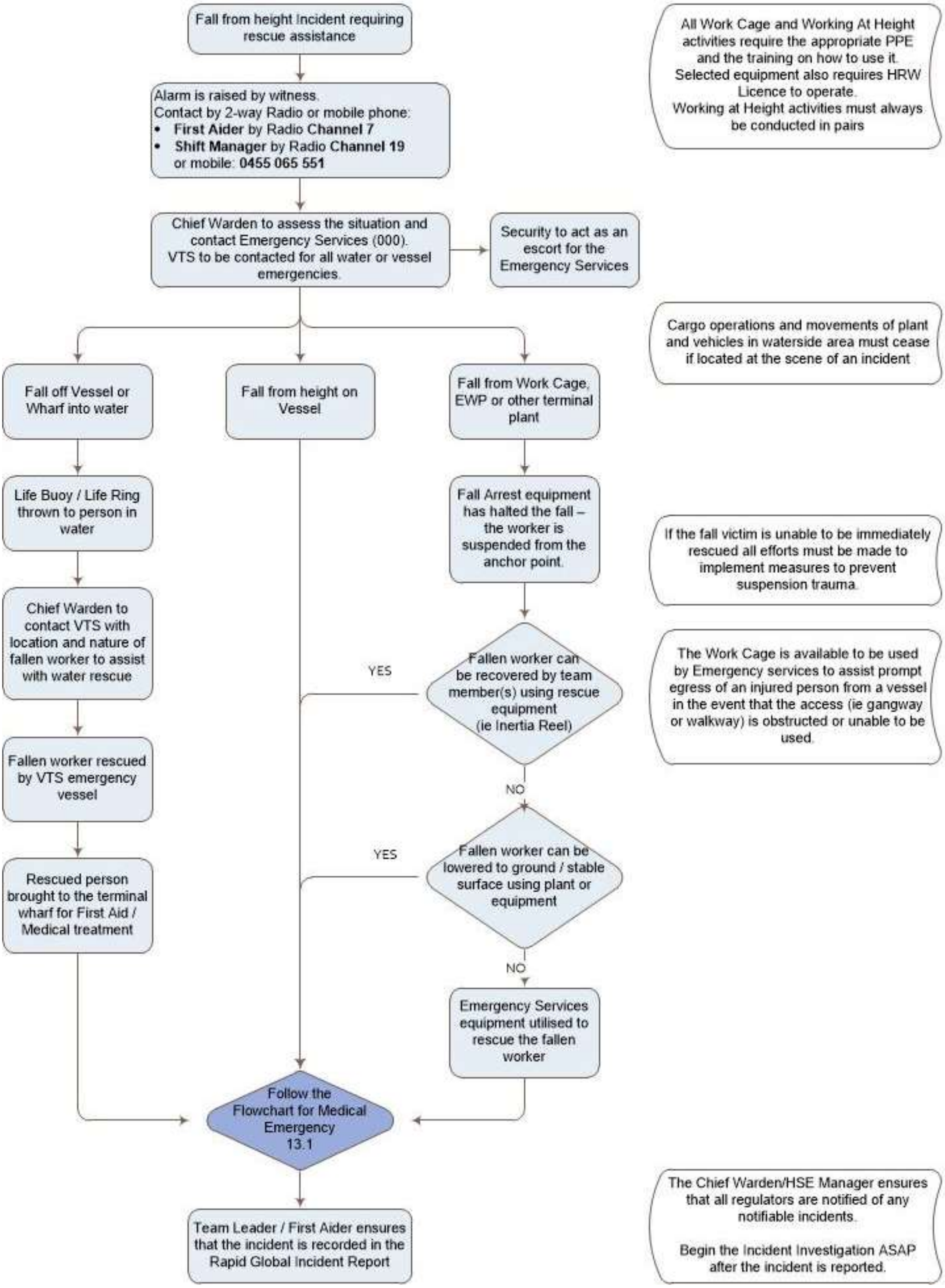
Human Resources will make contact with the injured person's next of kin – informing them of the incident and the location of the hospital where they have been taken

Human Resources shall engage EAP Services for critical incident counselling

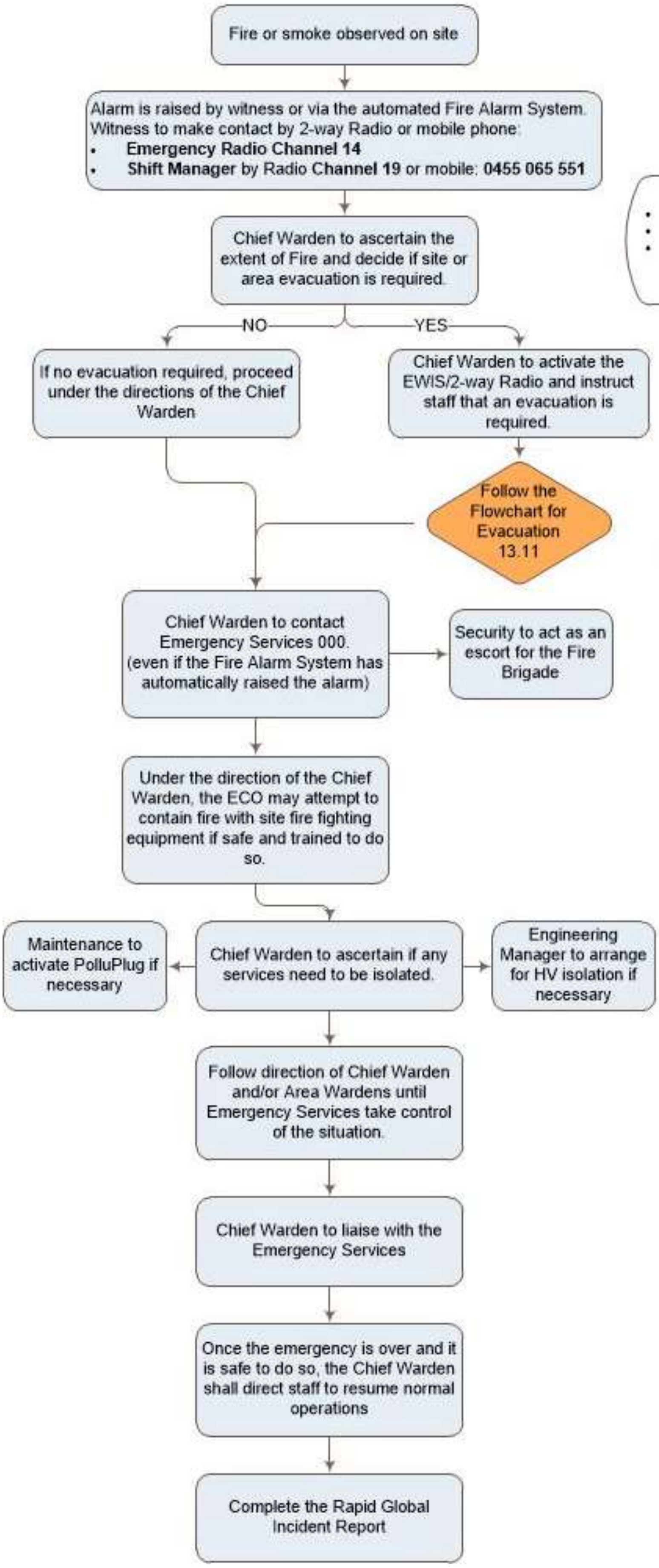
The Chief Warden/HSE Manager ensures that all regulators are notified of any notifiable incidents.

Begin the Incident Investigation ASAP after the incident is reported

13.2 Fall from Heights Emergency


Fall from height Incident requiring rescue assistance
Alarm is raised by witness. Contact by 2-way Radio or mobile phone: • First Aider by Radio Channel 7 • Shift Manager by Radio Channel 19 or mobile: 0455 065 551
Chief Warden to assess the situation and contact Emergency Services (000). VTS to be contacted for all water or vessel emergencies.
Security to act as an escort for the Emergency Services
Fall off Vessel or Wharf into water
Fall from height on Vessel
Fall from Work Cage, EWP or other terminal plant
Life Buoy / Life Ring thrown to person in water
Chief Warden to contact VTS with location and nature of fallen worker to assist with water rescue
Fallen worker rescued by VTS emergency vessel
Rescued person brought to the terminal wharf for First Aid / Medical treatment
Fall Arrest equipment has halted the fall – the worker is suspended from the anchor point.
Fallen worker can be recovered by team member(s) using rescue equipment (ie Inertia Reel)
YES
NO
Fallen worker can be lowered to ground / stable surface using plant or equipment
YES
NO
Emergency Services equipment utilised to rescue the fallen worker
Follow the Flowchart for Medical Emergency 13.1
Team Leader / First Aider ensures that the incident is recorded in the Rapid Global Incident Report
All Work Cage and Working At Height activities require the appropriate PPE and the training on how to use it. Selected equipment also requires HRW Licence to operate. Working at Height activities must always be conducted in pairs
Cargo operations and movements of plant and vehicles in waterside area must cease if located at the scene of an incident
If the fall victim is unable to be immediately rescued all efforts must be made to implement measures to prevent suspension trauma.
The Work Cage is available to be used by Emergency services to assist prompt egress of an injured person from a vessel in the event that the access (ie gangway or walkway) is obstructed or unable to be used.
The Chief Warden/HSE Manager ensures that all regulators are notified of any notifiable incidents.
Begin the Incident Investigation ASAP after the incident is reported.

13.3 Fire Emergency



Fire or smoke observed on site

Alarm is raised by witness or via the automated Fire Alarm System. Witness to make contact by 2-way Radio or mobile phone:
- **Emergency Radio Channel 14**
- **Shift Manager** by Radio **Channel 19** or mobile: **0455 065 551**

Chief Warden to ascertain the extent of Fire and decide if site or area evacuation is required.

If no evacuation required, proceed under the directions of the Chief Warden

Chief Warden to activate the EWIS/2-way Radio and instruct staff that an evacuation is required.

Follow the Flowchart for Evacuation 13.11

Chief Warden to contact Emergency Services 000. (even if the Fire Alarm System has automatically raised the alarm)

Security to act as an escort for the Fire Brigade

Under the direction of the Chief Warden, the ECO may attempt to contain fire with site fire fighting equipment if safe and trained to do so.

Maintenance to activate PolluPlug if necessary

Chief Warden to ascertain if any services need to be isolated.

Engineering Manager to arrange for HV isolation if necessary

Follow direction of Chief Warden and/or Area Wardens until Emergency Services take control of the situation.

Chief Warden to liaise with the Emergency Services

Once the emergency is over and it is safe to do so, the Chief Warden shall direct staff to resume normal operations

Complete the Rapid Global Incident Report

Chief Warden should safely assess the situation.
- Check for Danger.
- Identify the source and location of fire (if safe to do so).
- Identify what other combustible sources are near the fire/ smoke location, ie fuels, gas bottles, paper or rags, chemicals, equipment, etc.

SECURITY to provide the complete site attendance list (including contractors and visitors) to the Chief Warden.

AREA WARDENS and WARDENS
- coordinate the evacuation of their area of responsibility (point of work) and to ensure that all personnel gather safely at the designated Assembly Area.
- conduct a final sweep of the area (including meeting rooms, toilets, change-room or equipment);
- do not allow personnel to re-enter the evacuated area/building;
- conduct a roll call and report back to the CHIEF WARDEN on any unaccounted individual.

DO NOT attempt to extinguish the fire:
- if you do not know what is burning;
- if the fire is spreading rapidly;
- if you do not have the proper equipment;
- if you have never been trained or instructed in the use of a fire extinguisher;
- if you cannot do so without compromising your means of escape;
- if you may inhale toxic smoke.

ISOLATION OF THE INCIDENT SITE
- Including electrical isolation, fuel pumps, Pollu-Plugs or air hose circulation.
- Close any doors to the area where the fire is located (this will confine the fire to a smaller area).
- Remove any other workers in that area.

SHUT DOWN
- cargo operations and movement of plant, vehicles and equipment must cease if located at the scene or in vicinity of a fire.

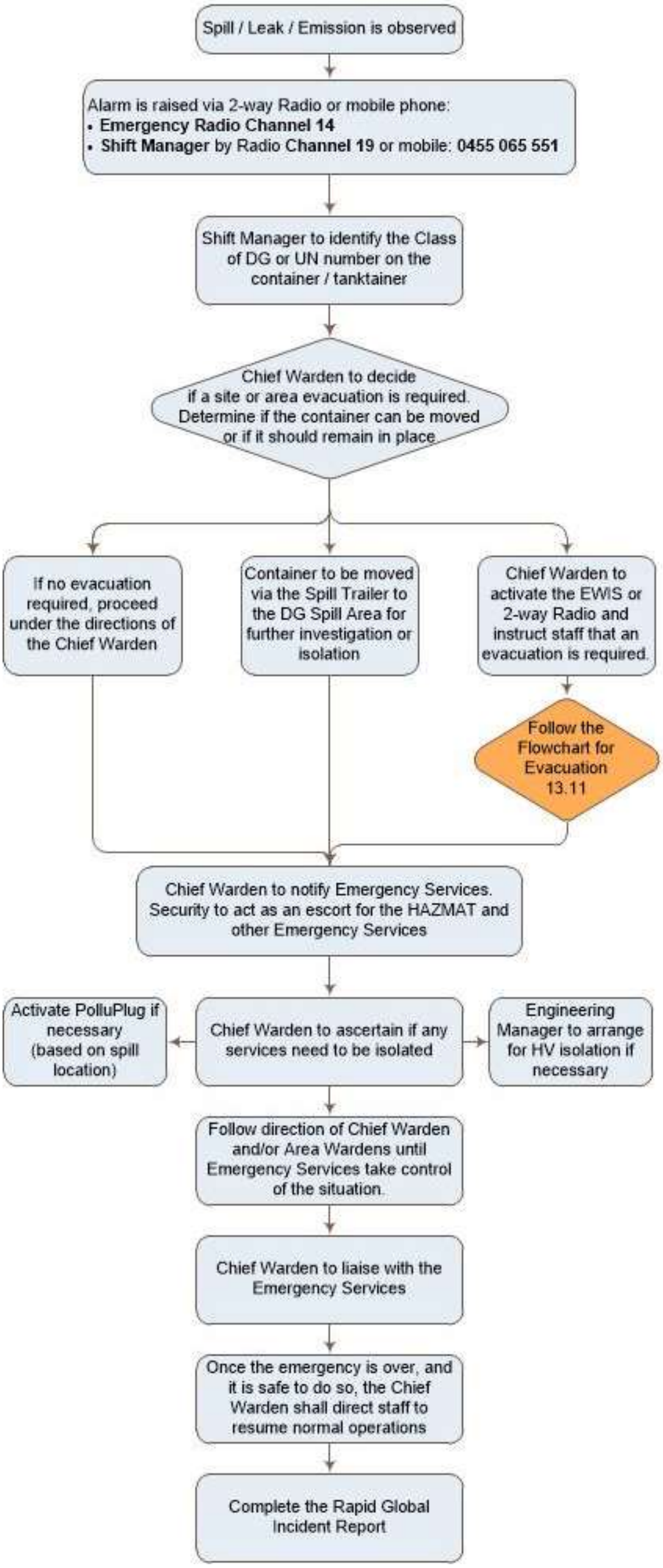
Dangerous Goods manifest to be printed and available for Emergency Services (if required)

The Chief Warden/HSE Manager ensures that all regulators are notified of any notifiable incidents.

The Rail Provider must be notified for any fires which occur on a train or which may affect rail movements.

Begin the Incident Investigation ASAP after the incident is reported

13.4 Dangerous Goods or Chemical Spill (solid, liquid or gas)


Spill / Leak / Emission is observed
Alarm is raised via 2-way Radio or mobile phone:
• Emergency Radio Channel 14
• Shift Manager by Radio Channel 19 or mobile: 0455 065 551
Shift Manager to identify the Class of DG or UN number on the container / tanktainer
Chief Warden to decide if a site or area evacuation is required. Determine if the container can be moved or if it should remain in place
If no evacuation required, proceed under the directions of the Chief Warden
Container to be moved via the Spill Trailer to the DG Spill Area for further investigation or isolation
Chief Warden to activate the EWIS or 2-way Radio and instruct staff that an evacuation is required.
Follow the Flowchart for Evacuation 13.11
Chief Warden to notify Emergency Services. Security to act as an escort for the HAZMAT and other Emergency Services
Activate PolluPlug if necessary (based on spill location)
Chief Warden to ascertain if any services need to be isolated
Engineering Manager to arrange for HV isolation if necessary
Follow direction of Chief Warden and/or Area Wardens until Emergency Services take control of the situation.
Chief Warden to liaise with the Emergency Services
Once the emergency is over, and it is safe to do so, the Chief Warden shall direct staff to resume normal operations
Complete the Rapid Global Incident Report

If a spill or loss of containment is identified, but the source of the spill is unable to be determined, the business shall treat the spill as having initiated from a DG Hazardous source.
Diesel spills may be treated as non-hazardous only if the volume of the spill can be easily contained with site spill containment equipment and if the location of the spill can be isolated from other combustibles or ignition sources.

CHIEF WARDEN shall investigate the risk of any spill/leak/emission by verifying the DG Class, UN number, chemical name and emergency precautions through:

- nGEN, HB76, MO41 and Manifest - shipping container, tanktainer or reefer
- SDS - for Maintenance chemical container (IBC, drum or otherwise)

The consignee, vessel, Shipping Line, transport company, Rail Operator to be contacted as required to obtain manifest details.

Dangerous Goods manifest to be printed and available for Emergency Services

For Class 2, 3, 6 or any container with hazardous fumes DO NOT MOVE CONTAINER
Emergency Services (HAZMAT) must attend site and control the spill.

NSW Police may also be called to assist with clearing the area of people if a toxic or radioactive spill occurs.

Ensure the Assembly area is upwind as the area may be affected by any gas/fume leak.

Notify VTS, NSW Ports and EPA.
Contact Customs if the container needs to be opened for inspection by HAZMAT.
Utilise PBEAR system to notify neighbouring businesses (as required).

ISOLATION OF THE INCIDENT SITE

- Including electrical isolation, fuel pumps, Pollu-Plugs or air hose circulation.
- Close any doors to the area where the fire is located (this will confine the fire to a smaller area).
- Remove any other workers in that area.

SHUT DOWN

- cargo operations and movement of plant, vehicles and equipment must cease if located at the scene or in vicinity of a fire.

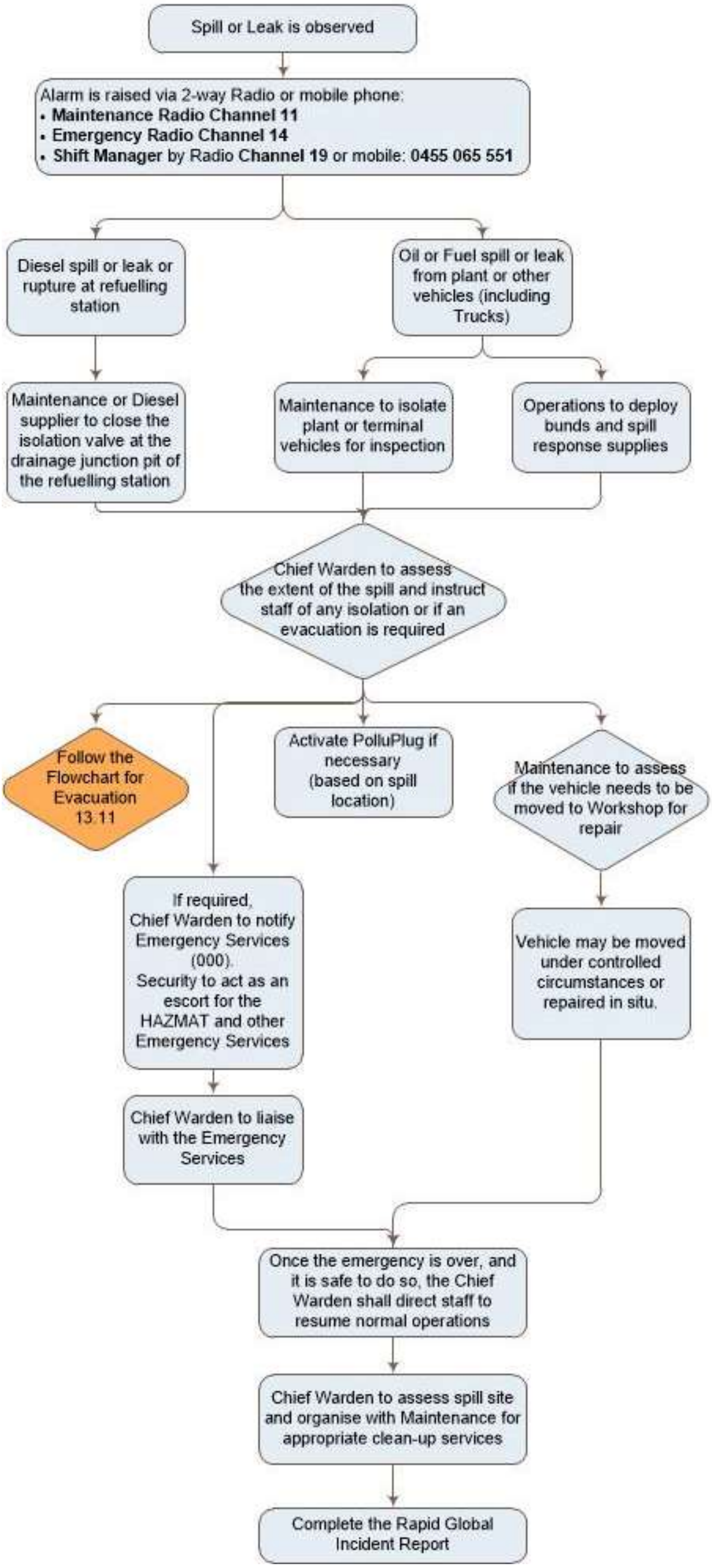
The Chief Warden/HSE Manager ensures that all regulators are notified of any notifiable incidents. Begin the incident investigation ASAP after the incident is reported.

Dangerous Goods Spill Information Form

Collect the following information as **soon as possible** after an incident

Terminal Information:	**Sydney International Container Terminals** (Hutchison Ports Sydney) Gates B150 – 160 Sirius Road (off Foreshore Road) Botany NSW 2019 **EPA Licence Number: 20322**
Date and Time of Incident:	
Brief Description of Incident:	
Exact location of incident:	
Product details including **Name,** **UN number,** **Class** **SDS**	
Estimated volume of spill and/or remaining contents	
Circumstances in which the incident occurred **(including the cause if known)**	
Action taken or proposed to be taken to deal with the incident, and any resulting pollution, if known	
Other dangerous goods or chemicals in the vicinity	
Presence of any storm water drains nearby	

13.5 Oil or Fuel Spill


Spill or Leak is observed
Alarm is raised via 2-way Radio or mobile phone:
• **Maintenance Radio Channel 11**
• **Emergency Radio Channel 14**
• **Shift Manager** by Radio **Channel 19** or mobile: **0455 065 551**
Diesel spill or leak or rupture at refuelling station
Oil or Fuel spill or leak from plant or other vehicles (including Trucks)
Maintenance or Diesel supplier to close the isolation valve at the drainage junction pit of the refuelling station
Maintenance to isolate plant or terminal vehicles for inspection
Operations to deploy bunds and spill response supplies
Chief Warden to assess the extent of the spill and instruct staff of any isolation or if an evacuation is required
Follow the Flowchart for Evacuation 13.11
Activate PolluPlug if necessary (based on spill location)
Maintenance to assess if the vehicle needs to be moved to Workshop for repair
If required, Chief Warden to notify Emergency Services (000). Security to act as an escort for the HAZMAT and other Emergency Services
Vehicle may be moved under controlled circumstances or repaired in situ.
Chief Warden to liaise with the Emergency Services
Once the emergency is over, and it is safe to do so, the Chief Warden shall direct staff to resume normal operations
Chief Warden to assess spill site and organise with Maintenance for appropriate clean-up services
Complete the Rapid Global Incident Report

Diesel spills may be treated as non-hazardous only if the volume of the spill can be easily contained with site spill containment equipment and if the location of the spill can be isolated from other combustibles or ignition sources. Large scale diesel spills require the assistance of Emergency Services.

ISOLATION OF THE INCIDENT SITE
- Including electrical isolation, fuel pumps, Pollu-Plugs or air hose circulation.

SHUT DOWN
- cargo operations and movement of plant, vehicles and equipment must cease if located at the scene of a spill, until the source has been contained and isolated.

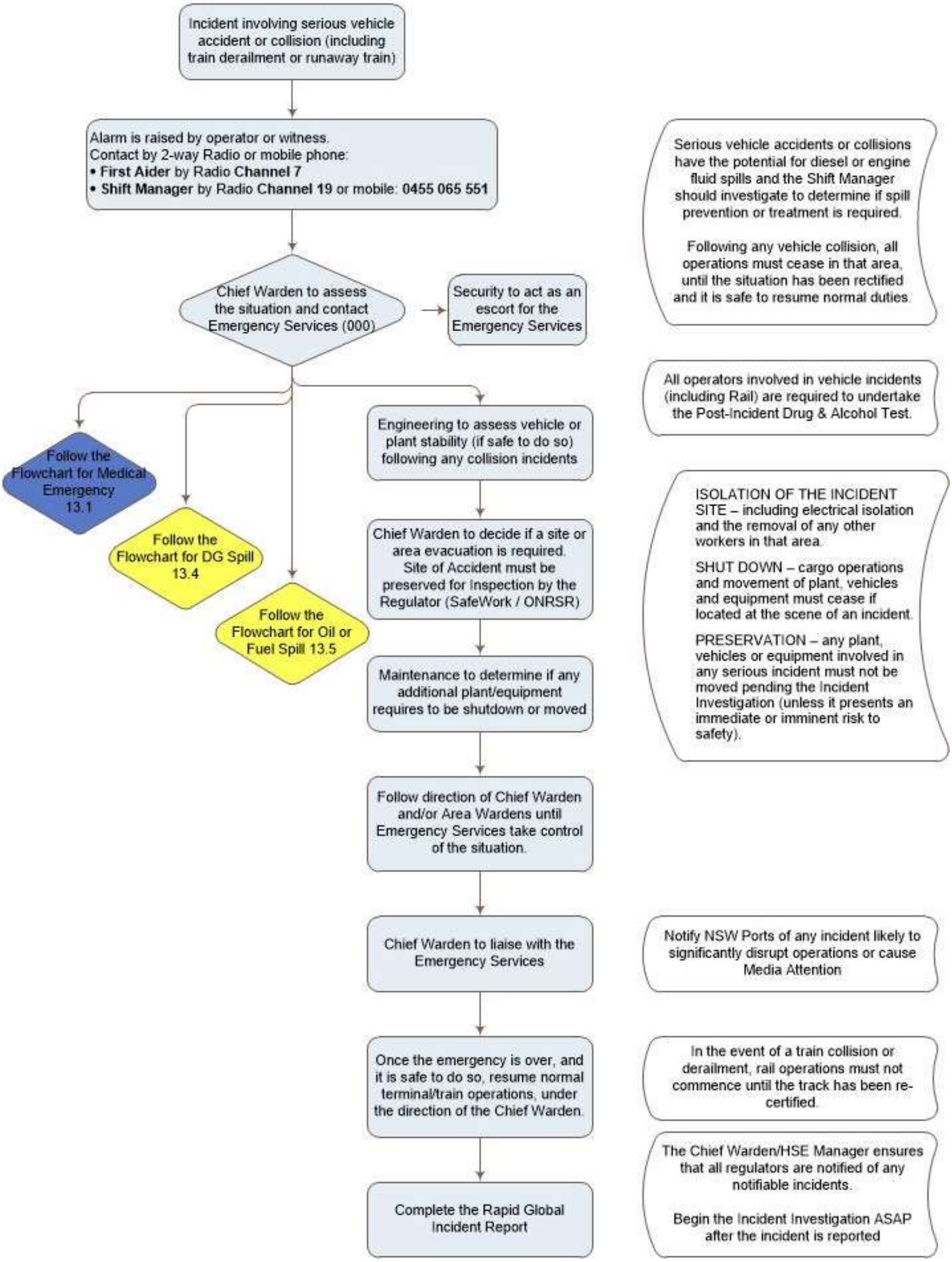
NSW Police may also be called to assist with clearing the area or redirecting traffic (if required) for large spills occurring at the terminal entrance road and roundabout.

Notify NSW Ports and EPA of significant spills. Utilise PBEAR system to notify neighbouring businesses (as required).

Environmental Engineer and Maintenance to inspect stormwater drains and SQIDS to determine if any additional clean-up services are required.

The Chief Warden/HSE Manager ensures that all regulators are notified of any notifiable incidents. Begin the incident investigation ASAP after the incident is reported.

13.6 Serious Vehicle Accident or Collision (including Rail Incident)



Incident involving serious vehicle accident or collision (including train derailment or runaway train)

Alarm is raised by operator or witness.
Contact by 2-way Radio or mobile phone:
- **First Aider** by Radio **Channel 7**
- **Shift Manager** by Radio **Channel 19** or mobile: **0455 065 551**

Chief Warden to assess the situation and contact Emergency Services (000)

Security to act as an escort for the Emergency Services

Follow the Flowchart for Medical Emergency 13.1

Follow the Flowchart for DG Spill 13.4

Follow the Flowchart for Oil or Fuel Spill 13.5

Engineering to assess vehicle or plant stability (if safe to do so) following any collision incidents

Chief Warden to decide if a site or area evacuation is required. Site of Accident must be preserved for Inspection by the Regulator (SafeWork / ONRSR)

Maintenance to determine if any additional plant/equipment requires to be shutdown or moved

Follow direction of Chief Warden and/or Area Wardens until Emergency Services take control of the situation.

Chief Warden to liaise with the Emergency Services

Once the emergency is over, and it is safe to do so, resume normal terminal/train operations, under the direction of the Chief Warden.

Complete the Rapid Global Incident Report

Serious vehicle accidents or collisions have the potential for diesel or engine fluid spills and the Shift Manager should investigate to determine if spill prevention or treatment is required.

Following any vehicle collision, all operations must cease in that area, until the situation has been rectified and it is safe to resume normal duties.

All operators involved in vehicle incidents (including Rail) are required to undertake the Post-Incident Drug & Alcohol Test.

ISOLATION OF THE INCIDENT SITE – including electrical isolation and the removal of any other workers in that area.

SHUT DOWN – cargo operations and movement of plant, vehicles and equipment must cease if located at the scene of an incident.

PRESERVATION – any plant, vehicles or equipment involved in any serious incident must not be moved pending the Incident Investigation (unless it presents an immediate or imminent risk to safety).

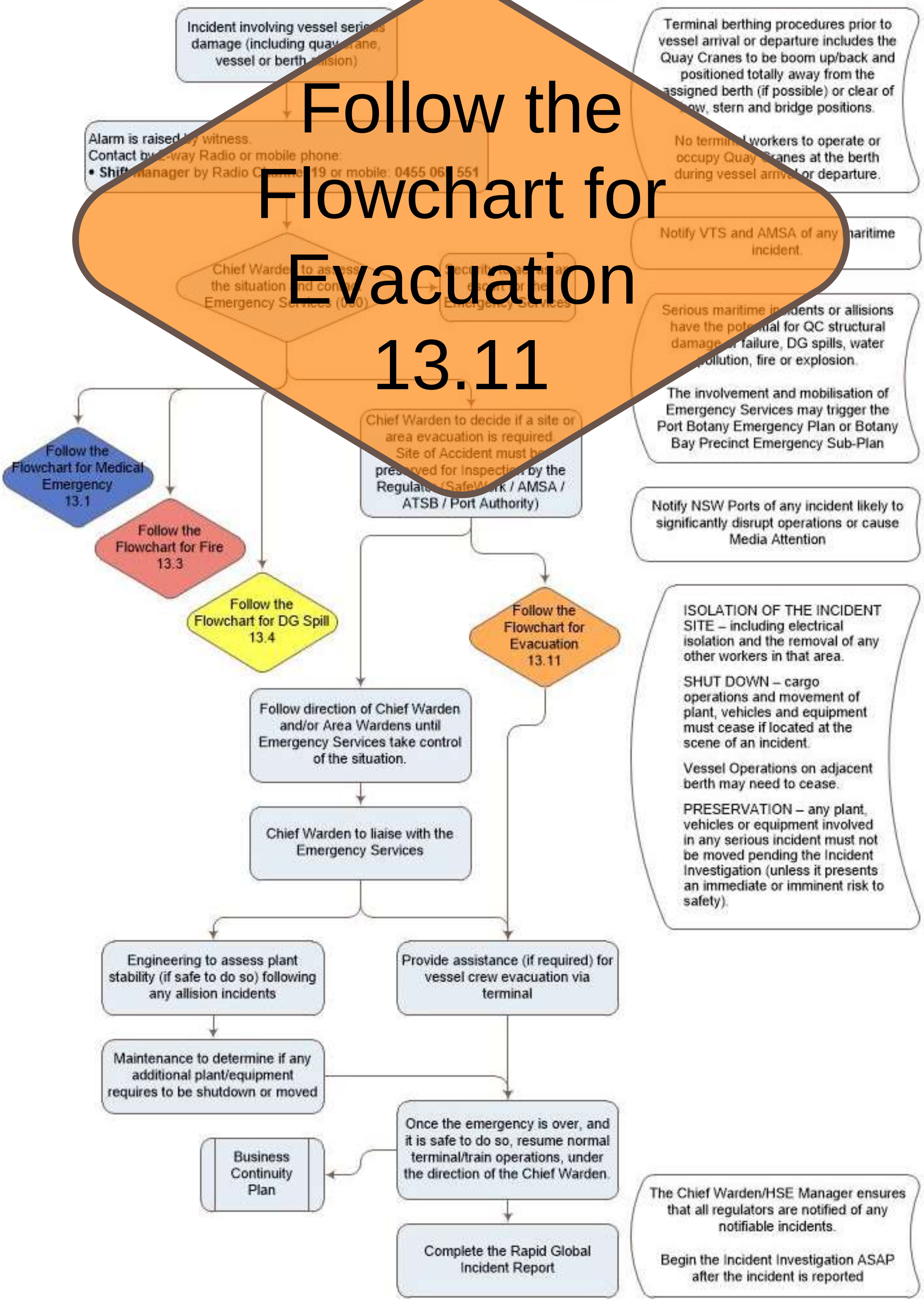
Notify NSW Ports of any incident likely to significantly disrupt operations or cause Media Attention

In the event of a train collision or derailment, rail operations must not commence until the track has been re-certified.

The Chief Warden/HSE Manager ensures that all regulators are notified of any notifiable incidents.

Begin the Incident Investigation ASAP after the incident is reported

13.7 Maritime Incident / Vessel Allision



Follow the Flowchart for Evacuation 13.11

Incident involving vessel serious damage (including quay crane, vessel or berth allision)

Alarm is raised by witness.
Contact by 2-way Radio or mobile phone:
- Shift Manager by Radio Channel 19 or mobile: 0455 06[illegible] 551

Chief Warden to assess the situation and contact Emergency Services (000)

Security to attend and escort for the Emergency Services

Chief Warden to decide if a site or area evacuation is required. Site of Accident must be preserved for Inspection by the Regulator (SafeWork / AMSA / ATSB / Port Authority)

Follow the Flowchart for Medical Emergency 13.1

Follow the Flowchart for Fire 13.3

Follow the Flowchart for DG Spill 13.4

Follow the Flowchart for Evacuation 13.11

Follow direction of Chief Warden and/or Area Wardens until Emergency Services take control of the situation.

Chief Warden to liaise with the Emergency Services

Engineering to assess plant stability (if safe to do so) following any allision incidents

Provide assistance (if required) for vessel crew evacuation via terminal

Maintenance to determine if any additional plant/equipment requires to be shutdown or moved

Once the emergency is over, and it is safe to do so, resume normal terminal/train operations, under the direction of the Chief Warden.

Business Continuity Plan

Complete the Rapid Global Incident Report

Terminal berthing procedures prior to vessel arrival or departure includes the Quay Cranes to be boom up/back and positioned totally away from the assigned berth (if possible) or clear of bow, stern and bridge positions.

No terminal workers to operate or occupy Quay Cranes at the berth during vessel arrival or departure.

Notify VTS and AMSA of any maritime incident.

Serious maritime incidents or allisions have the potential for QC structural damage or failure, DG spills, water pollution, fire or explosion.

The involvement and mobilisation of Emergency Services may trigger the Port Botany Emergency Plan or Botany Bay Precinct Emergency Sub-Plan

Notify NSW Ports of any incident likely to significantly disrupt operations or cause Media Attention

ISOLATION OF THE INCIDENT SITE – including electrical isolation and the removal of any other workers in that area.

SHUT DOWN – cargo operations and movement of plant, vehicles and equipment must cease if located at the scene of an incident.

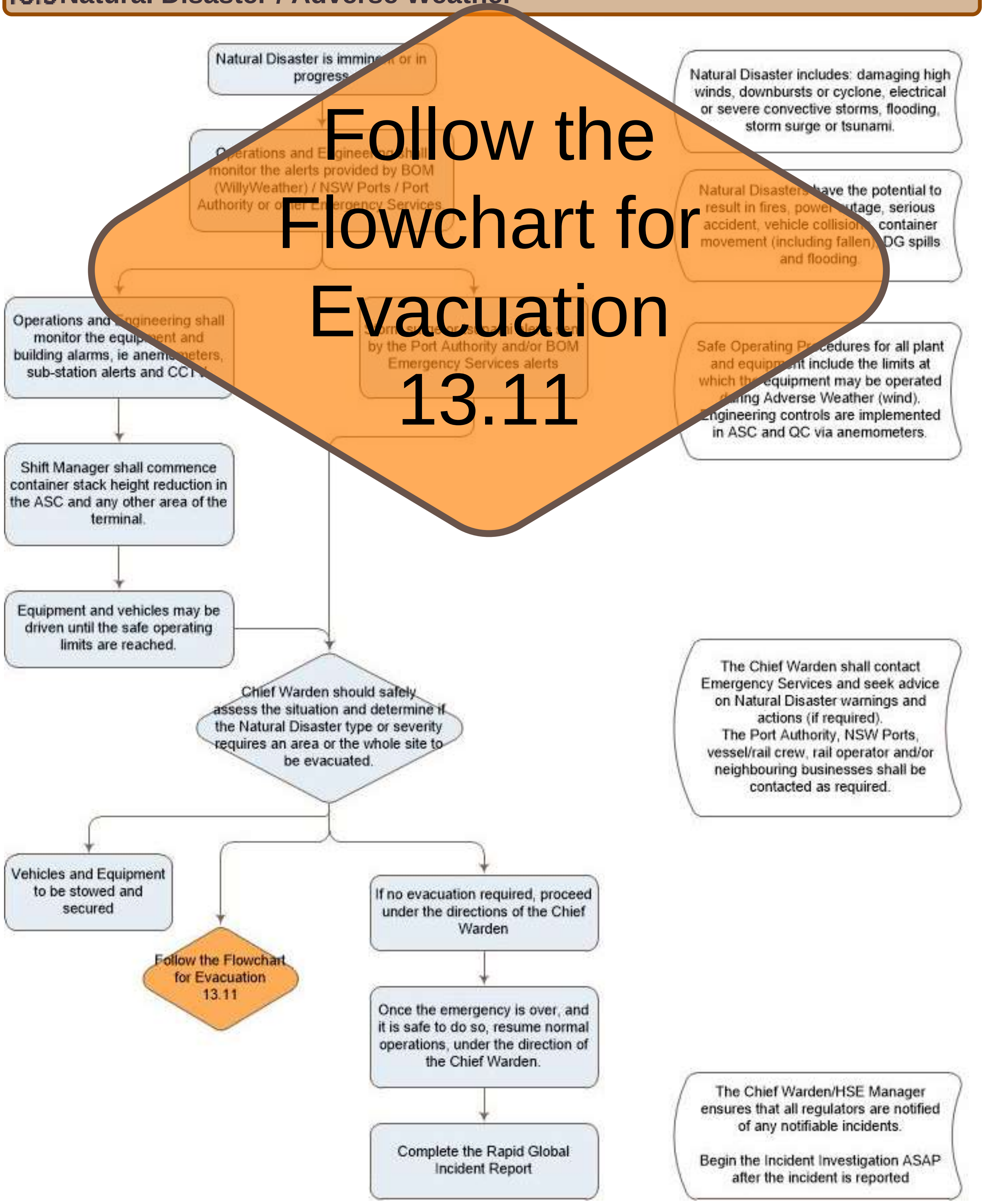
Vessel Operations on adjacent berth may need to cease.

PRESERVATION – any plant, vehicles or equipment involved in any serious incident must not be moved pending the Incident Investigation (unless it presents an immediate or imminent risk to safety).

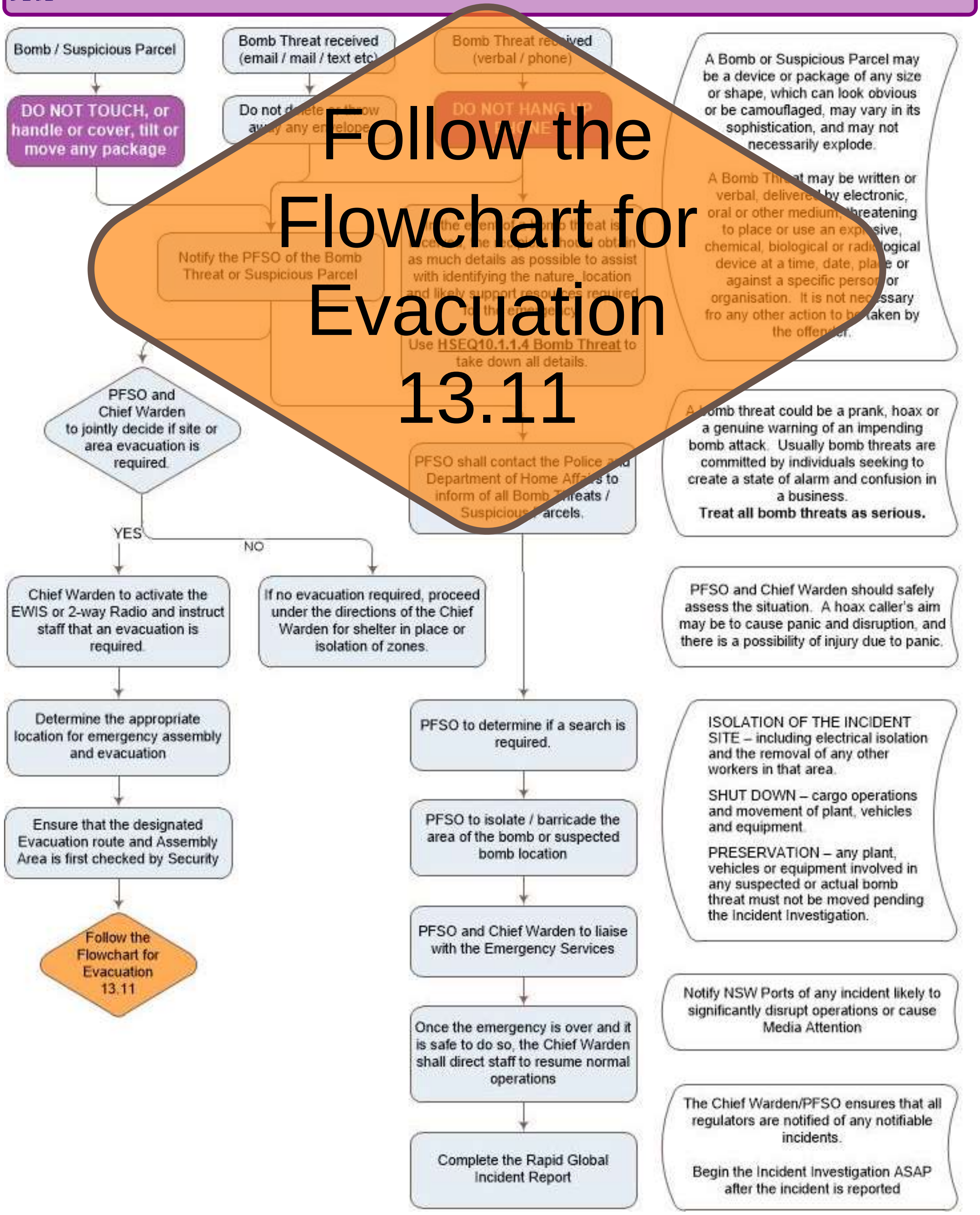
The Chief Warden/HSE Manager ensures that all regulators are notified of any notifiable incidents.

Begin the Incident Investigation ASAP after the incident is reported

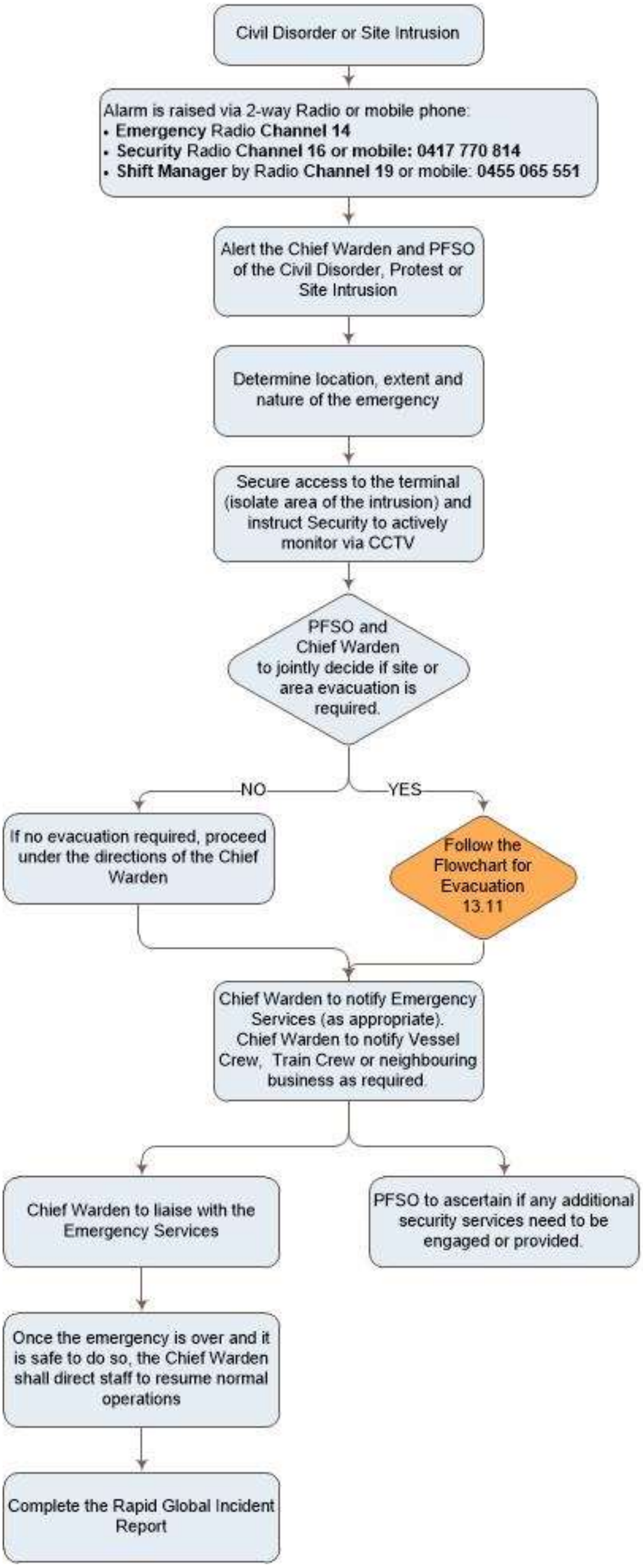
13.8 Natural Disaster / Adverse Weather


Natural Disaster is imminent or in progress
Operations and Engineering shall monitor the alerts provided by BOM (WillyWeather) / NSW Ports / Port Authority or other Emergency Services
Natural Disaster includes: damaging high winds, downbursts or cyclone, electrical or severe convective storms, flooding, storm surge or tsunami.
Natural Disasters have the potential to result in fires, power outage, serious accident, vehicle collision, container movement (including fallen), DG spills and flooding.
Operations and Engineering shall monitor the equipment and building alarms, ie anemometers, sub-station alerts and CCTV.
Storm surge or tsunami alerts sent by the Port Authority and/or BOM Emergency Services alerts
Safe Operating Procedures for all plant and equipment include the limits at which the equipment may be operated during Adverse Weather (wind). Engineering controls are implemented in ASC and QC via anemometers.
Follow the Flowchart for Evacuation 13.11
Shift Manager shall commence container stack height reduction in the ASC and any other area of the terminal.
Equipment and vehicles may be driven until the safe operating limits are reached.
Chief Warden should safely assess the situation and determine if the Natural Disaster type or severity requires an area or the whole site to be evacuated.
The Chief Warden shall contact Emergency Services and seek advice on Natural Disaster warnings and actions (if required). The Port Authority, NSW Ports, vessel/rail crew, rail operator and/or neighbouring businesses shall be contacted as required.
Vehicles and Equipment to be stowed and secured
Follow the Flowchart for Evacuation 13.11
If no evacuation required, proceed under the directions of the Chief Warden
Once the emergency is over, and it is safe to do so, resume normal operations, under the direction of the Chief Warden.
Complete the Rapid Global Incident Report
The Chief Warden/HSE Manager ensures that all regulators are notified of any notifiable incidents.
Begin the Incident Investigation ASAP after the incident is reported

13.9 Bomb Threat


Follow the Flowchart for Evacuation 13.11
Bomb / Suspicious Parcel
DO NOT TOUCH, or handle or cover, tilt or move any package
Bomb Threat received (email / mail / text etc)
Do not delete or throw away any envelope
Bomb Threat received (verbal / phone)
DO NOT HANG UP PHONE
Notify the PFSO of the Bomb Threat or Suspicious Parcel
In the event of a bomb threat is received, the recipient should obtain as much details as possible to assist with identifying the nature, location and likely support resources required for the emergency.
Use HSEQ10.1.1.4 Bomb Threat to take down all details.
PFSO and Chief Warden to jointly decide if site or area evacuation is required.
YES
NO
PFSO shall contact the Police and Department of Home Affairs to inform of all Bomb Threats / Suspicious Parcels.
Chief Warden to activate the EWIS or 2-way Radio and instruct staff that an evacuation is required.
If no evacuation required, proceed under the directions of the Chief Warden for shelter in place or isolation of zones.
Determine the appropriate location for emergency assembly and evacuation
Ensure that the designated Evacuation route and Assembly Area is first checked by Security
Follow the Flowchart for Evacuation 13.11
PFSO to determine if a search is required.
PFSO to isolate / barricade the area of the bomb or suspected bomb location
PFSO and Chief Warden to liaise with the Emergency Services
Once the emergency is over and it is safe to do so, the Chief Warden shall direct staff to resume normal operations
Complete the Rapid Global Incident Report
A Bomb or Suspicious Parcel may be a device or package of any size or shape, which can look obvious or be camouflaged, may vary in its sophistication, and may not necessarily explode.
A Bomb Threat may be written or verbal, delivered by electronic, oral or other medium, threatening to place or use an explosive, chemical, biological or radiological device at a time, date, place or against a specific person or organisation. It is not necessary fro any other action to be taken by the offender.
A bomb threat could be a prank, hoax or a genuine warning of an impending bomb attack. Usually bomb threats are committed by individuals seeking to create a state of alarm and confusion in a business.
Treat all bomb threats as serious.
PFSO and Chief Warden should safely assess the situation. A hoax caller's aim may be to cause panic and disruption, and there is a possibility of injury due to panic.
ISOLATION OF THE INCIDENT SITE – including electrical isolation and the removal of any other workers in that area.
SHUT DOWN – cargo operations and movement of plant, vehicles and equipment
PRESERVATION – any plant, vehicles or equipment involved in any suspected or actual bomb threat must not be moved pending the Incident Investigation.
Notify NSW Ports of any incident likely to significantly disrupt operations or cause Media Attention
The Chief Warden/PFSO ensures that all regulators are notified of any notifiable incidents.
Begin the Incident Investigation ASAP after the incident is reported

13.10 Civil Disorder or Site Intrusion



Civil Disorder or Site Intrusion

Alarm is raised via 2-way Radio or mobile phone:

- **Emergency Radio Channel 14**
- **Security Radio Channel 16 or mobile: 0417 770 814**
- **Shift Manager** by Radio **Channel 19** or mobile: **0455 065 551**

Alert the Chief Warden and PFSO of the Civil Disorder, Protest or Site Intrusion

Determine location, extent and nature of the emergency

Secure access to the terminal (isolate area of the intrusion) and instruct Security to actively monitor via CCTV

PFSO and Chief Warden to jointly decide if site or area evacuation is required.

NO: If no evacuation required, proceed under the directions of the Chief Warden

YES: Follow the Flowchart for Evacuation 13.11

Chief Warden to notify Emergency Services (as appropriate). Chief Warden to notify Vessel Crew, Train Crew or neighbouring business as required.

Chief Warden to liaise with the Emergency Services

PFSO to ascertain if any additional security services need to be engaged or provided.

Once the emergency is over and it is safe to do so, the Chief Warden shall direct staff to resume normal operations

Complete the Rapid Global Incident Report

Civil Disorder may also include the presence of protesters. The threat from Protesters is usually in the form of a group of people whose intention is to either disrupt operations or embarrass the company through various tactics.

All requests from Protesters and Media for comments or responses from the business shall be directed to the EXCO who shall contact HPH in accordance with the **HSEQ1.7 Media, Community and Government Relations Policy**

Notify NSW Ports of any incident likely to significantly disrupt operations or cause Media Attention

ISOLATION OF THE SITE

- Securing access to the terminal in order to restrict movement of any site intruder – which may include locking all gates (including turnstiles), locking down lifts and stopping all access to the terminal entrances (through the deployment of barricades, etc)

SHUT DOWN

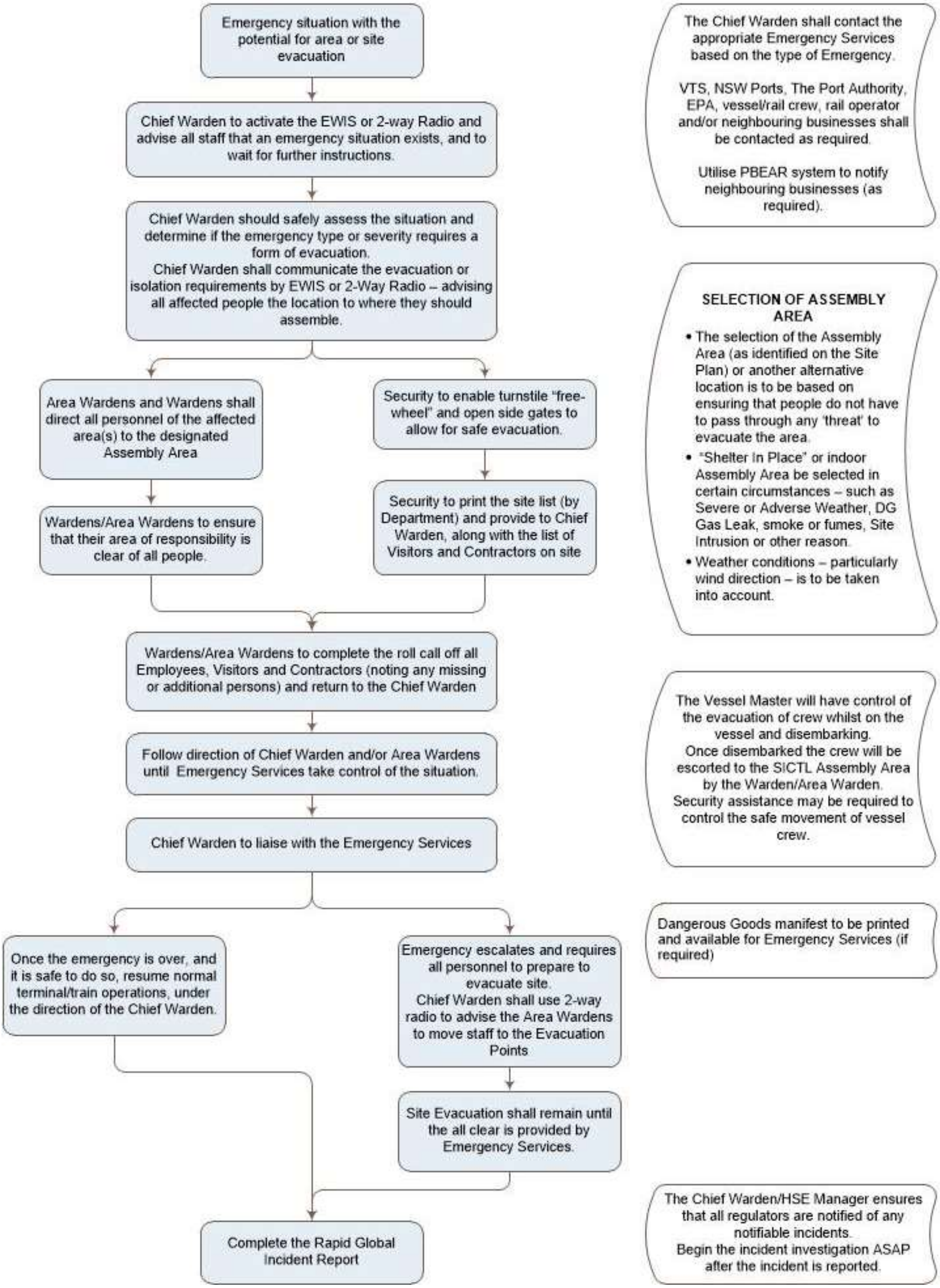
- cargo operations and movement of plant, vehicles and equipment must cease if located at the site of an intrusion, until the situation has been contained.

The Police will remain impartial and will only intervene to prevent a breach of the peace, protect life or property or to preserve public safety.

The Chief Warden/PFSO ensures that all regulators are notified of any notifiable incidents.

Begin the Incident Investigation ASAP after the incident is reported

13.11 Evacuation



Emergency situation with the potential for area or site evacuation

Chief Warden to activate the EWIS or 2-way Radio and advise all staff that an emergency situation exists, and to wait for further instructions.

Chief Warden should safely assess the situation and determine if the emergency type or severity requires a form of evacuation.
Chief Warden shall communicate the evacuation or isolation requirements by EWIS or 2-Way Radio – advising all affected people the location to where they should assemble.

Area Wardens and Wardens shall direct all personnel of the affected area(s) to the designated Assembly Area

Wardens/Area Wardens to ensure that their area of responsibility is clear of all people.

Security to enable turnstile "free-wheel" and open side gates to allow for safe evacuation.

Security to print the site list (by Department) and provide to Chief Warden, along with the list of Visitors and Contractors on site

Wardens/Area Wardens to complete the roll call off all Employees, Visitors and Contractors (noting any missing or additional persons) and return to the Chief Warden

Follow direction of Chief Warden and/or Area Wardens until Emergency Services take control of the situation.

Chief Warden to liaise with the Emergency Services

Once the emergency is over, and it is safe to do so, resume normal terminal/train operations, under the direction of the Chief Warden.

Emergency escalates and requires all personnel to prepare to evacuate site.
Chief Warden shall use 2-way radio to advise the Area Wardens to move staff to the Evacuation Points

Site Evacuation shall remain until the all clear is provided by Emergency Services.

Complete the Rapid Global Incident Report

The Chief Warden shall contact the appropriate Emergency Services based on the type of Emergency.

VTS, NSW Ports, The Port Authority, EPA, vessel/rail crew, rail operator and/or neighbouring businesses shall be contacted as required.

Utilise PBEAR system to notify neighbouring businesses (as required).

SELECTION OF ASSEMBLY AREA

- The selection of the Assembly Area (as identified on the Site Plan) or another alternative location is to be based on ensuring that people do not have to pass through any 'threat' to evacuate the area.
- "Shelter In Place" or indoor Assembly Area be selected in certain circumstances – such as Severe or Adverse Weather, DG Gas Leak, smoke or fumes, Site Intrusion or other reason.
- Weather conditions – particularly wind direction – is to be taken into account.

The Vessel Master will have control of the evacuation of crew whilst on the vessel and disembarking.
Once disembarked the crew will be escorted to the SICTL Assembly Area by the Warden/Area Warden.
Security assistance may be required to control the safe movement of vessel crew.

Dangerous Goods manifest to be printed and available for Emergency Services (if required)

The Chief Warden/HSE Manager ensures that all regulators are notified of any notifiable incidents.
Begin the incident investigation ASAP after the incident is reported.

Appendix

A. External Notification Table

External Authority and Notifiable Incident Categories	Notification Method and Timeframes	Responsible Person
Emergency Services: Police, Ambulance, Fire Brigade	Phone: **000** Immediately	Manager on Duty
Port Botany:		
Police Area Command (PAC) Eastern Beaches, Rohan Cramsie:	Phone: 0411 260 639	Manager on Duty
Maroubra Police Station:	Phone: 9349 9299	Manager on Duty
Poisons Information Centre:	Phone: 13 11 26	Manager on Duty
Port Botany Emergency Radio & Alarm System	PBEAR Radio	Security Supervisor
Services:		
Water (Sydney Water)	Phone: 13 20 90	
Electricity (Ausgrid)	Phone: 13 13 88	
Marine Surveyor - Gibson, Minto & Aiton	Phone: 9810 0501	
Neighbouring Facilities:		
Patrick Stevedores (general switchboard)	Phone: 1800 430 948	
Patrick (Shift Manager 24/7)	Phone: 9394 0361 / 0409 914 149	
DP World (general switchboard)	Phone: 9394 0900	
DP World (Operations 24/7)	Phone: 9394 0911	

External Authority and Notifiable Incident Categories	Notification Method and Timeframes	Responsible Person
NSW Ports	Phone: **0439 643 494** Phone: **02 4275 0714** (Trevor Brown, HSE & Risk Manager) Phone: **0417 217 274** (Wayne Ashton, Port Operations Manager) Phone: **0434 424 642** (BSMS Security)	Manager – HSEQ or Environmental Engineer

NSW Ports manages the Port Botany assets, incorporating the responsibilities of landlord for Hutchison Ports Sydney, as well as other stevedore and port service providers. Under the conditions of the Lease, Hutchison Ports Sydney is required to notify NSW Ports in the event of:

- actual or potential pollution incidents;
- serious injury or fatality;
- serious material damage to any terminal asset, infrastructure or vessel;
- serious security incidents;
- other serious incidents, which might affect other port services, or
- other serious incidents, which might have undue media attention.

External Authority and Notifiable Incident Categories	Notification Method and Timeframes		Responsible Person
SafeWork NSW	Phone: **13 10 50**	Immediately	Manager - HSEQ

A ‘notifiable incident’ under WHS legislation relates to:
- the death of a person;
- a serious injury or illness of a person
- a potentially dangerous incident

[if unsure you may still call to report the incident]

Serious injury or illness means an injury or illness requiring the person to have:
- immediate treatment as an in-patient in a hospital, or
- immediate treatment for:
    - the amputation of any part of the body, or
    - a serious head injury, or
    - a serious eye injury, or
    - a serious burn, or
    - the separation of skin from an underlying tissue (such as de-gloving scalping), or
    - a spinal injury, or
    - the loss of a bodily function, or
    - serious lacerations, or
    - medical treatment within 48 hours of exposure to a substance.

Notification is also required for serious illnesses and infections where the work is a significant contributing factor.

Dangerous incidents including ‘near misses’. Some types of work-related dangerous incidents must be notified even if no-one is injured. The regulator must be notified of any incident in relation to a workplace that exposes any person to a serious risk resulting from an immediate or imminent exposure to:
- an uncontrolled escape, spillage or leakage of a substance
- an uncontrolled implosion, explosion or fire
- an uncontrolled escape of gas or steam
- an uncontrolled escape of a pressurised substance
- electric shock:
    - examples of electrical shock that are not notifiable
        - shock due to static electricity
        - ‘extra low voltage’ shock (i.e. arising from electrical equipment less than or equal to 50V AC and less than or equal to 120V DC)
        - defibrillators are used deliberately to shock a person for first aid or medical reasons
    - examples of electrical shocks that are notifiable
        - minor shock resulting from direct contact with exposed live electrical parts (other than ‘extra low voltage’) including shock from capacitive discharge
- the fall or release from a height of any plant, substance or thing
- the collapse, overturning, failure or malfunction of, or damage to, any plant that is required to be design or item registered under the WHS Regulations, for example a collapsing crane
- the collapse or partial collapse of a structure
- the collapse or failure of an excavation or of any shoring supporting an excavation
- the inrush of water, mud or gas in workings, in an underground excavation or tunnel, or
- the interruption of the main system of ventilation in an underground excavation or tunnel.

A dangerous incident includes both immediate serious risks to health or safety, and also a risk from an immediate exposure to a substance which is likely to create a serious risk to health or safety in the future, for example asbestos or hazardous chemicals.

External Authority and Notifiable Incident Categories	Notification Method and Timeframes	Responsible Person
Environment Protection Agency (EPA) [Hutchison Ports Sydney]	Phone: **131 555** immediately EPA Licence No: **20322**	Environmental Engineer

Pollution incidents <u>causing</u> or <u>threatening</u> material harm to the environment must be notified.

A 'pollution incident' includes a leak, spill or escape of a substance, or circumstances in which this is likely to occur. Harm to the environment is material if it involves actual or potential harm to the health or safety of human beings or to ecosystems that is not trivial.

Material harm includes on-site harm, as well as harm to the environment beyond the premises where the pollution incident occurred.

A person carrying on the activity must, immediately after the person becomes aware of the incident, notify each relevant authority of the incident and all relevant information about it.

The relevant information about a pollution incident required consists of the following—

(a) the time, date, nature, duration and location of the incident,
(b) the location of the place where pollution is occurring or is likely to occur,
(c) the nature, the estimated quantity or volume and the concentration of any pollutants involved, if known,
(d) the circumstances in which the incident occurred (including the cause of the incident, if known),
(e) the action taken or proposed to be taken to deal with the incident and any resulting pollution or threatened pollution, if known,
(f) other information prescribed by the regulations.

External Authority and Notifiable Incident Categories	Notification Method and Timeframes	Responsible Person
NSW Department of Planning, Industry and Environment (DPIE)	Written Notification to be uploaded to the Major Projects portal: https://www.planningportal.nsw.gov.au/major-projects	Environmental Engineer

In compliance to the Hutchison Ports Sydney Development Consent C4.1, the Secretary shall be notified of any incident with actual or potential significant offsite impacts on people, or the biophysical environment within 12 hours of the terminal becoming aware of the incident. Full written details of the incident shall be provided to the Secretary within 7 days of the date the incident occurred.

External Authority and Notifiable Incident Categories	Notification Method and Timeframes	Responsible Person
Department of Agriculture, Water and the Environment (Biosecurity)	Phone: **1800 798 636** Immediately Phone: **1800 020 504** (General Inquiries)	Environmental Engineer

A biosecurity incident is an unintentional, unforeseen or uncontrolled exposure to exotic pests and diseases. Biosecurity risks relevant to the terminal can be broken down into 2 categories – Human Health Impacts and Environmental Impacts. Examples are:

- ‘hitchhiker’ pests on an arriving vessel or container;
- soil contamination on the exterior of a container;
- borer holes and frass under/near dunnage;
- sightings of animals, such as rats, toads, snakes, and any other foreign looking animals, nests or eggs;
- sick crew members.

See: **HSEQ10.1.8 Biosecurity Incident Response Procedure** for more details.

External Authority and Notifiable Incident Categories	Notification Method and Timeframes	Responsible Person
NSW Department of Primary Industries and **Local Land Services** [non-native animals]	Phone: **1800 680 244** Phone: **1300 795 299** (Greater Sydney) Email: gs.service@lls.nsw.gov.au Operations Manager – Lee Parker Email: lee.parker@lls.nsw.gov.au	Environmental Engineer

Sightings of unusual non-native animals (also known as exotic or non-indigenous animals) are to be reported straight away. These animals can have an adverse impact on agriculture and the environment and your action could help prevent them becoming established pest animals.

Widespread pests such as foxes, feral cats, feral deer, wild rabbits, feral pigs or wild dogs should be reported to **Local Land Services**.
Local Land Services plays a crucial role in managing emergencies that affect the community, environment and economy of NSW. They work with the NSW Department of Primary Industries and other agencies to provide vital support in emergencies including natural disasters (such as flood and bushfire), and biosecurity events involving plants, animals and pest insects such as locust plagues.

External Authority and Notifiable Incident Categories	Notification Method and Timeframes	Responsible Person
The Port Authority of NSW [Port and Marine Incidents and Port Security Incidents]	Phone: **9296 4999** 24/7 Hotline (for all types of Emergencies)	Shift Manager
	Phone: **9296 4003** VTS vts@portauthoritynsw.com.au dgaudit@portauthoritynsw.com.au SY_Shiftmasters@portauthoritynsw.com.au	Shift Manager
	Phone: **9296 4888** (Port Security)	PFSO / Deputy PFSO

Vessel Traffic Services (VTS) is to be contacted for any incident or emergency which affects the vessel or wharf operations – including safety, hazardous/DG cargo, damage or collision, marine pollution, vessel sailing incidents and maritime security incidents. In addition, the information must be reported via Email to VTS and the Port Authority DG officers.

External Authority and Notifiable Incident Categories	Notification Method and Timeframes	Responsible Person
Local Public Health Unit [Hutchison Ports Sydney]	Phone: **9382 8333** (PHU Randwick) Phone: **9382 2222** (a/h Prince of Wales Hospital – ask for Public Health Nurse)	Manager – HSEQ

The role of the Public Health Unit is to identify and prevent or minimise public health risks to the community. The Public Health Unit consists of three teams: Communicable Diseases, Immunisation, and Environmental Health. Public health unit staff members work closely with general practitioners, community health workers and hospital-based clinicians, pathology laboratories, schools and childcare centres, local councils, aged care facilities, Medicare Locals and with other government agencies to protect public health.

External Authority and Notifiable Incident Categories	Notification Method and Timeframes	Responsible Person
Australian Maritime Safety Authority (AMSA)	Submit **Incident Alert Form 18** within 4 hours, by online AMSA portal or email at reports@amsa.gov.au	Vessel Master or Vessel Owner
[Marine Incidents]	Submit **Incident Report Form 19** within 72 hours, by online AMSA portal or email at reports@amsa.gov.au	Vessel Master or Vessel Owner

A **marine incident** may include the following:

- Death of, or injury to, a person associated with the operation or navigation of a vessel
- The loss or presumed loss of a vessel
- Collision of a vessel with another vessel
- Collision by a vessel with an object
- The grounding, sinking, flooding or capsizing of a vessel
- Fire on board a vessel
- Loss of stability of a vessel that affects the safety of the vessel
- The structural failure of a vessel
- A close quarters situation
- A dangerous occurrence, which is an occurrence that could have caused the death of, or serious personal injury to, any person on the vessel

It can also include:

- An event that results in, or could have resulted in:
  - the death of, or injury to, a person on board a vessel
  - the loss of a person from a vessel
  - a vessel becoming disabled and requiring assistance
- The fouling or damaging by a vessel of:
  - any pipeline or submarine cable
  - any aid to navigation
- Other incidents that are prescribed by the regulations include but are not limited to:
  - failure in operation of a component of material handling equipment, whether or not a person is injured because of the failure
  - loss of cargo of a vessel
  - significant damage to a vessel
  - a seafarer is injured or contracts an illness that incapacitates them from the performance of their duty
- Any serious danger to navigation on or near the course of the vessel.

Under **Marine Order 32**, marine incident also includes the failure in operation of a component of material handling equipment, whether or not a person is injured because of the failure.

External Authority and Notifiable Incident Categories	Notification Method and Timeframes	Responsible Person
Australian Rail Track Corporation (ARTC)	Phone: **02 6924 9806** Immediately (General Operations Hotline 24/7) Phone: **0427 612 178** Operations Interface (Sydney Metro)	Rail Provider and Rail Infrastructure Manager

Rail Incidents which affect the offsite Rail Network or which extend onto ARTC controlled property or tracks must be notified to ARTC. These incidents include serious injury/fatality, disruptions, damage, track or equipment failures or environmental impact to the Network.

External Authority and Notifiable Incident Categories	Notification Method and Timeframes	Responsible Person
Office of National Rail Safety Regulator (ONRSR) [Rail Operations Incidents - Hutchison Ports Sydney only]	**Category A** notifiable occurrences: Phone: **1800 430 888** Immediately Followed up in writing within 72 hours **Category B** notifiable occurrences: In writing within 72 hours	Rail Infrastructure Manager

Category A notifiable occurrences:

- an accident or incident that has caused death, serious injury or significant property damage;
- a running line derailment;
- a running line collision between rolling stock;
- a collision at a level crossing between rolling stock and either a road vehicle or a person;
- a suspected terrorist attack;
- an accident or incident involving a significant failure of a safety management system that could have caused death, serious injury or significant property damage;
- any other accident or incident likely to generate immediate or intense public interest or concern;

Category B notifiable occurrences:

- a derailment, other than a running line derailment;
- a collision involving rolling stock, other than a collision described in paragraph (a)(iii) or (iv);
- an incident at a level crossing, other than a collision described in paragraph (a)(iv);
- an incident in which a vehicle or vessel strikes an associated railway track structure;
- the passing of a stop signal, or a signal with no indication, by rolling stock without authority;
- an accident or incident where rolling stock exceeds the limits of authorised movement given in a proceed authority;
- a rolling stock run-away;
- a failure of a signalling or communications system that endangers, or that has the potential to endanger, the safe operation of trains or the safety of people, or to cause damage to adjoining property;
- any slip, trip or fall by a person on railway premises;
- a person being caught in the door of any rolling stock;
- a person suffering from an electric shock directly associated with railway operations;
- any situation where a load affects, or could affect, the safe passage of trains or the safety of people, or cause damage to adjoining property;
- an accident or incident involving dangerous goods that affects, or could affect, the safety of railway operations or the safety of people, or cause damage to property;
- any breach of a network rule;
- any breach of the work scheduling practices and procedures set out in the rail transport operator's fatigue risk management program;
- the detection of an irregularity in any rail infrastructure (including electrical infrastructure) that could affect the safety of railway operations or the safety of people;
- the detection of an irregularity in any rolling stock that could affect the safety of railway operations;
- a fire or explosion on, in, or near, rail infrastructure or rolling stock that endangers the safety of railway operations or the safety of 1 or more people, or causes service terminations or track or station closures;
- any incident on railway property where a person inflicts, or is alleged to have inflicted, an injury on another person;
- a suspected attempt to suicide;
- the notification that a rail safety worker, when required to do so under the drug and alcohol management program of a rail transport operator, has failed to submit to a test in accordance with the testing regime set out in the operator's drug and alcohol management program;
- the notification that a rail safety worker has returned a result to a test undergone by the worker in accordance with the testing regime set out in the drug and alcohol management program of a rail transport operator that suggests that the worker was in breach of the operator's drug and alcohol management program at a relevant time;
- the infliction of wilful or unlawful damage to, or the defacement of, any rail infrastructure or rolling stock that could affect the safety of railway operations or the safety of people;
- a security incident associated with railway premises that affects the safety of railway operations, including an act of trespass, vandalism, sabotage or theft that could affect the safety of railway operations.

External Authority and Notifiable Incident Categories	Notification Method and Timeframes	Responsible Person
Department of Home Affairs [Maritime Security Incident]	Phone: **1300 791 581** Online: https://www.homeaffairs.gov.au/help-and-support/departmental-forms/online-forms/maritime-security-incident-report-form	PFSO / Deputy PFSO

A maritime security incident under Part 9 of the Maritime Transport and Offshore Facilities Security Act 2013 should be reported in writing or orally (within 24 hours) and followed up in writing as soon as possible.

Meaning of *maritime transport or offshore facility security incident*
(1) If a threat of unlawful interference with maritime transport or offshore facilities is made and the threat is, or is likely to be, a terrorist act, the threat is a ***maritime transport or offshore facility security incident***.
(2) If an unlawful interference with maritime transport or offshore facilities is, or is likely to be, a terrorist act, the unlawful interference is a ***maritime transport or offshore facility security incident***.

External Authority and Notifiable Incident Categories	Notification Method and Timeframes	Responsible Person
Australian Border Force (ABF) [Customs / Border Protection]	Phone: **1800 009 623** Online: https://www.homeaffairs.gov.au/help-and-support/departmental-forms/online-forms/border-watch	PFSO / Deputy PFSO

The ABF works closely with Biosecurity Officers to x-ray or inspect cargo to manage common border protection and biosecurity risks. Areas of concern include:

- The illegal importation or exportation of drugs, weapons, pornography, currency or fauna
- Suspicious activities or behaviour.
- Breach of containers security seal
- Biosecurity/Quarantine concerns

The company must notify the ABF of certain events happening to goods under customs control. Notifications are to be made to the local ABF office in writing no later than five days after the company becomes aware of the event. Reportable events are:

- unauthorised access to, or movement of, goods under customs control
- unauthorised access to an information system relating to goods under customs control
- an enquiry relating to goods under customs control from a person with no commercial connection to the goods
- theft, loss or damage of goods subject to customs control
- break in and entry, or attempted break in, of the cargo terminal
- a change that may adversely affect the physical security of the terminal a suspected breach of the Customs Act
- unclaimed goods left in the cargo terminal for over 30 days.

An ABF officer may enter a cargo terminal, without a warrant, to search and access information and exercise functions. ABF officers can access electronic equipment and storage devices at the cargo terminal (without a warrant) under certain conditions.

B. Safety Data Sheet Register

Hazardous Chemical Register	
Company: HUTCHISON PORTS SYDNEY	Date last reviewed: 03/05/2021
Worksite: ENGINEERING STORES	Contact person: Storeman

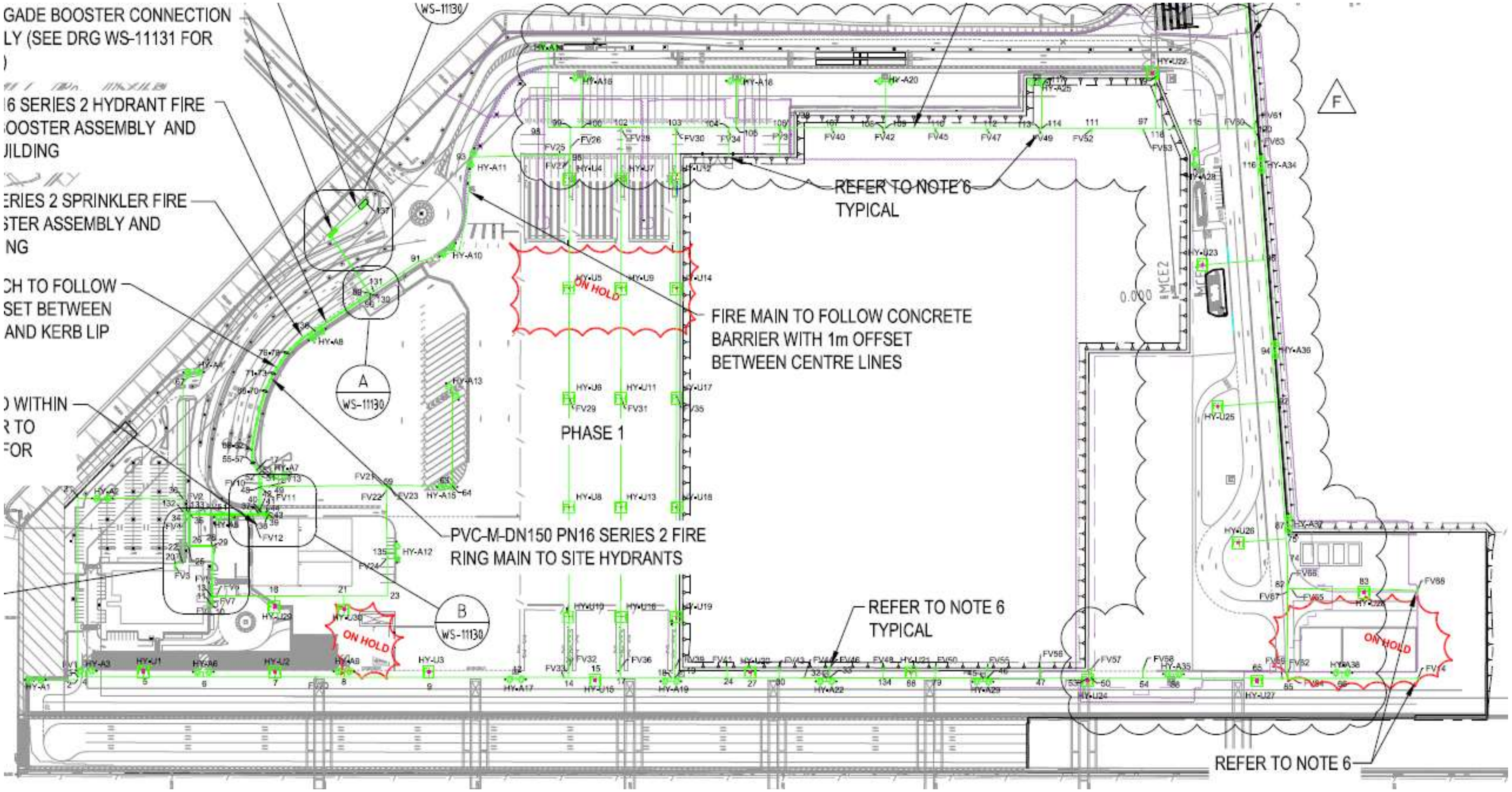
Name of Chemical	Issue date of SDS (SDS has an expiry date of 5 years)	Quantity	Location	Comments
B				
BRAKE AND PARTS CLEANER	16/10/2019	48	CNTR08	
BRAKE FLUID CASTROL	20/12/2017	1	CNTR08	
BITUMEN	5/12/2016	22	CNTR22	
C				
COOLANT COOL PLUS 50	20/06/2017	2	CNTR24	
CHAIN & DRIVE SPRAY ROCOL	24/04/2019	7	CNTR08	
CONTACT CLEANER AEROSOL CRC	14/02/2018	31	CNTR08	
CUTTING COMPOUND CRS	30/07/2020	0	CNTR08	
CHAIN LUBRICANT TAC	31/07/2020	0	CNTR08	
D				
DISTILLED WATER GLENDALE	30/06/2019	1	CNTR22	
DETERGENT KARCHER	4/05/2017	0	CNTR22	
E				
ENGINE OIL RX SUPER 15W-40	7/08/2020	4	WS	
F				
FUEL UNLEADED PETROL Caltex (20L)	2/08/2017	1	CNTR22	
FUEL DIESEL PARK FUEL	7/05/2020		YARD	
FLAWFINDER DEVELOPER SPRAY ITW POLYMERS AND FLUIDS	27/06/2017	16	CNTR08	
G				
GREASE MOLYKOTE COMPOUND MOLYKOTE	16/10/2017	2	CNTR08	
GREASE VIPER WIRE ROPE VIPER	19/04/2018	4		
GREASE GADUS S3 SHELL	3/07/2020	6	CNTR08	
GREASE SPHEEROL AP 3 CASTROL	3/03/2017	0	CNTR08	
GREASE PREMIUM HEAVY DUTY CASTROL	10/10/2018	7		

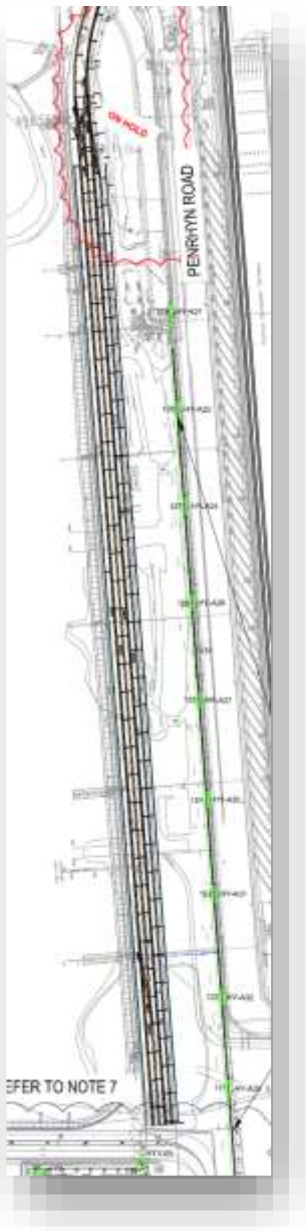
Name of Chemical	Issue date of SDS (SDS has an expiry date of 5 years)	Quantity	Location	Comments
GREASE EP2 CART MOREY'S	22/05/2020	48	CNTR08	
GLASS CLEANER SEPTONE C-THRU ITW	1/11/2019	12	CNTR08	
GEAR OIL ALPHA SP 220 CASTROL	7/10/2020	3	CNTR24	
GEAR OIL ALPHA SP 320 CASTROL	23/06/2017	3	CNTR24	
GEAR OIL AXLE AP 85W-140 CASTROL	19/08/2020	4	CNTR24	
GEARL OIL AXLE EPX 80W-90 CASTROL	10/09/2020	1	CNTR24	
H				
HYDRAULIC OIL HYSPIN AWS 46 CASTROL	14/08/2020	5	WS	
L				
LANOLIN HEAVY DUTY LIQUID LANOTEC	6/06/2018	1		
LECTRA CLEAN CRC	9/01/2020	4	CNTR08	
LOCTITE LB 8017 HENKEL	11/03/2017	0	CNTR08	
LOCTITE LB 8151 HENKEL	8/03/2017	3	CNTR08	
LOCTITE 609 HENKEL	11/02/2017	4	CNTR08	
LOCTITE 569 HENKEL	27/04/2018	2	CNTR08	
LOCTITE 515 HENKEL	25/08/2020	1	CNTR08	
LOCTITE 401 HENKEL	2/04/2020	1	CNTR08	
LOCTITE 263 HENKEL	15/04/2021	6	CNTR08	
LOCTITE 248 HENKEL	3/06/2020	1	CNTR08	
LOCTITE 243 HENKEL	15/05/2020	6	CNTR08	
P				
PAINT DY-MARK LINE MARKING ALL COLOURS DY-MARK	1/11/2019	1	CNTR22	
PAINT AQUA EPOXY PART A COLOUR NUTECH	1/02/2018	0	CNTR22	
PAINT ACCENT QUICK SPRAY ALL COLOURS DULUX	27/06/2017	45	CNTR22	
TIMBER SPRAY WOOLUBE	1/06/2017	0	CNTR22	
PAINT GALMET COLD GAL AEROSOL ALL COLOURS GALMET	27/06/2017	2	CNTR22	
PAINT KILLRUST WATTYL	16/10/2020	1	CNTR22	
PAINT COLD GAL ITW	18/02/2017	3	CNTR22	
PARTS WASHER SEPTONE ITW	1/11/2019	1	CNTR22	
RAIN X ITW	22/05/2018	15	CNTR08	
PAVEMENT MATERIAL (GLASS BEADS) APCO	1/06/2020	1	CNTR22	
PARTS WASHER SIMPLE GREEN SIMPLE GREEN	12/03/2021	1	CNTR22	

Name of Chemical	Issue date of SDS (SDS has an expiry date of 5 years)	Quantity	Location	Comments
PAINT EPIREZ SAFE STEP 100 ITW	27/06/2017	1	CNTR22	
PAINT HAMMERED METAL FINISH GALMET	14/06/2018	1	CNTR22	
PAINT RUST GALMET GALMET	27/06/2017	1	CNTR22	
PAINT ROAD MARKING APCO COATING	1/06/2019	6	CNTR22	
PAINT WATERBASE ROAD MARKING ENNIS TRAFFIC SOLUTION	1/11/2019	20	CNTR22	
R				
ROPE AND CHAIN SPRAY MOLYBOND	27/06/2017	1	CNTR08	
S				
SOFT SEAL AEROSOL CRC	30/07/2020	2	CNTR08	
SHOCK TREATMENT ALLCARE	16/12/2016	4	WASHBAY	
SELLEYS NO MORE GAPS SELLYS	14/03/2017	4	CNTR08	
SIKAFLEX 11FC SIKA	22/09/2019	22	CNTR08	
SEALANT CLEAR DOW CORNING	03/13/2017	6	CNTR08	
T				
TAPE DENSO DENSO	15/01/2019	8	CNTR22	
TRANSMISSION ATF DEX III CASTROL	12/04/2021	1	CNTR23	
TRANSMISSION OIL AGRI TRANS PLUS 80W CASTROL	20/10/2020	4	WS	
TRANSFORMER OIL CASTROL	25/10/2019	1	CNTR22	
W				
WAX AND GREASE REMOVER SEPTONE	3/11/2016	0	CNTR08	
WD40	5/07/2018	30	CNTR08	

C. Fire Hydrant Location Plan

Rail Siding Area
(see diagram on left)





D. Emergency Evacuation Plan

EMERGENCY EVACUATION SIGN

EVACUATION DIAGRAM

Hutchison Ports Sydney

Gates B150-160 Sirius Road, Botany, NSW

PROCEDURES

On hearing a Fire Alarm or on discovering a fire:

1. Removal of People from the Immediate Danger Area

Staff and visitors in the immediate danger area are to evacuate to a place of safety. Attempt to extinguish the fire, if safe and trained to do so. When the area has been evacuated doors should be closed to localise the fire and smoke.

2. Alert Emergency Services

Call *000* (or *112* from a mobile)

3. Complete Evacuation of the Premises

Should the emergency necessitate evacuation of the entire premises, staff and visitors will evacuate via the nearest safe exit and assemble at the assembly point and remain there until otherwise directed.

4. Assembly Point

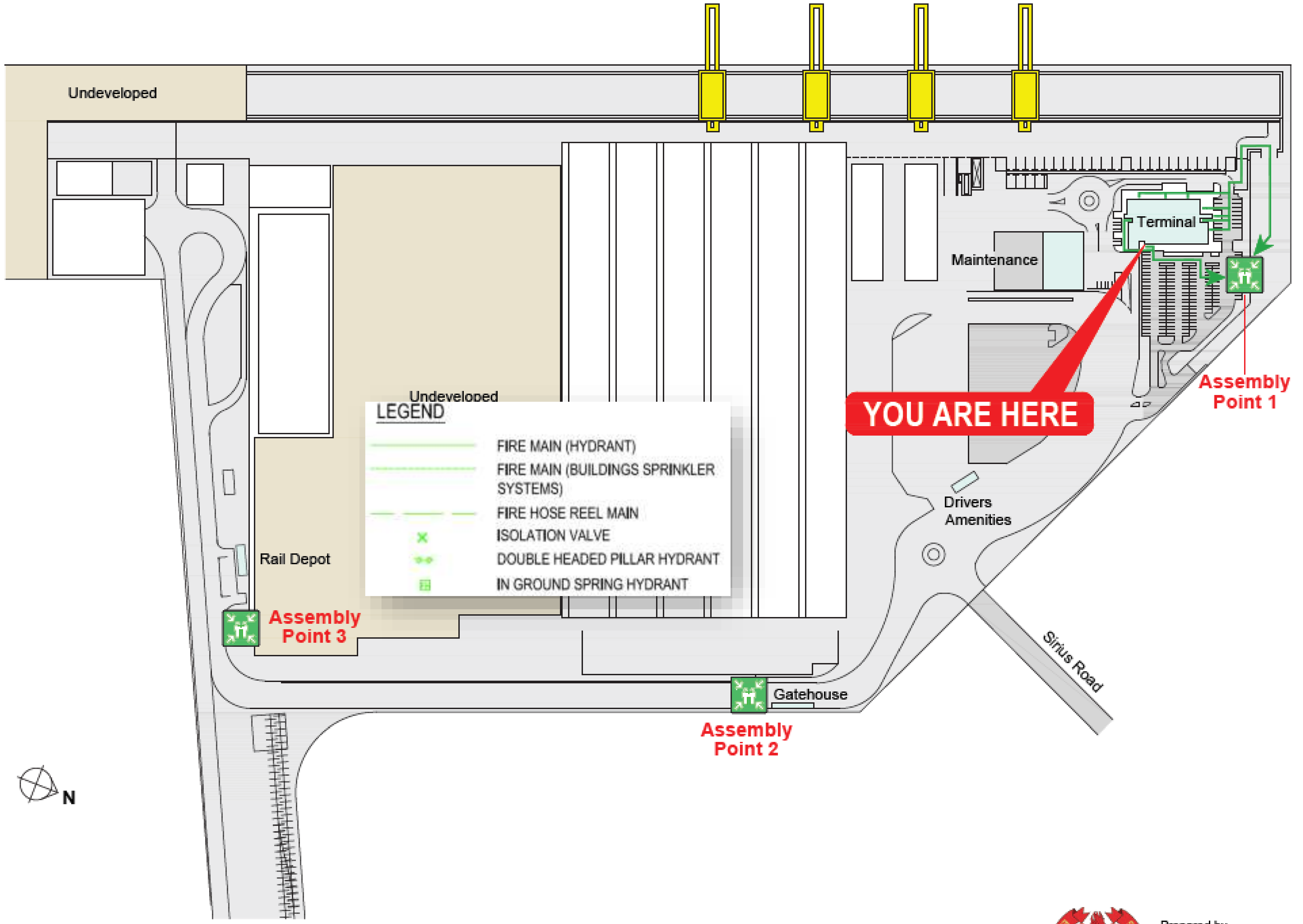
Your assembly point is: Assembly Point 1
Car Park

5. Roll Call

To be conducted as soon as possible to ensure all persons are accounted for. Report missing persons to the attending Fire Brigade Officers.

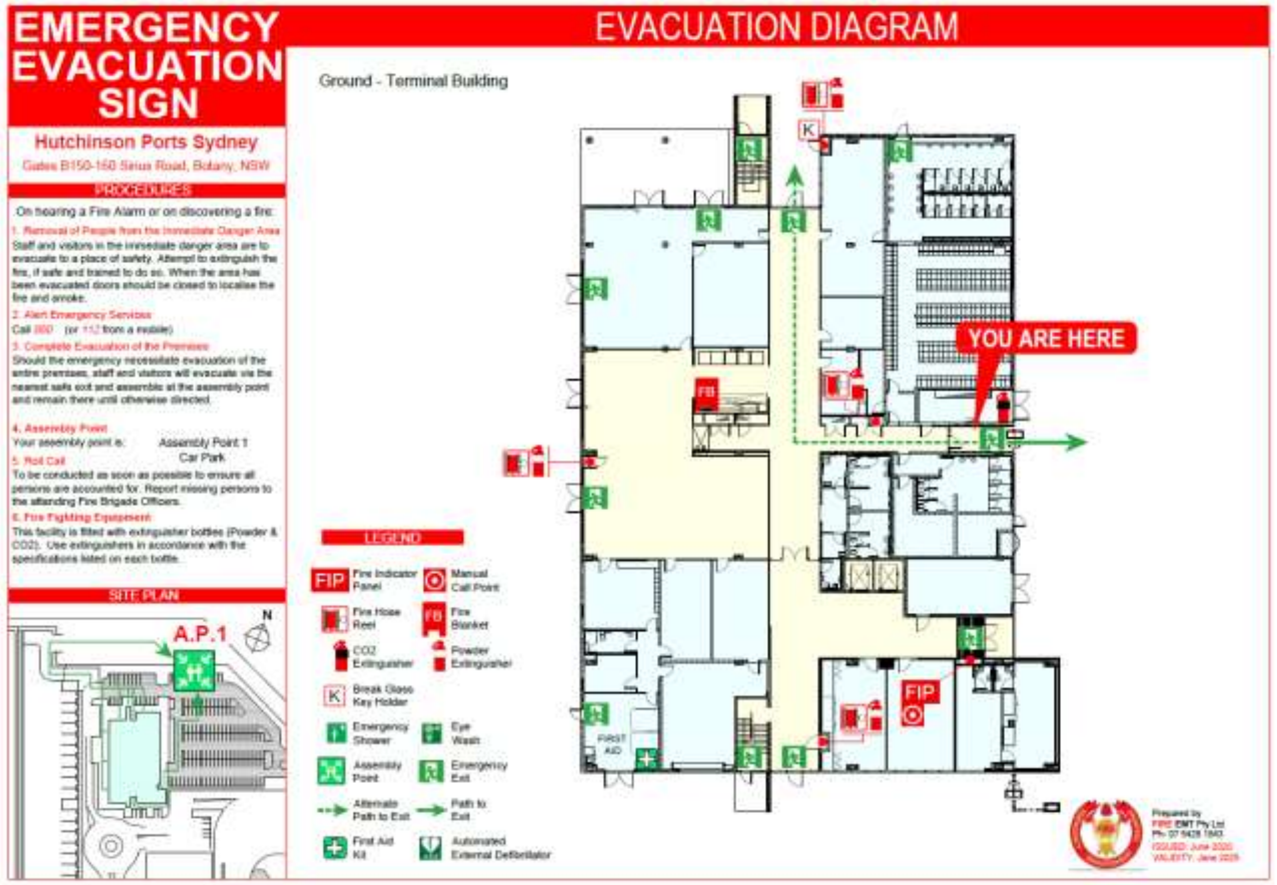
6. Fire Fighting Equipment

This facility is fitted with extinguisher bottles (Powder & CO2). Use extinguishers in accordance with the specifications listed on each bottle.



Prepared by
FIRE EMT Pty Ltd
Ph- 07 5428 1843
ISSUED: June 2020
VALIDITY: June 2025

E. HPS Building Sample Plans



EMERGENCY EVACUATION SIGN

EVACUATION DIAGRAM

Hutchinson Ports Sydney
Gates B150-160 Sirius Road, Botany, NSW

PROCEDURES

On hearing a Fire Alarm or on discovering a fire:

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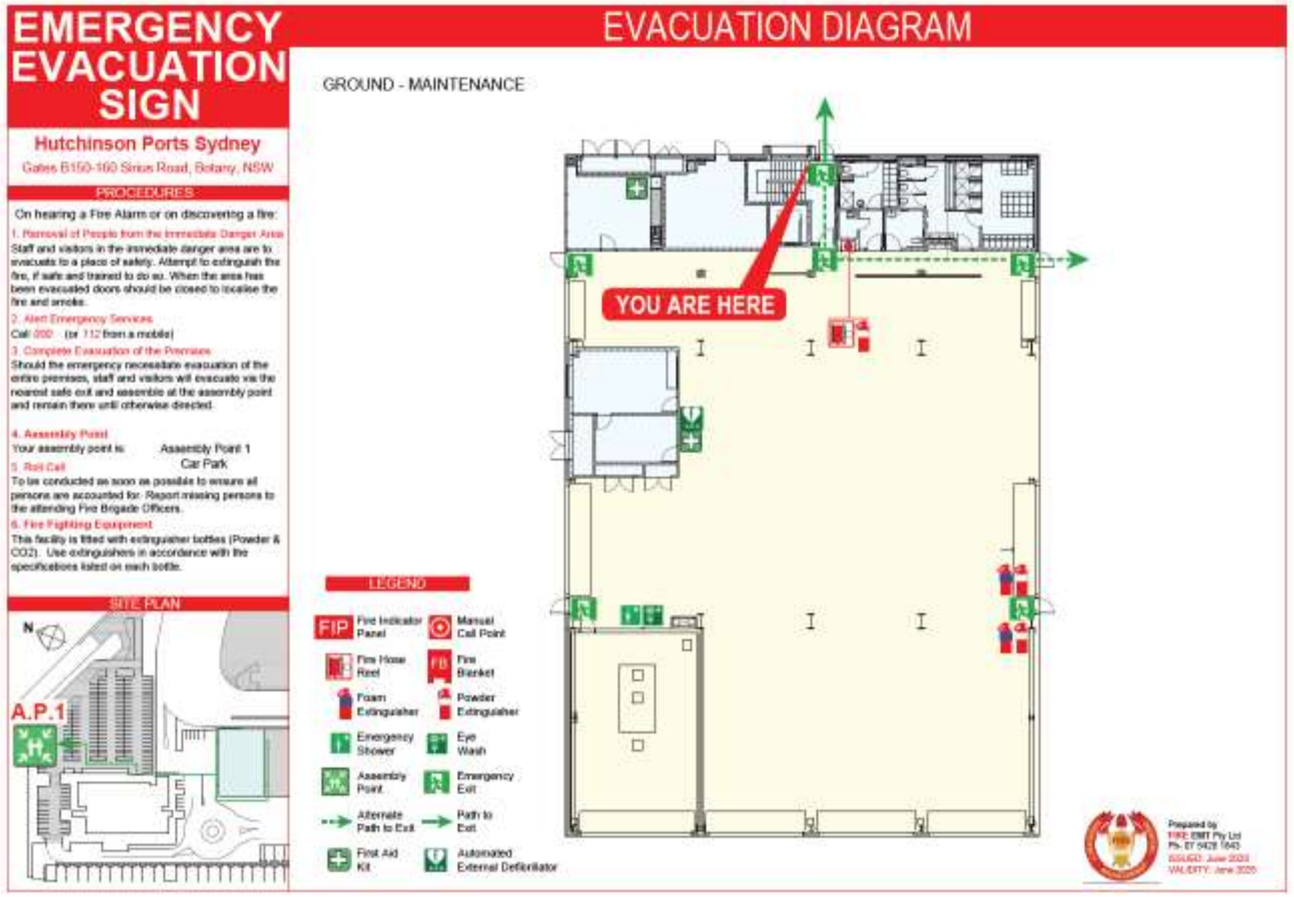
2. Alert Emergency Services
Call 000 (or 112 from a mobile)

3. Complete Evacuation of the Premises
Should the emergency necessitate evacuation of the entire premises, staff and visitors will evacuate via the nearest safe exit and assemble at the assembly point and remain there until otherwise directed.

4. Assembly Point
Your assembly point is: Assembly Point 1 Car Park

5. Roll Call
To be conducted as soon as possible to ensure all persons are accounted for. Report missing persons to the attending Fire Brigade Officers.

6. Fire Fighting Equipment
This facility is fitted with extinguisher bottles (Powder & CO2). Use extinguishers in accordance with the specifications listed on each bottle.



EMERGENCY EVACUATION SIGN

EVACUATION DIAGRAM

Hutchinson Ports Sydney
Gates B150-160 Sirius Road, Botany, NSW

PROCEDURES

On hearing a Fire Alarm or on discovering a fire:

1. Removal of People from the Immediate Danger Area
Staff and visitors in the immediate danger area are to evacuate to a place of safety. Attempt to extinguish the fire, if safe and trained to do so. When the area has been evacuated doors should be closed to localise the fire and smoke.

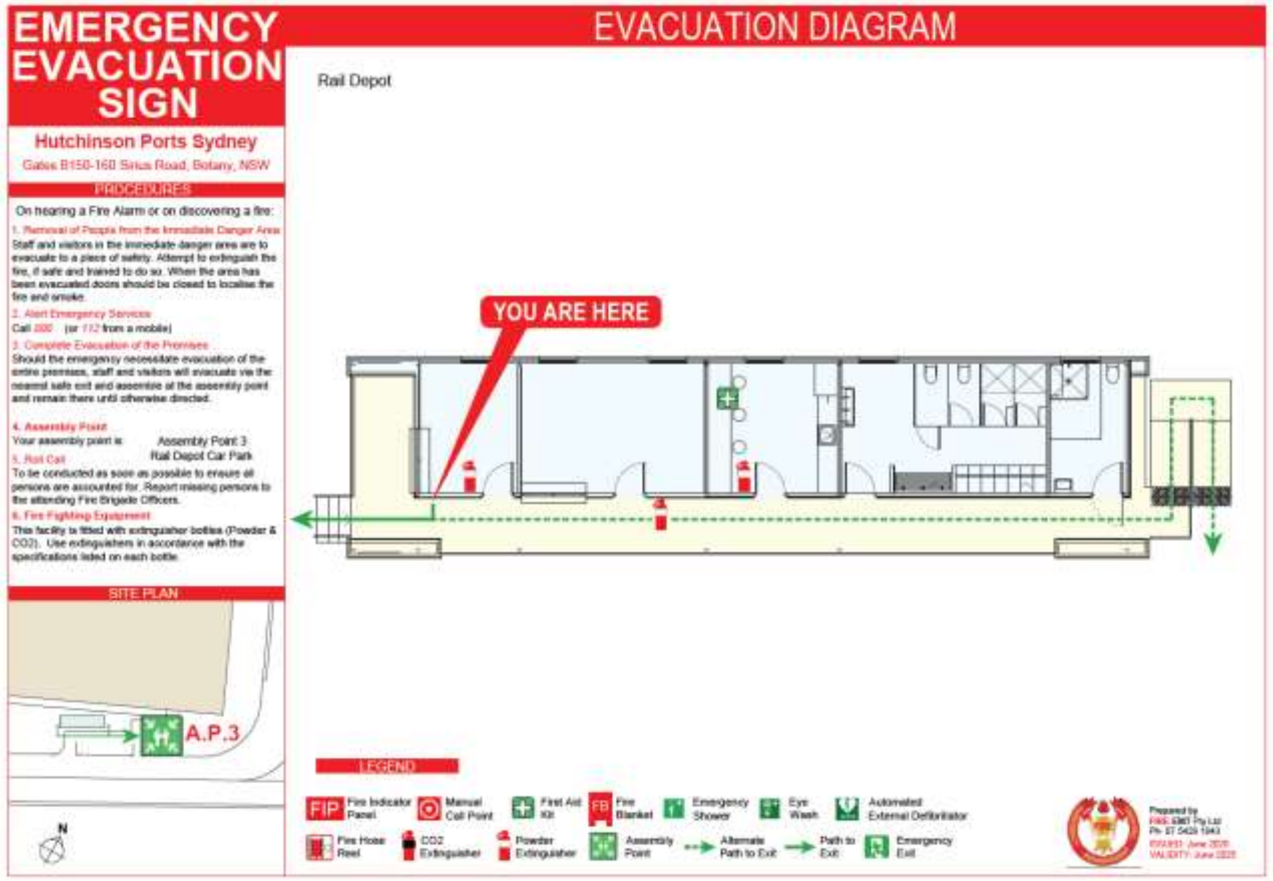
2. Alert Emergency Services
Call 000 (or 112 from a mobile)

3. Complete Evacuation of the Premises
Should the emergency necessitate evacuation of the entire premises, staff and visitors will evacuate via the nearest safe exit and assemble at the assembly point and remain there until otherwise directed.

4. Assembly Point
Your assembly point is: Assembly Point 1 Car Park

5. Roll Call
To be conducted as soon as possible to ensure all persons are accounted for. Report missing persons to the attending Fire Brigade Officers.

6. Fire Fighting Equipment
This facility is fitted with extinguisher bottles (Powder & CO2). Use extinguishers in accordance with the specifications listed on each bottle.



EMERGENCY EVACUATION SIGN

EVACUATION DIAGRAM

Hutchinson Ports Sydney
Gates B150-160 Sirius Road, Botany, NSW

PROCEDURES

On hearing a Fire Alarm or on discovering a fire:

1. Removal of People from the Immediate Danger Area
Staff and visitors in the immediate danger area are to evacuate to a place of safety. Attempt to extinguish the fire, if safe and trained to do so. When the area has been evacuated doors should be closed to localise the fire and smoke.

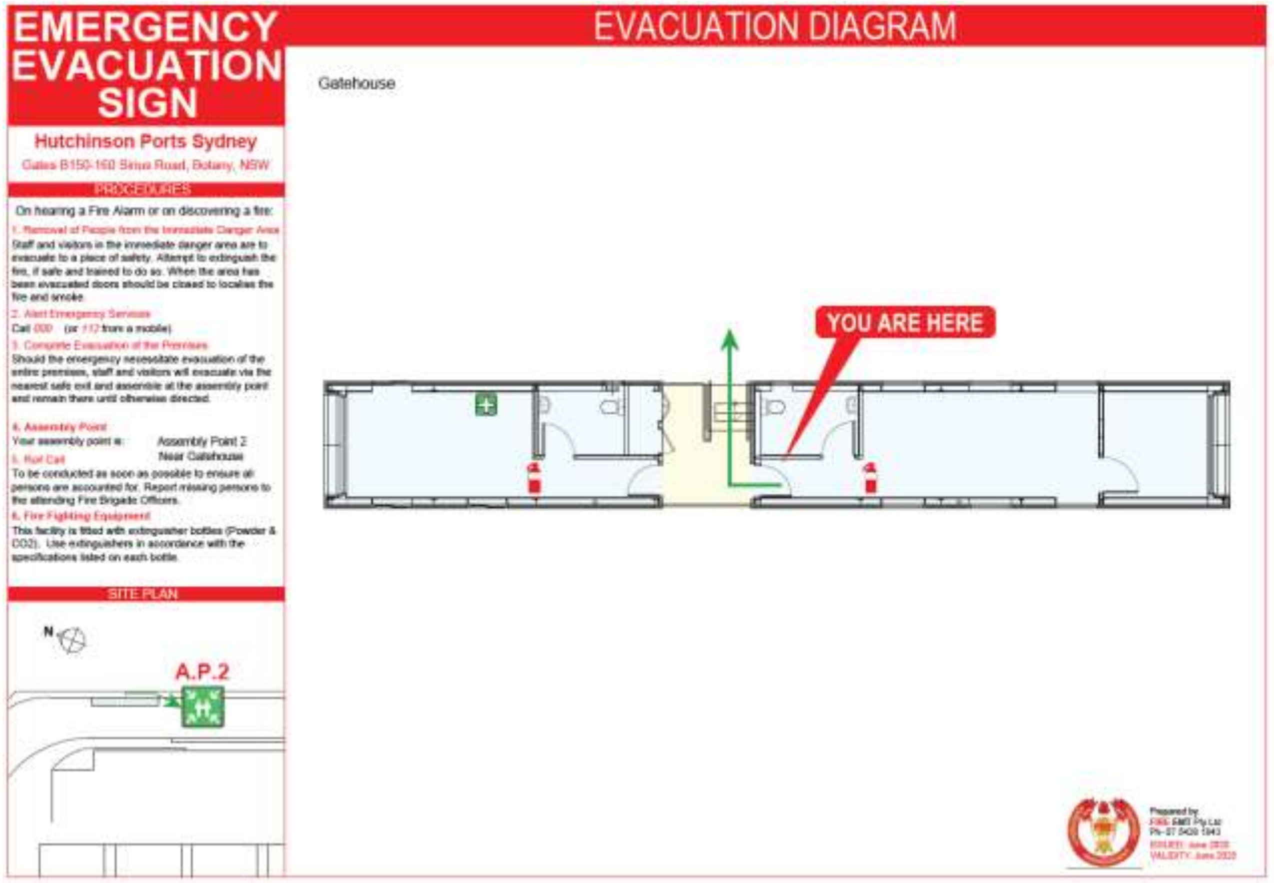
2. Alert Emergency Services
Call 000 (or 112 from a mobile)

3. Complete Evacuation of the Premises
Should the emergency necessitate evacuation of the entire premises, staff and visitors will evacuate via the nearest safe exit and assemble at the assembly point and remain there until otherwise directed.

4. Assembly Point
Your assembly point is: Assembly Point 3 Rail Depot Car Park

5. Roll Call
To be conducted as soon as possible to ensure all persons are accounted for. Report missing persons to the attending Fire Brigade Officers.

6. Fire Fighting Equipment
This facility is fitted with extinguisher bottles (Powder & CO2). Use extinguishers in accordance with the specifications listed on each bottle.



EMERGENCY EVACUATION SIGN

EVACUATION DIAGRAM

Hutchinson Ports Sydney
Gates B150-160 Sirius Road, Botany, NSW

PROCEDURES

On hearing a Fire Alarm or on discovering a fire:

1. Removal of People from the Immediate Danger Area
Staff and visitors in the immediate danger area are to evacuate to a place of safety. Attempt to extinguish the fire, if safe and trained to do so. When the area has been evacuated doors should be closed to localise the fire and smoke.

2. Alert Emergency Services
Call 000 (or 112 from a mobile)

3. Complete Evacuation of the Premises
Should the emergency necessitate evacuation of the entire premises, staff and visitors will evacuate via the nearest safe exit and assemble at the assembly point and remain there until otherwise directed.

4. Assembly Point
Your assembly point is: Assembly Point 2 Near Gatehouse

5. Roll Call
To be conducted as soon as possible to ensure all persons are accounted for. Report missing persons to the attending Fire Brigade Officers.

6. Fire Fighting Equipment
This facility is fitted with extinguisher bottles (Powder & CO2). Use extinguishers in accordance with the specifications listed on each bottle.