



Western AG Supplies Pty Ltd
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OH&S Documentation (Tick Appropriate Box) –



CP - Company Procedure



SOP – Standard Operating Procedure

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Western Aerial Pty Ltd & Western AG Supplies Pty Ltd

EMERGENCY RESPONSE PROCEDURE GUIDE (ERPG)

Emergency Response Procedure Guide (ERPG)

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1. Administration

1.1 ERPG Copies

There are to be kept thirty-seven [37] controlled copies of this document and they are to be placed in the following areas:

COPY 1	Derrinallum Offices
COPY 2	Horsham Offices
COPY 3	Willaura Offices
COPY 4	Bannockburn Offices
COPY 5	Nhill Offices
COPY 6	Kaniva Offices
COPY 7	Goroke Offices
COPY 8	Ballarat Offices
COPY 9	Hamilton Offices
COPY 10	Bordertown Offices
COPY 11	Naracoorte Offices
COPY 12	Derrinallum Manifest Emergency Box
COPY 13	Willaura Manifest Emergency Box
COPY 14	Horsham Manifest Emergency Box
COPY 15	Bannockburn Manifest Emergency Box
COPY 16	Nhill Manifest Emergency Box
COPY 17	Kaniva Manifest Emergency Box
COPY 18	Goroke Manifest Emergency Box
COPY 19	Ballarat Manifest Emergency Box
COPY 20	Hamilton Manifest Emergency Box
COPY 21	Bordertown Manifest Emergency Box
COPY 22	Naracoorte Manifest Emergency Box
COPY 23	Derrinallum Fire Brigade Representatives
COPY 24	Willaura Fire Brigade Representatives
COPY 25	Horsham Fire Brigade Representatives
COPY 26	Bannockburn Fire Brigade Representatives
COPY 27	Nhill Fire Brigade Representatives
COPY 28	Kaniva Fire Brigade Representatives
COPY 29	Goroke Fire Brigade Representatives
COPY 30	Ballarat Fire Brigade Representatives
COPY 31	Hamilton Fire Brigade Representatives
COPY 32	Bordertown Fire Brigade Representatives
COPY 33	Naracoorte Fire Brigade Representatives
COPY 34	Western Aerial & Western AG HSR
COPY 35	Western Aerial & Western AG OHS Management
COPY 36	Western Aerial & Western AG OHS Management
COPY 37	Western AG company server

The maintenance of this document remains the responsibility of Western Aerial and Western AG Supplies Management. The intellectual ownership of this document remains the property of Western AG Supplies Pty Ltd.

All employees will also be provided access to a copy for reference.

All present and new employees will read this document and sign the OH&S file copy for confirmation of emergency procedure understanding.

1.2 Branch Safety Officers

The Emergency Response Procedures have been prepared specifically for the safety and protection of people working at both Western AG Supplies Pty Ltd and Western Aerial Pty Ltd.

They provide for a single person, the **Branch Safety Officer “BSO”**, at each site to direct and co-ordinate all actions that occur after an emergency arising and for all other persons on site to carry out his/her requests and directions.

The utilisation and co-ordination of outside authorities are under the sole control of the Branch Safety Officer. At all times, the nominated **Health & Safety Representative “HSR”** is the lead contact with all safety matters. The nominated company Branch Safety Officer for each site is as follows:

The nominated company Branch Safety Officer for each site is as follows:

DERRINALLUM	General and After Hours: Or, in his absence:	Aaron Starick Brad Everett	0428 909 252 0419 801 583
WILLAURA	General and After Hours: Or, in his absence:	Aaron Starick Brad Haslett	0428 909 252 0427 811 636
HORSHAM	General and After Hours: Or, in his absence:	Mark Hoffman Leigh Walters	0488 233 436 0488 120 033
BANNOCKBURN	General and After Hours: Or, in his absence:	Troy Kollegger Pat Doquile	0458 441 115 0428 236 966
BALLARAT	General and After Hours: Or, in his absence:	Karl Drever Katrina Ridgway	0438 397 544 0409 741 427
NHILL	General and After Hours: Or, in his absence:	Gary Hall Mark Hoffman	0429 433 122 0488 233 436
KANIVA	General and After Hours: Or, in his absence:	Jonty Brown Danny Ansell	0407 618 941 0447 166 278
GOROKE	General and After Hours: Or, in his absence:	Leigh Walters Mark Hoffman	0488 120 033 0488 233 436
HAMILTON	General and After Hours: Or, in his absence:	Mark Lomas Brad Everett	0429 609 666 0419 801 583
BORDERTOWN	General and After Hours: Or, in his absence:	Anthony Fabris Damien Pilgrim	0438 582 025 0427 619 670
NARACORTE	General and After Hours: Or, in his absence:	Janette Densley Danny Ansell	0458 781 021 0447 166 278
MANAGEMENT	General and After Hours: Or, in his absence:	Ashley Miller Phil Hawker	0418 529 699 0427 367 542
FIRST AID	General and After Hours: Or, in his absence:	Troy Kollegger Brad Everett	0458 441 115 0419 801 583
HSR	General:	Troy Kollegger	0458 441 115

REMEMBER

In all cases, it is better to call for assistance early rather than risk the loss of life or serious injury to employees or neighbours.

1.3 Internal Emergencies

An Internal Emergency is deemed to exist when an event occurs **within the limits of the Western Aerial / Western AG Supplies property boundaries** which has caused, or may lead to, either serious injury or harm to persons at Western Aerial / Western AG Supplies or surrounding areas, or serious damage to plant, buildings, vehicles or the environment.

The following events can be described as emergencies:

- Fire
- Chemical Spill/Leak
- Explosion
- Personnel Injury
- Aircraft incident

The following procedures directly relate to all hangar, office and storage areas.

2. Evacuation Procedures

2.1 Offices Area

1. Make the building safe to leave.
2. Move to open area and check wind direction.
3. Walk quickly to the Assembly Area, which is generally at the front gate of the premises.
4. At the Assembly Area, log in your name and notify the name(s) of any known absentees.
5. Do not move away from the Assembly Area under any circumstances unless instructed to do so by the Branch Safety Officer.

2.2 All Storage Areas

1. Switch off any electrical equipment.
2. Shut all windows and doors on vacating offices.
3. Shut all external doors.
4. Move to the Assembly Area.
5. At the Assembly Area, log in your name and notify the name(s) of any known absentees.
6. If External Evacuation becomes necessary, evacuate after checking that it is safe to do so.
7. Do not move away from the Assembly Area under any circumstances unless instructed to do so by the designated Branch Safety Officer.

2.3 Designated Assembly Areas

In the event of an Evacuation being declared, the Assembly Area is located at various designated points at each facility (see below). These meeting points are also designated in the individual Emergency Site Drawings.

Derrinallum	beside the main office gate on Vite Vite Rd
Willaura	at the front gate on the Moyston Willaura Rd
Horsham	on the front nature strip on Golf Course Rd
Bannockburn	on the front nature strip on Holder Rd
Ballarat	on the nature strip on the north side of Carngham Rd
Nhill	at the front gate on Nelson Street
Kaniva	on the nature strip on the north side of Progress Street
Goroke	on the nature strip in the middle of Main Street
Hamilton	on the front nature strip on Coleraine Rd
Bordertown	on the nature strip on the north side of McLellan Rd
Naracoorte	on the front nature strip on Smith St

2.4 Emergency Manifest Cabinet

The site emergency manifest cabinet is equipped with:

- Site plans
- Emergency Telephone List
- Site Emergency Response Procedures
- Standard Telephone List

The site emergency manifest cabinet is located at the main entrance gate and is maintained and is to be used for emergency situations only.

3. Emergency Procedures

The following pages describe the steps to be taken in the event of the following emergencies:

- Fire
- Chemical Spill/Leak
- Explosion
- Personal Injury
- Major Aircraft Accident

(See Page 12 & 13 for Emergency Phone Numbers)

3.1 Fire

1. Assist any person in immediate danger, only **IF SAFE TO DO SO**.
2. Attack fire, only **IF SAFE TO DO SO**.
3. If unable to contain fire, raise the alarm, notify the Branch Safety Officer and seek assistance.
4. Evacuate to Assembly Area as instructed.
5. Remain at the Assembly Area until instructed otherwise by the Branch Safety Officer.

(See Page 12 & 13 for Emergency Phone Numbers)

3.2 Chemical Spill or Leak

1. Assist any person in immediate danger only **IF SAFE TO DO SO**.
2. Stop and/or contain the Spill if possible, only **IF SAFE TO DO SO**.
3. Raise the alarm and notify the Branch Safety Officer.
4. Restrict access to the Danger Area.
5. Evacuate to Assembly Area as instructed.
6. Remain at the Assembly Area until instructed otherwise by the Branch Safety Officer.

(See Page 12 & 13 for Emergency Phone Numbers)

3.3 Chemical Poisoning

In all cases of poisoning, speed is essential. Quick removal of the contamination source, rapid implementation of First Aid procedures and immediate transport to hospital, or a doctor, may save a person's life.

Read the label of the agricultural or veterinary chemical and obtain the **Safety Data Sheet (SDS)** for information on First Aid. The SDS will contain detailed information on routes of exposure to the chemical, the effects of overexposure [if known], emergency and First Aid procedures.

If a person who has been in direct contact with a pesticide shows signs of poisoning, the following steps should be taken:

- Stop exposure to the poison. Move the patient well away from any contaminated area and from the vicinity of agricultural and veterinary chemicals. Quickly remove any contaminated clothing.
- Start the First Aid treatment immediately. See SDS for details.
- Call a physician as quickly as possible but do not abandon First Aid treatment.
- Keep the patient as quiet as possible and complete the First Aid treatment. Keep the patient warm and comfortable.

Note: Do not substitute First Aid for professional treatment. First Aid is only to relieve the patient before medical help is reached.

Steps for the Person dealing with the Victim:

1. Check that the victim is breathing – if not, give artificial respiration.
2. Decontaminate immediately (i.e. wash the victim thoroughly. Speed is essential).
3. Call the physician or hospital.

(See Page 12 & 13 for Emergency Phone Numbers)

3.4 Explosion

1. Assist any person in danger only **IF SAFE TO DO SO**.
2. Raise the alarm and seek assistance.
3. Notify the Branch Safety Officer.
4. Follow the appropriate Emergency Procedures as necessary and organise Roll call/Personnel search as TOP PRIORITY.

(See Page 12 & 13 for Emergency Phone Numbers)

3.5 Personnel Injury

1. Raise the alarm and call for assistance from the Branch Safety Officer.
2. Organise ambulance and/or transportation to Doctor's Clinic or Hospital as appropriate. Provide full details of accident, exposure and treatment provided.
3. Notify Senior Management and provide them with a full report of the circumstances.

(See Page 12 & 13 for Emergency Phone Numbers)

3.6 Major Aircraft Accident

In the order of priority, the accident response plan will seek to;

- ◆ Preserve life
- ◆ Preserve the aircraft
- ◆ Address any environmental issues

Immediate Actions.

- ◆ Raise the alarm and contact emergency services. For additional assistance, contact the Branch Safety Officer.
- ◆ Contact the relevant aviation authorities when appropriate.

Preserve Life.

- ◆ If possible and without further endangering life, render first aid.
- ◆ Assist ambulance crew to location and provide assistance if possible.
- ◆ Provide full details of accident, exposure and treatment provided to the pilot prior to ambulance arrival.
- ◆ Organise ambulance and/or transportation to Hospital or Doctor if required.
- ◆ Notify Branch Safety Officer and Senior Management and provide them with a full report of the circumstances.

Preserve Aircraft.

- ◆ Call Fire Emergency crews if necessary. Extinguish any fire, if possible and, without further endangering life.
- ◆ Disconnect battery, if safe to do so, and prevent further fuel or chemical leaks.
- ◆ Secure the area of the aircraft.

Address Environmental Issues.

- ◆ Clean up any chemical spill by removing contaminated material. If spill is of a minor nature, place Lime over the contaminated area.
- ◆ Replace contaminated material with clean fill.
- ◆ For major contamination issues contact Senior Management to discuss with EPA any clean up issues.

(See Page 12 & 13 for Emergency Phone Numbers)

4. Emergency Operations Personnel

4.1 Switchboard Operator's Duties

When alerted to an emergency on the site the switchboard operator will:

1. Ensure that the Branch Safety Officer is alerted.
2. Divert or "dump" incoming calls.
3. Alert appropriate Emergency Services as directed by the Branch Safety Officer.
4. Alert key personnel as directed.
5. Maintain communication with the Branch Safety Officer and transmit messages as required.
6. Remain at the communication point if it is safe to do so.

After Hours: Outside normal working hours the Branch Safety Officer will be responsible for maintaining communications.

4.2 Branch Safety Officer's Duties

When notified of an emergency the designated Branch Safety Officer will proceed to the area and determine the nature and severity of the emergency. The Branch Safety Officer will:

- Commence control of emergency using all necessary personnel and equipment.
- Notify office of situation and key personnel to alert.
- Maintain supervision and control of whole site; consider all potential effects of emergency.
- Control incident and prevent unauthorised access to isolate area as necessary.
- Ensure preparation for evacuation.
- Co-ordinate evacuation. Check all areas, closing doors after check.
- Move to Assembly Area to co-ordinate all appropriate Emergency Services.
- Initiate Roll Call. Determine that all personnel are accounted for and note any Visitors or Contractors in the area.
- Brief Emergency Services personnel upon arrival.
- Communicate with company HSR, management and emergency services.
- Make the area safe.
- Assist as required.
- When safe, notify "All Clear".
- Fill out relevant reports.

4.3 Personnel's Duties

When alerted to an emergency on the site all personnel will:

- Make safe their area of responsibility and stand by for direction from the Branch Safety Officer.
- Ensure that any visitors or contractors are ushered to the Assembly Area.
- If properly trained, and it is safe to do so, assist in the control of the emergency. Observe appropriate Emergency Procedures.
- If evacuation is ordered, unless otherwise directed, move quickly to the Assembly Area [check wind direction], taking any Visitors or Contractors with you. Note: Observe "Evacuation Procedures".
- Log in at the Assembly Area with your name and the names of any absentees known.
- Do not, under any circumstances, move from the Assembly Area unless instructed by the Branch Safety Officer.
- Assist as required.

5. Emergency Contact Lists

5.1 Emergency and Local Services

Police, Fire & Ambulance	000
Poison Information Centre	13 11 26
State Emergency Service	13 25 00
Derrinallum Fire Brigade	03 5597 6506
Lismore Police Station	03 5596 2055
Camperdown Hospital	03 5593 7300
Ballarat Base Hospital	03 5320 4000
Ballarat St John of God Hospital	03 5320 2111
Ballarat Fire Brigade	03 5329 5500
Ballarat Police Station	03 5336 6000
Willaura Fire Brigade	03 5354 1454
Willaura Police Station	03 5354 1281
Ararat Police Station	03 5352 2233
Willaura Hospital	03 5354 1600
Horsham Fire Brigade	03 5382 6870
Horsham Police Station	03 5382 9200
Horsham (Wimmera Base) Hospital	03 5381 9111
Bannockburn (Geelong West) Fire Brigade	03 5229 9753
Bannockburn Police Station	03 5281 1260
Nhill Fire Brigade	03 5391 2071
Nhill Police Station	03 5391 1022
Nhill Hospital	03 5391 4222
Hamilton Fire Brigade	03 5571 1070
Hamilton Police Station	03 5551 9100
Hamilton Base Hospital	03 5551 8222
Bordertown Fire Brigade	08 8752 1152
Bordertown Police Station	08 8752 1355
Bordertown Memorial Hospital	08 8752 9000
Naracoorte Fire Brigade	08 8762 2311
Naracoorte Police Station	08 8762 0466
Naracoorte Hospital	08 8762 8100
Kaniva Police Station	03 5392 2244
Kaniva Hospital	03 5392 7001

Ballarat City Council	Business Hours	03 5320 5500
Corangamite Shire	Business Hours Emergencies	03 5593 7100 03 5595 1827
Ararat Council	Business Hours Emergencies	03 5355 0200 03 5355 0201
Horsham Rural City Council	Business Hours	03 5382 9777
Golden Plains Shire Council	Business Hours	03 5220 7111
Hindmarsh Shire Council	Business Hours	03 5391 4444
Southern Grampians Shire	Business Hours	03 5573 0444
Tatiara District Council	Business Hours	08 8752 1044
Naracoorte Lucindale Council	Business Hours	08 8760 1100
South West Water	Business Hours After Hours	03 5564 7600 03 5561 4966
Powercor	Business Hours Emergencies	13 23 34 13 24 12
CASA	Business Hours	13 17 57

5.2 Senior Management (After Hours) Contact List

5.2.1 WESTERN AG

Troy Kollegger (HSR)	Bannockburn	Mobile	0458 441 115
Mark Hoffmann	Northern Region / Horsham	Mobile	0488 233 436
Gary Hall	Nhill	Mobile	0429 433 122
Brad Everett	Southern Region	Mobile	0419 801 583
Aaron Starick	Derrinallum / Willaura	Mobile	0428 909 252
Danny Ansell	Kaniva / Naracoorte	Mobile	0447 166278
Karl Drever	Ballarat	Mobile	0438 397 544
Damien Pilgrim	Bordertown	Mobile	0427 619 670
Mark Lomas	Hamilton	Mobile	0429 609 666
Ashley Miller	All Areas	Mobile	0418 529 699
Phil Hawker	All Areas	Mobile	0427 367 542

5.2.2 WESTERN AERIAL

Todd Miller	All Areas	Mobile	0418 306 448
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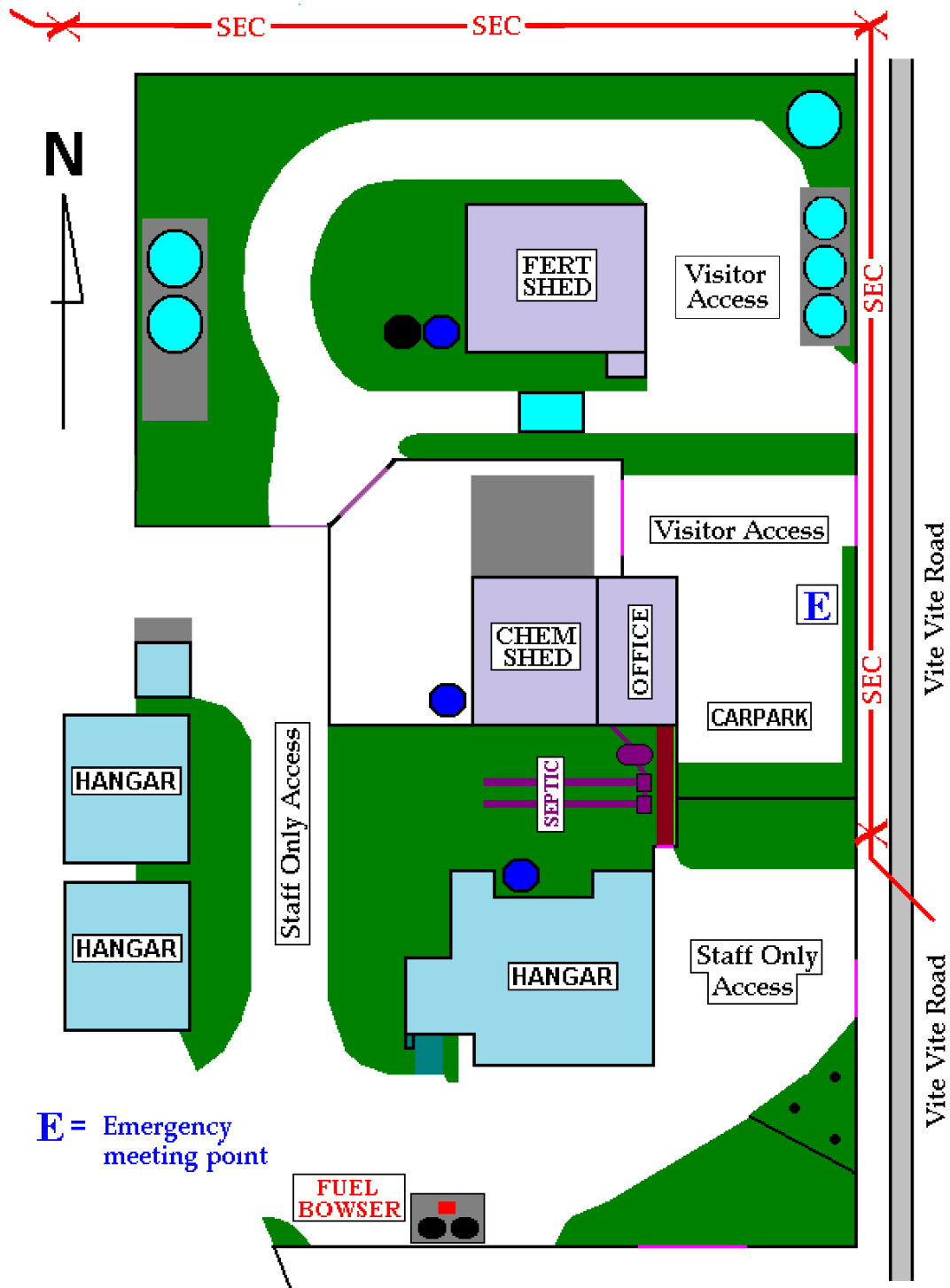
5.3 Training List (Copy)

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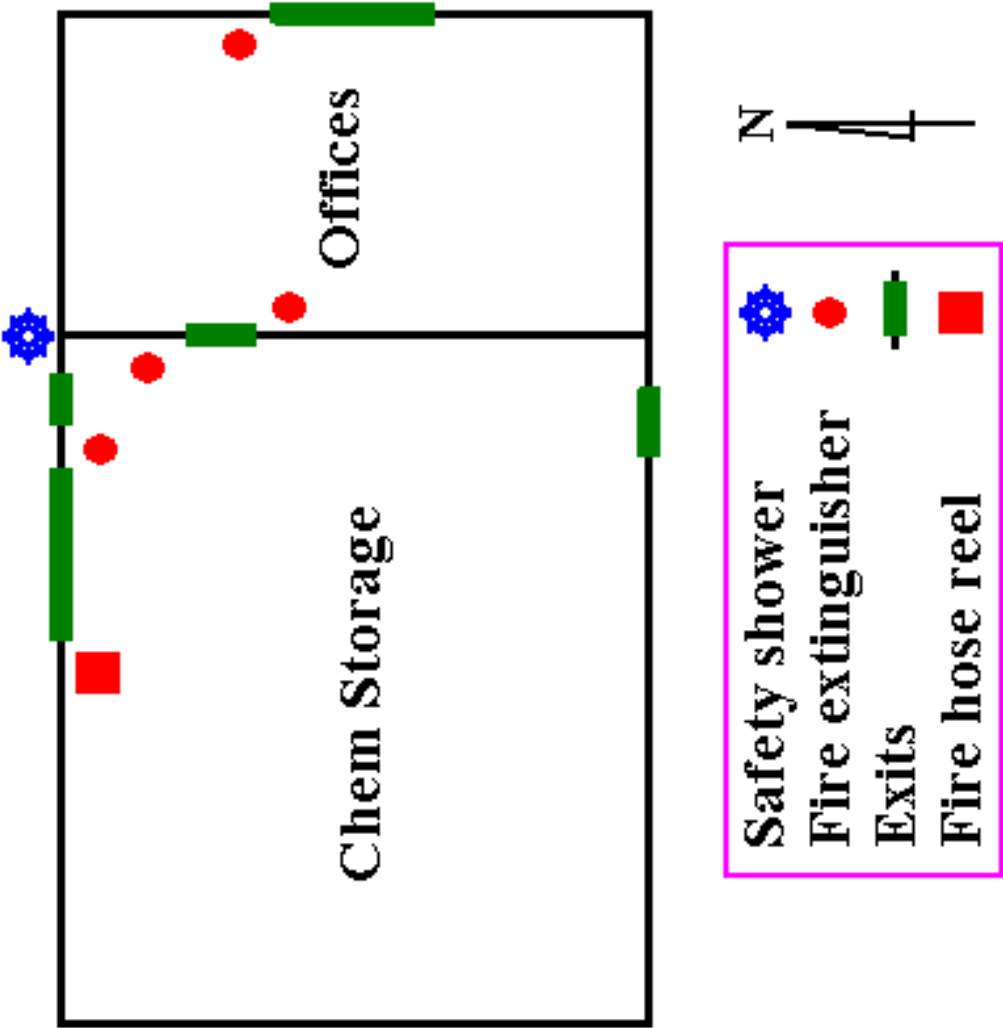
Note: Upon signing this page, each person accepts that they have read and understood each and every page and received suitable instruction / training on the emergency response procedures in this booklet.

6. Site Plans and Diagrams

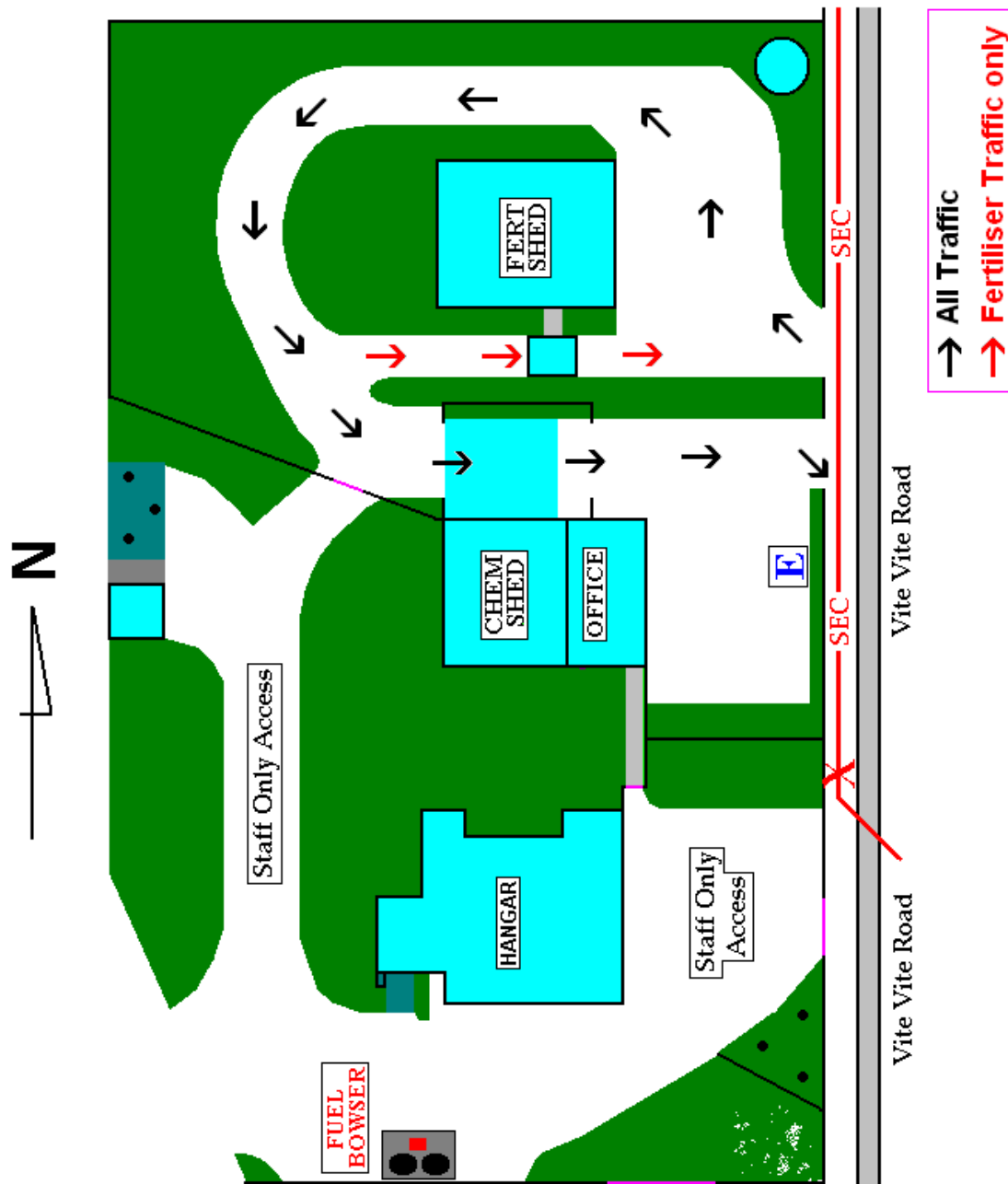
6.1 Derrinallum Site Plan



6.2 Derrinallum Facility Floor Plan

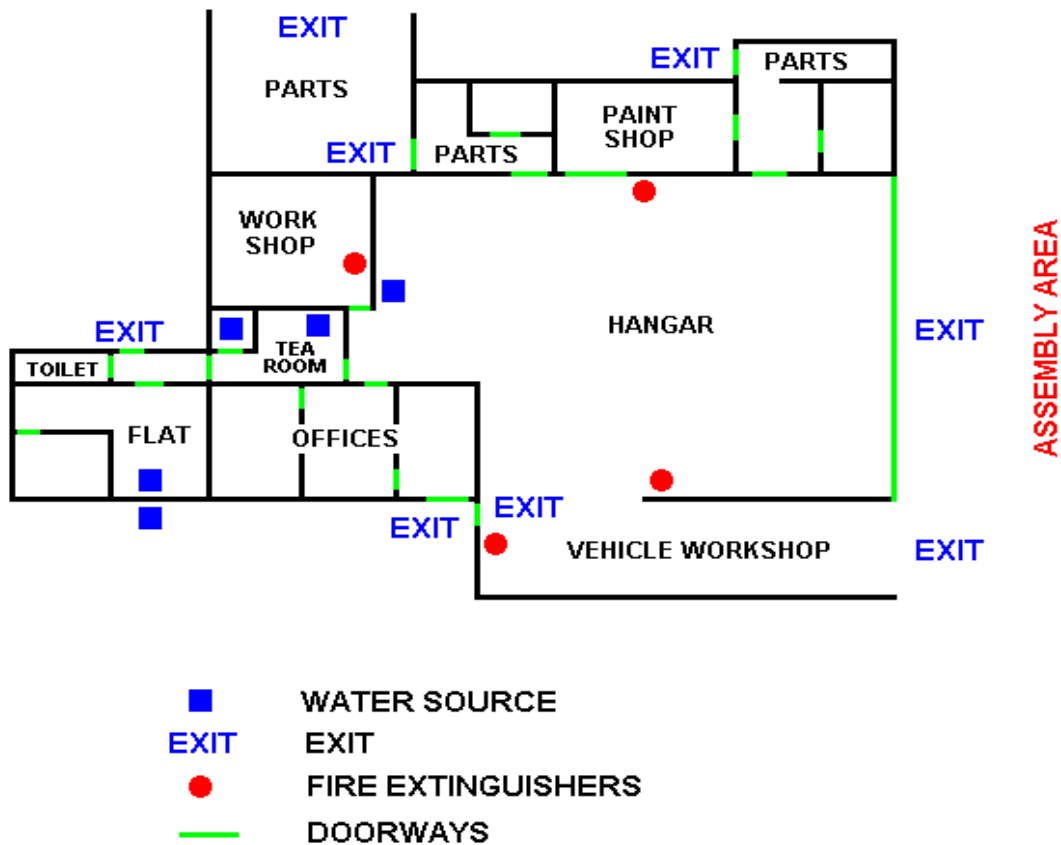


6.3 Derrinallum Traffic Plan



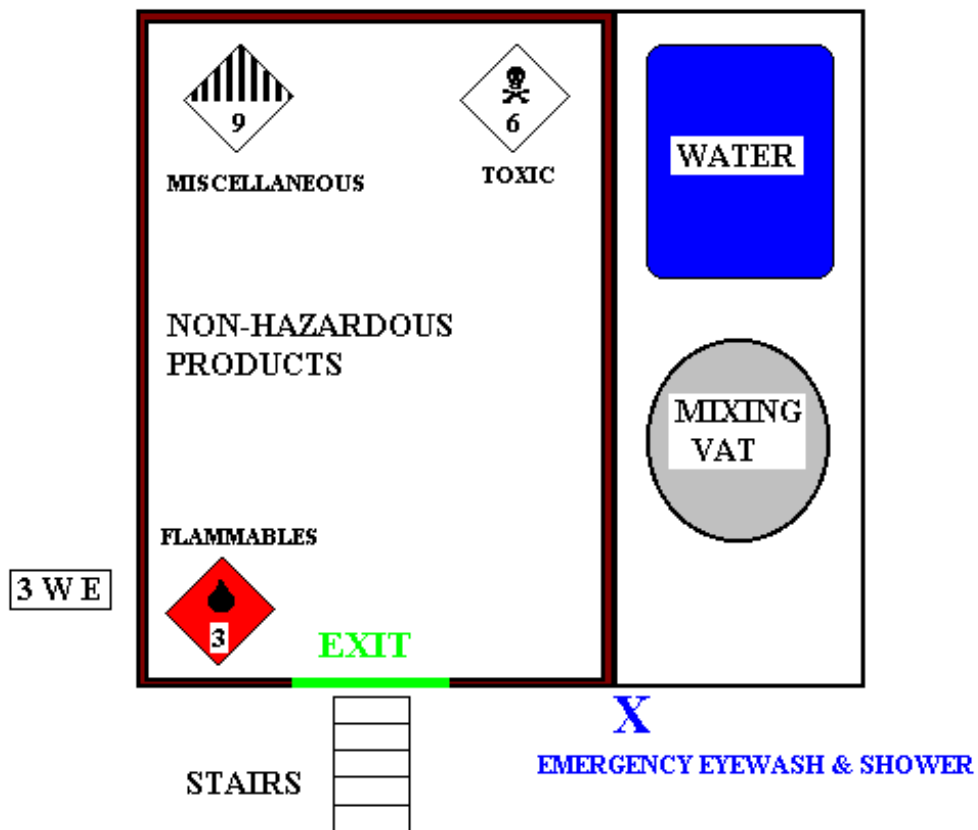
6.4 Derrinallum Hangar Floor Plan

HANGAR FLOOR PLAN

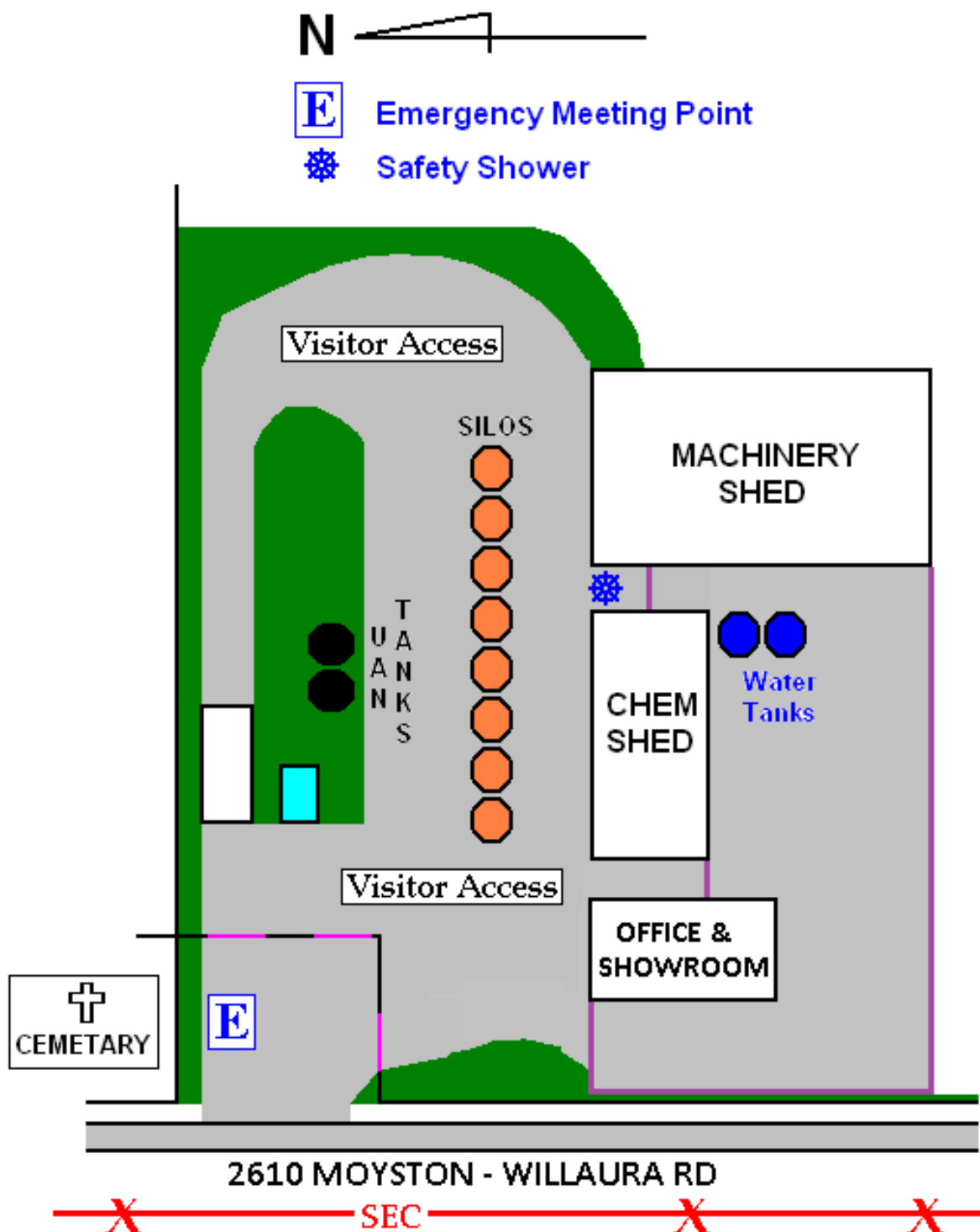


6.5 Derrinallum Aircraft Storage Area Plan

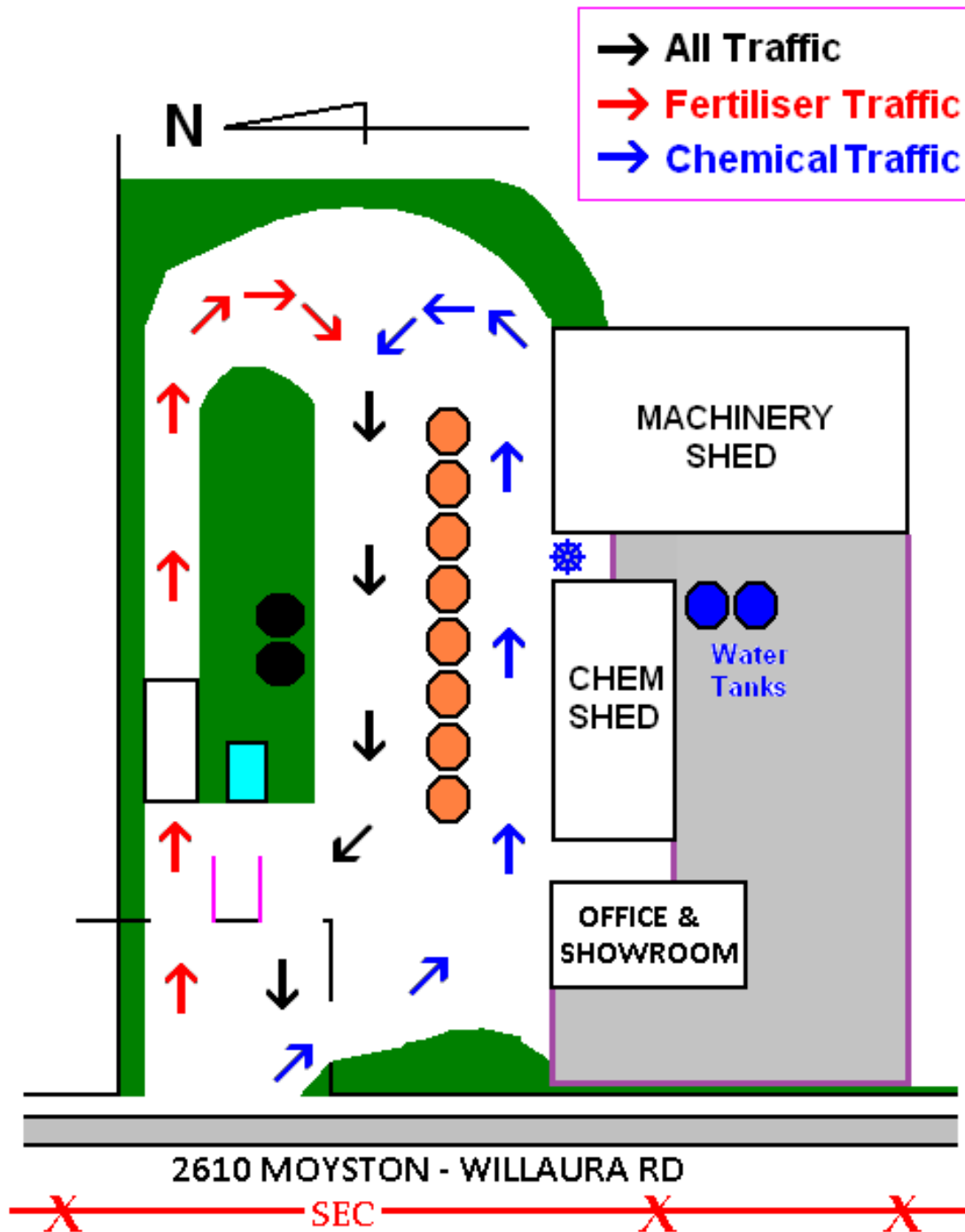
CHEMICAL STORAGE PLAN



6.6 Willaura Site Plan

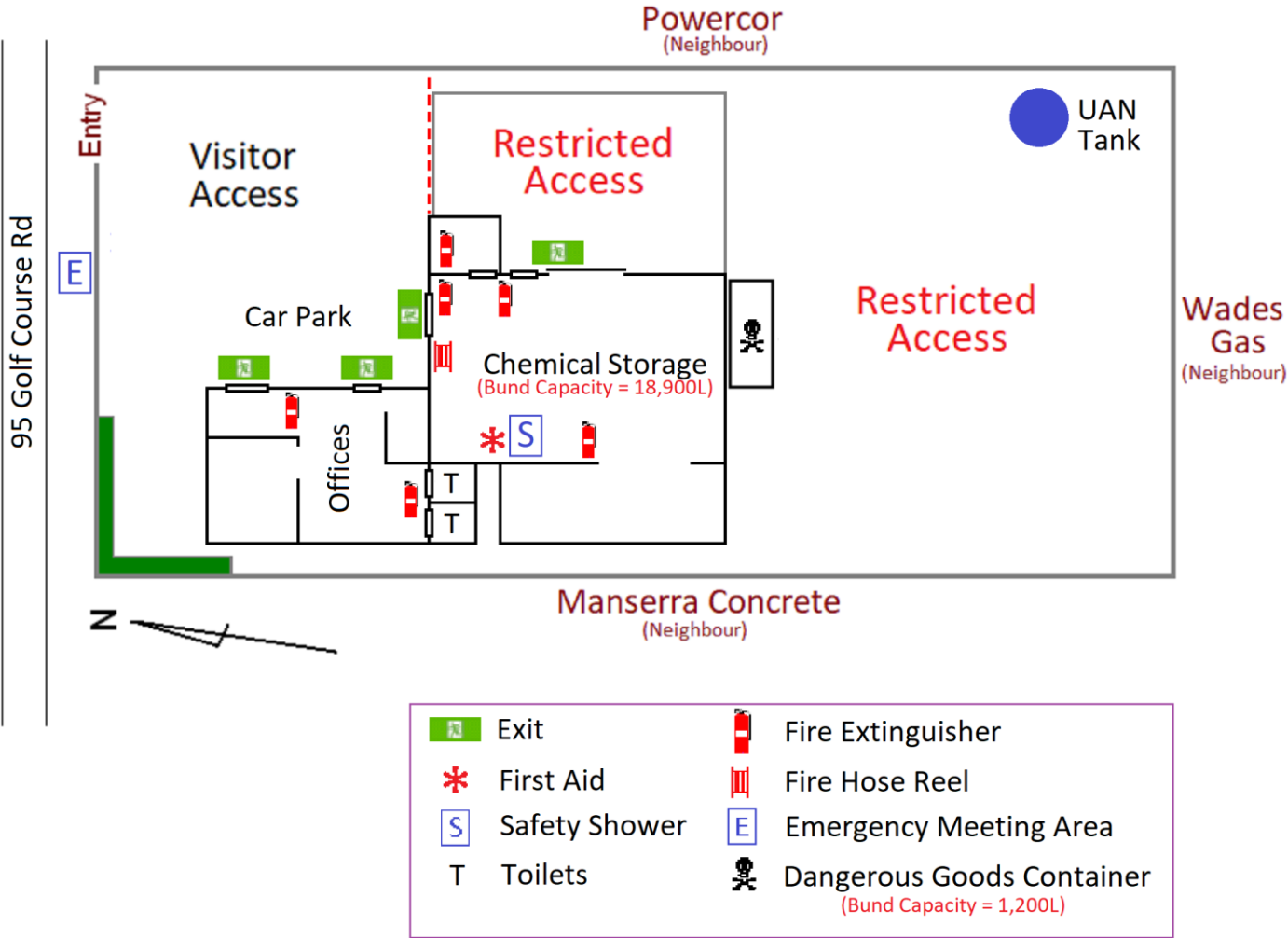


6.7 Willaura Traffic Plan



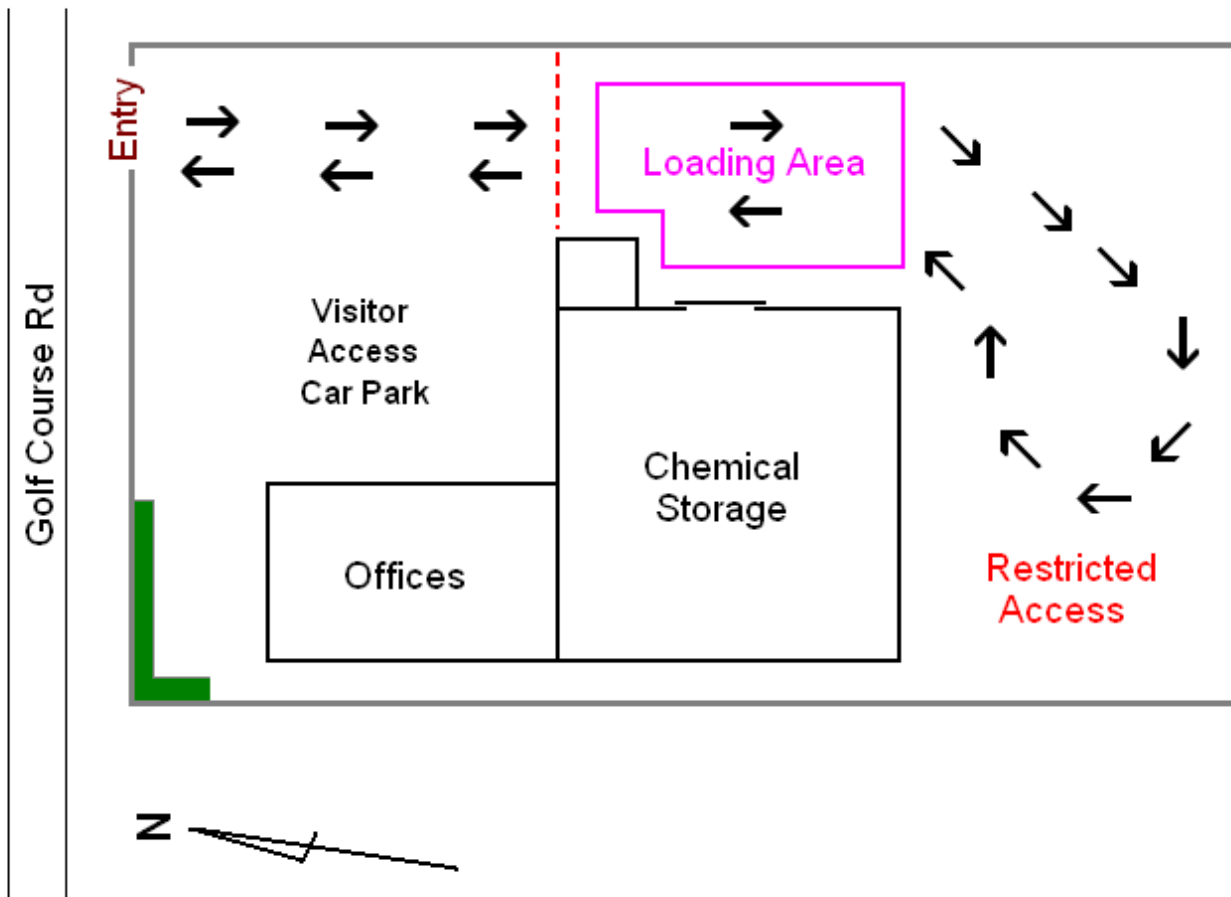
6.8 Horsham Site Plan

Horsham Site & Emergency Plan

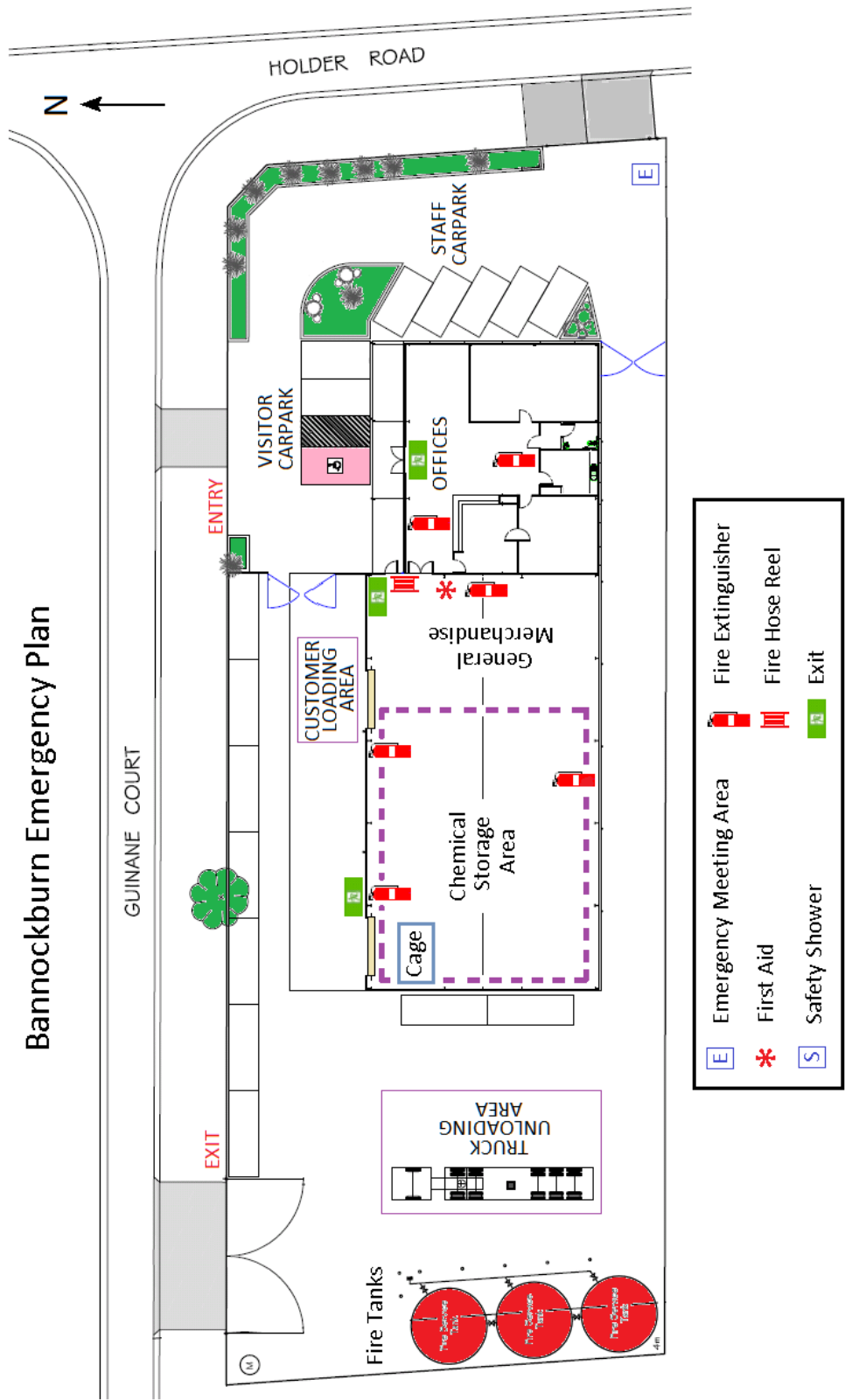


6.9 Horsham Traffic Plan

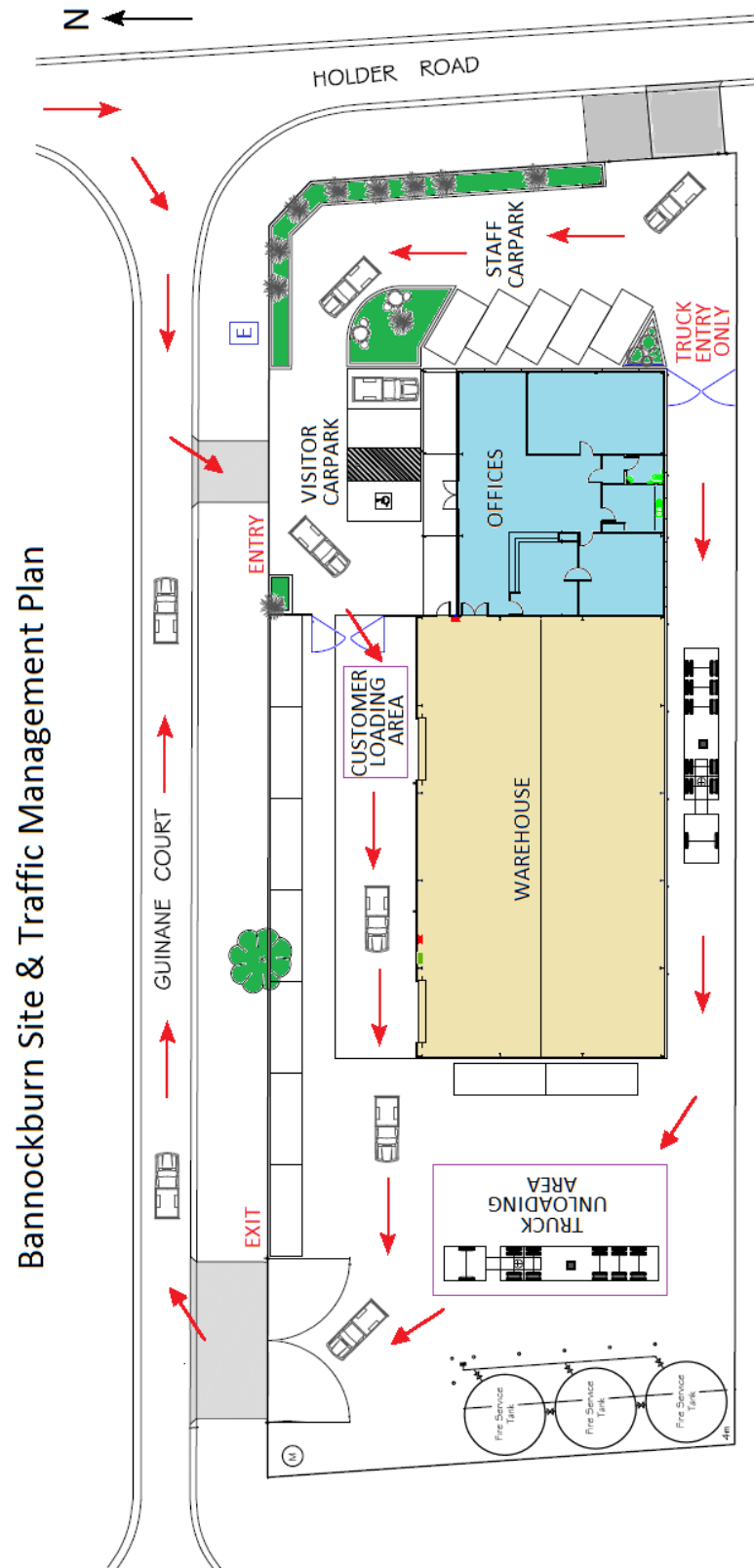
Horsham Traffic Plan



6.10 Bannockburn Site Plan

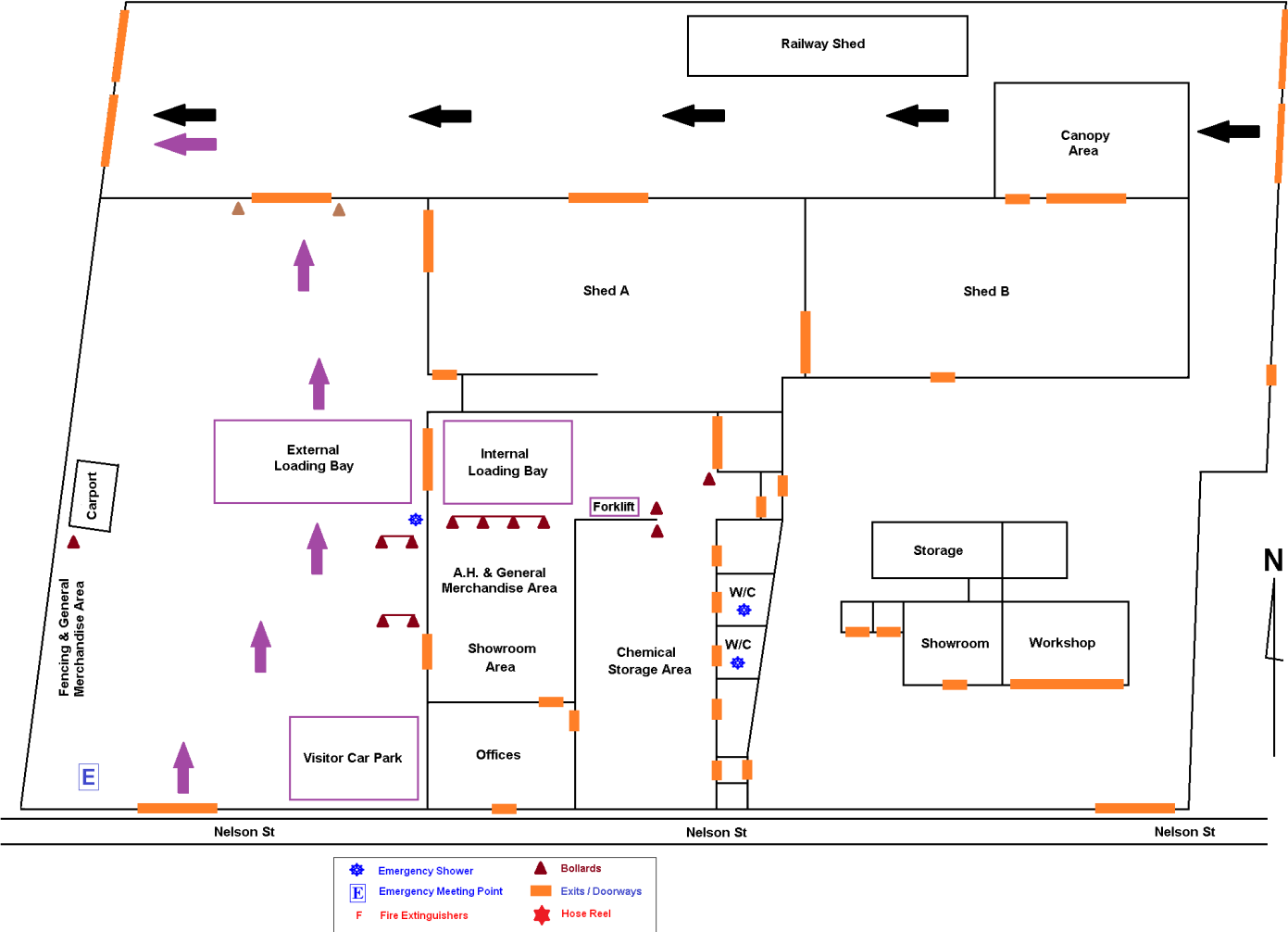


6.11 Bannockburn Traffic Plan



6.12 Nhill Site & Traffic Plan

Nhill Site and Traffic Plan



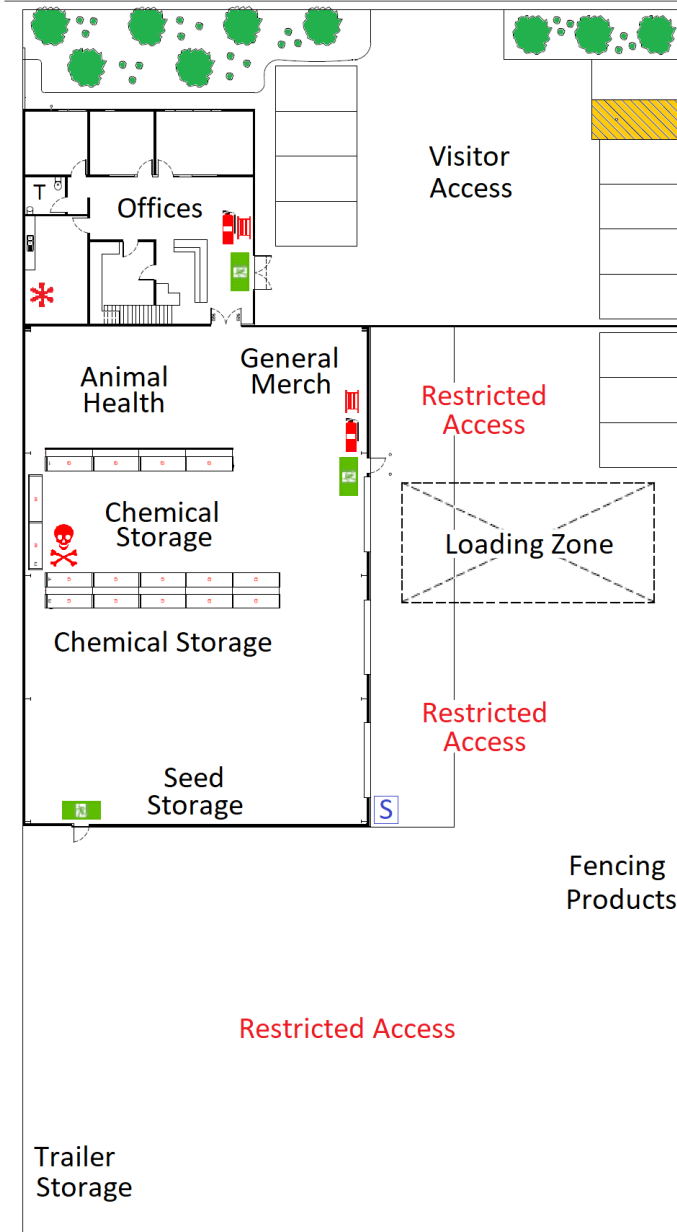
6.13 Ballarat Site & Emergency Plan

Ballarat Site & Emergency Plan



E

25 Carngham Rd



Exit

First Aid

Safety Shower

Toilets



Fire Extinguisher



Fire Hose Reel



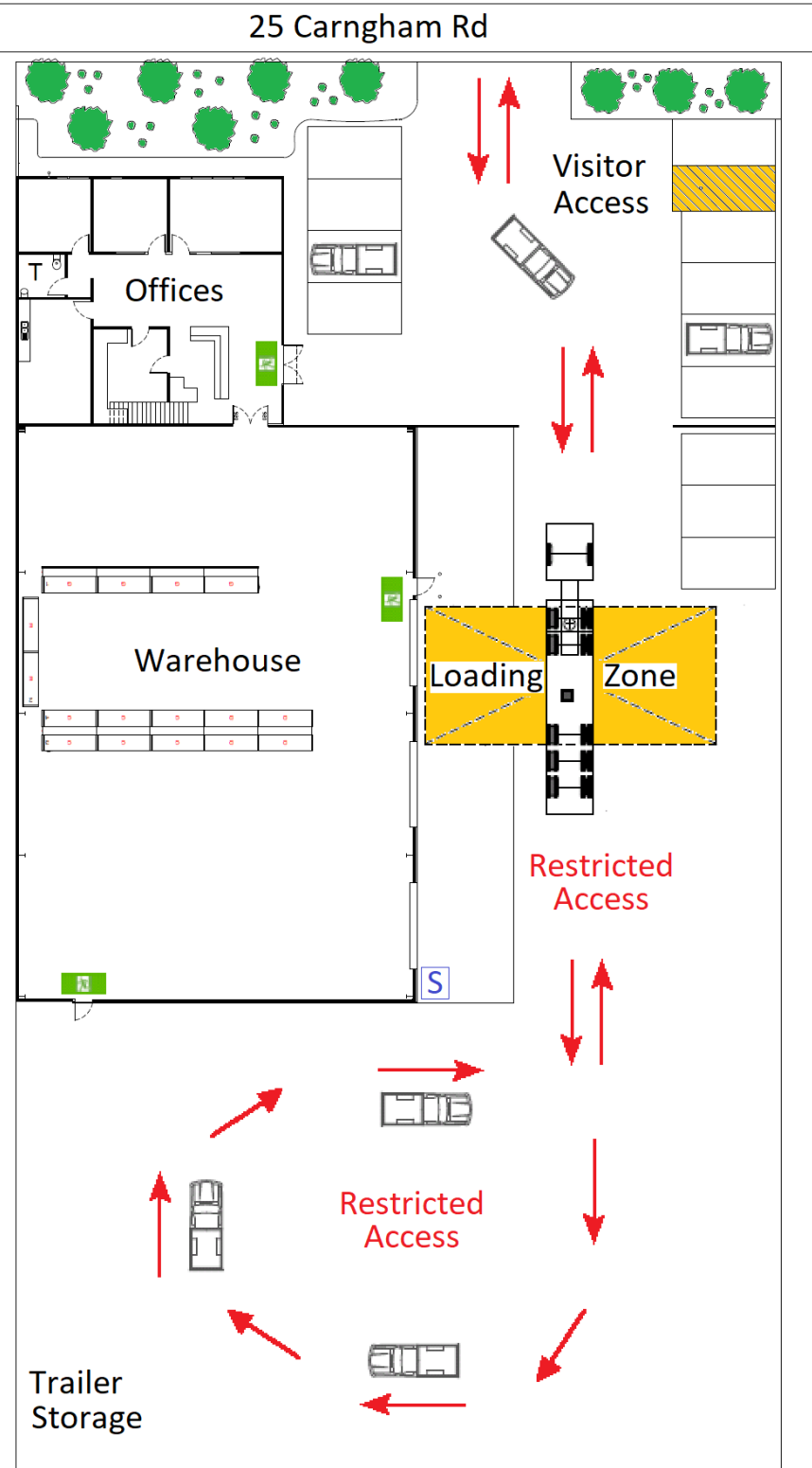
Emergency Meeting Area



Dangerous Goods Cage

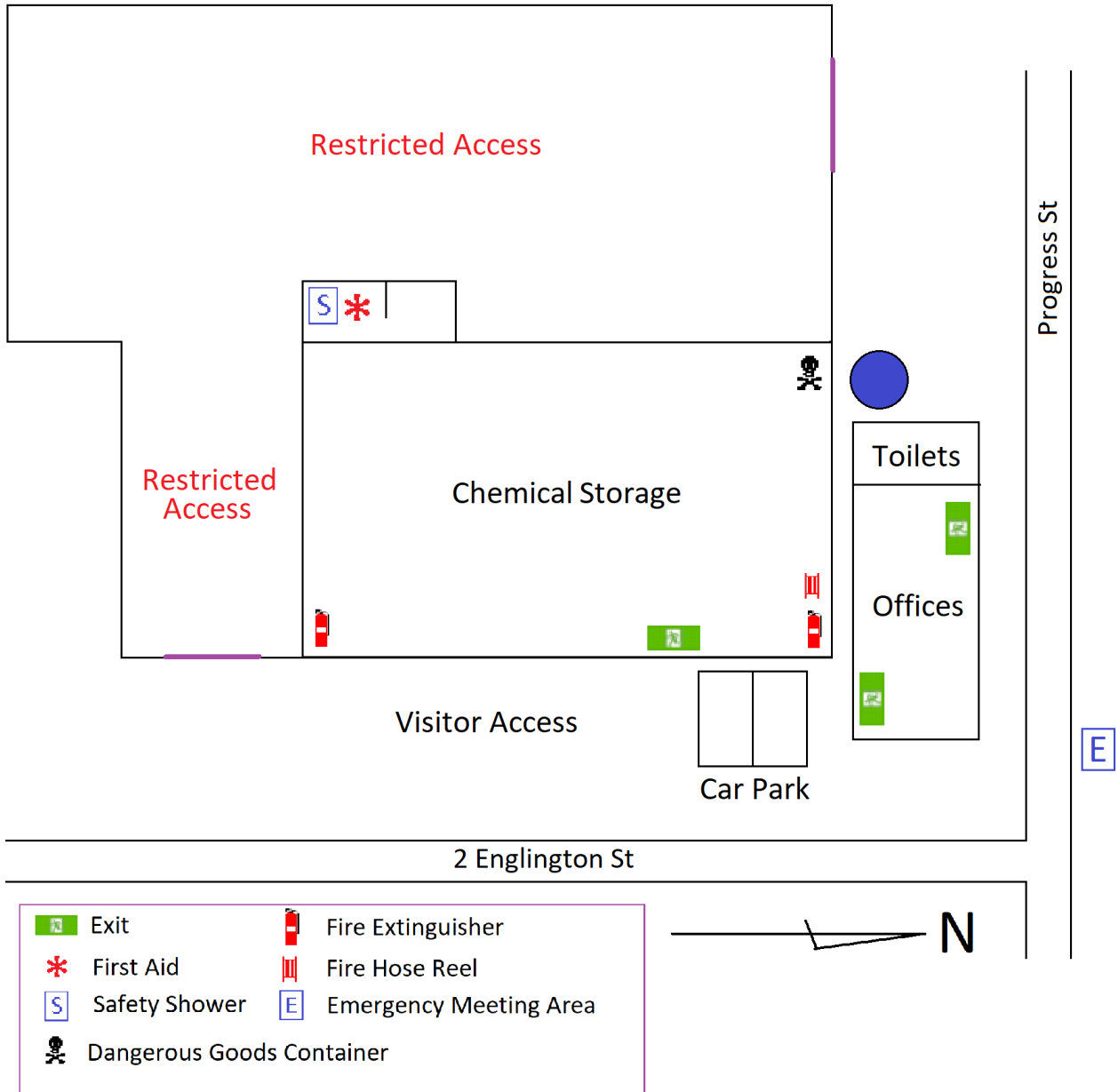
6.14 Ballarat Traffic Plan

Ballarat Traffic Plan

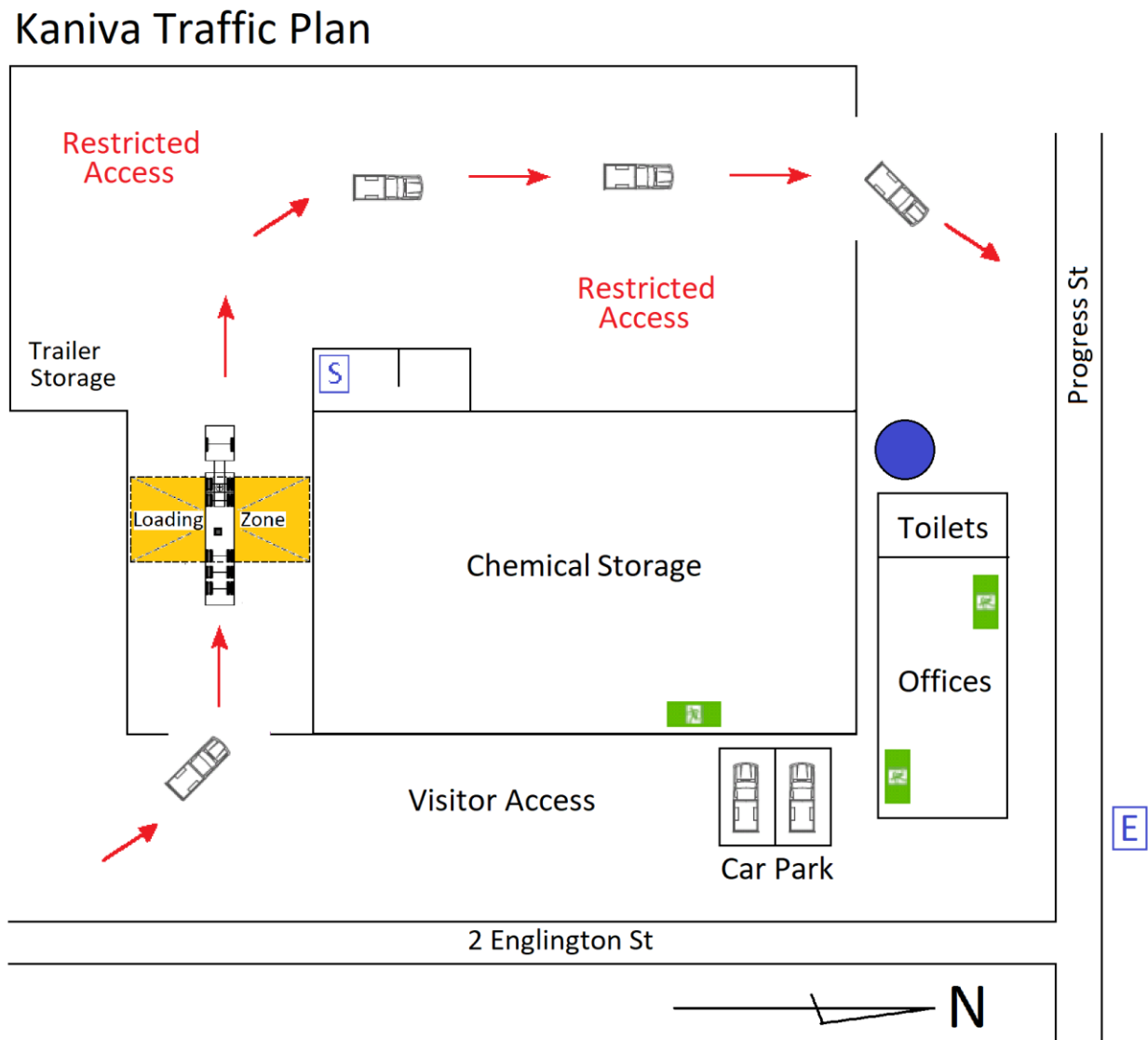


6.15 Kaniva Site & Emergency Plan

Kaniva Site & Emergency Plan

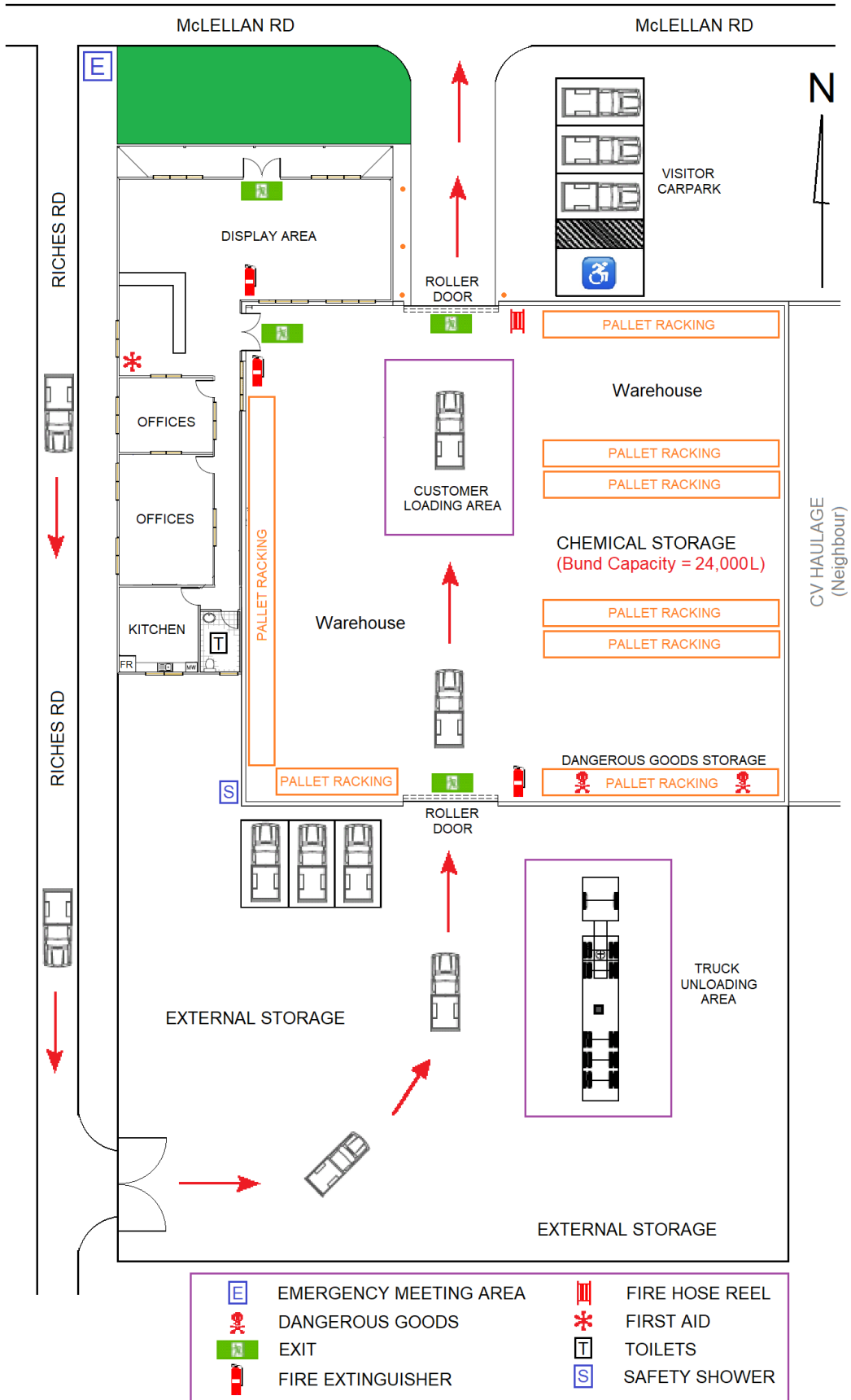


6.16 Kaniva Traffic Plan



6.17 Bordertown Site, Traffic and Emergency Plan

Bordertown Site, Emergency and Traffic Management Plan



6.18 Chemical Manifest Example

Chemical Manifest (example only)

Dangerous Goods	PGI	PGII	PGIII
2.1 Flammable Gases:			0.0
2.2 Compressed Gases:			0.0
2.3 Poison (or Toxic) Gases:			0.0
3 Flammable Liquids:	0.0	0.0	0.0
3 (Sub-risk 6):	0.0	0.0	0.0
4.1 Flammable Solids:	0.0	0.0	0.0
4.2 Spontaneously Combustible:	0.0	0.0	0.0
4.3 Dangerous When Wet:	0.0	0.0	0.0
5.1 Oxidising Substances:	0.0	0.0	0.0
5.2 Organic Peroxide:	0.0	0.0	0.0
6.1 Poisons (or Toxic):	0.0	0.0	3,102.0
6.1 (Sub-risk 3):	0.0	0.0	990.0
8 Corrosives:	0.0	0.0	520.0
9 Miscellaneous:			260.0
Combustible Liquids			
C1:	13,566.0		
C2:	2,880.0		
Schedule Poisons			
Schedule 5:	45,295.0		
Schedule 6:	7,720.0		
Schedule 7:	2,870.0		
Miscellaneous			
Manufactured Product:	0.0		
Aerosols (L):	0.0		
Non Hazardous Fertilisers:	0.0		
Storage Level:	Major		