



EMERGENCY MANAGEMENT PLAN

ELT RECYCLING AUSTRALIA
308 George Town Road Rocherlea Launceston Tasmania 7348



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Emergency Management Plan

DOCUMENT PREPARATION	DOCUMENT REVIEW	DOCUMENT AUTHORISATION
Maurice Patti Director Waste Tyre Facilitators	Maurice Patti Director Waste Tyre Facilitators	Tony Song CEO ELT Recycling Australia

REVISION STATUS

Issue/ Revision/ Date	Summary of Section Changes	Reviewed By:	Authorised By:
Rev 7 th October 2024	Version 1	Maurice Patti	Tony Song

The EMP will be reviewed and updated annually, or if there are any changes to legislation.

The changes will be communicated by

1. Induction
2. Staff training
3. Meetings

PURPOSE AND SCOPE OF THE EMERGENCY MANAGEMENT PLAN

This Emergency Management Plan (EMP) has been prepared for ELT Recycling Australia facility at 308 George Town Road Rocherlea 7248. This EMP outlines the site-specific management structure, resources, procedures and practices that will be implemented in the event of an emergency.

The purpose of the EMP is to minimise the adverse impacts to people, property and the environment from an incident occurring or impacting on site. This EMP will be considered current once approval has been granted from the General Manager.

The scope of works for this site will include, but not necessarily be limited to the provision of all labour, materials, plant, equipment, supervision and all other things necessary to perform the work as detailed by ELT Recycling Australia particularly:

- Collection and Storage of waste tyres
- Recycling of Waste tyres into Shredded tyres
- Duties commensurate with office/clerical work

SITE EMERGENCY PROFILE



Site Layout



Number of People on Site

- Usual site operating hours are generally between 6am – 5pm, Monday to Friday (operating hours are subject to change with extended hours and weekends due to production requirements)
- A minimum of 2 – people on site during operating hours in the warehouse if operating machinery.
- The maximum number of staff are 6.

COMMUNICATION OF THIS PLAN

This EMP shall be communicated to personnel through induction and training. Site specific evacuation procedures (incl. muster points and the identities of ERT personnel) will be displayed on noticeboards and in prominent positions throughout the warehouse and office areas.

EMERGENCY ORGANISATION & RESPONSIBILITIES

General Manager

General Requirements

- Be fully conversant with the requirements of this Plan.
- Ensure the EMP is fully implemented, monitored and adjusted to suit the requirements of the operations systems.
- Ensure the requirements of the Management System are fully complied with when administering the Emergency Response Plan.
- Ensure all employees are conversant with their responsibilities and duties under the Emergency Response Plan

Communication

- Ensure any bulletin or information pertaining to emergency plans and management is placed around the warehouse, meals area and offices.
- Maintain lists of employees' and contractors' emergency contacts/next of kin either on site or via the HR system. Ensure that relevant emergency contacts are notified in case of an emergency.
- Notify senior management of any emergency in accordance with **Incident Reporting and**

Investigation Training

- Educate supervisory personnel in accordance with plan requirements, statutory obligations, and relevant procedures contained in the Integrated Management System (IMS).
- Have been inducted into ELT Recycling Australia safety and environmental management systems and procedures.

Warehouse Manager

The Warehouse Manager will be responsible for the day-to-day operations of the warehouse, ensuring operations comply with all relevant obligations. The warehouse manager has been inducted into ELT Recycling Australia Integrated Management Systems and Procedures, they will also receive a higher level of warehouse specific Emergency Preparedness and Incident Management training.

Accountable to the warehouse manager for:

General

- Being familiar with the requirements of this EMP.
- Ensuring incidents are managed and strictly supervised in accordance with the EMP, company policies and procedures.
- Being familiar with legislation and codes of practice relevant to this role and ensuring the requirements of these are brought to the attention of interested parties and implemented as is practicable across the facility.

Communication

- Ensuring the requirements of the Emergency Response Plan are communicated to all personnel,

subcontractors and where appropriate, visitors to facility through, Inductions, and Safe Work Method Statement (SWMS).

Employees, Contractors and Visitors

On identification of a situation requiring emergency response each employee has the responsibility to immediately notify the chief warden or delegate. In the event of a serious situation, or a situation requiring immediate medical response, the employee shall utilise this "Plan" to make direct contact with the closest medical facility.

When directed by the Chief Warden or his/her delegate, it is the responsibility of each person to evacuate the workplace via the nearest safe exit/route, after turning off any machinery in use and proceed to the designated external muster point and stay there until further instructions.

Emergency Response Team

The emergency team is tasked with co-ordination and control of the response to an emergency. Where an evacuation is required, the team will be responsible for accounting for all personnel and for any actions deemed necessary to limit the impact of the emergency on the premises and its personnel.

Members of the emergency team assume authority over all personnel within the scope of their responsibilities. They are accountable to other members of the team within the hierarchy and to members of the Emergency Services (Ambulance, Fire, Police, etc.).

Emergency Response Team Hierarchy

1. Chief Warden: Warehouse Manager or otherwise next senior staff member
2. Deputy Warden: Warehouse foreman
3. ERT Advisor / Support: First Aid Officer (current Senior First Aid Level 2 qualification)

In the absence of a member of the Emergency team, the General Manager will appoint the next most senior member of the team to assume the role of the absent member. In the absence of the Warehouse Manager, assistant Warden shall assume the role of Emergency Controller.

Emergency Team members shall report planned absences (i.e., annual leave, sick leave) to that position. In cases where only one or two wardens are on site, such as overtime or weekends, the warden/s will be required, in addition to their role, to ensure that appropriate emergency services are contacted.

Chief Warden

A person designated with the authority to assume overall coordination of any emergency response within the premises.

Deputy Warden

A person designated to assist the Chief Warden in the performance of their duties and in the absence of the Chief Warden will perform those responsibilities.

Area Wardens

Persons designated with the authority to assist the Chief Warden and to direct Emergency Procedures within a defined area of the premises.

First Aid Personnel

Designated persons who hold current accreditation in Level 2 (Senior) First Aid.

Emergency Response Equipment

A scheduled program to test and maintain Emergency Management equipment shall be established in line with ELT Recycling Australia Emergency Equipment Testing Register.

Fire Fighting Equipment

The following requirements for fire equipment shall be taken into consideration:

- Location - extinguishers and hoses are placed in readily accessible locations and in areas where the risk of fire is likely.

- Access – there is clear access maintained around fire extinguishers and hoses.
- Signage - signage is provided at each location, indicating the type of fire extinguisher and fire types that they are suited for.
- Mounting - Fire extinguishers are mounted on purpose made brackets and suspended above the floor.
- Inspection - Fire extinguishers are to be inspected and serviced every 6 months. The fire extinguishers are clearly marked and due for inspection in September 2023

First Aid Facilities

First aid requirements are assessed upon reviewing applicable legislation and using the First Aid Needs Assessment Form at the office and during review. First aid services and arrangements shall consider the types of hazards to persons at the workplace, potential activities to be performed, and the number of persons at the workplace and the risk level of identified hazards.

First Aid provisions are maintained and accessible to personnel and all necessary training will be organised and communicated through Meetings, Inductions and information placed in warehouse, meals area and office.

Spill Response Kits

Spill response equipment will be provided commensurate with nature, quantity and risk of substances in each area. The Spill Response Equipment Needs Assessment Form will be used to determine the number, location and type of spill kits required.

EMERGENCY PREPAREDNESS & RESPONSE

Emergency Preparedness

Emergency Preparedness includes all activities that focus on essential emergency response capabilities through the development of plans, procedures, the organisation and management of resources, and associated training and education.

Identify Emergencies

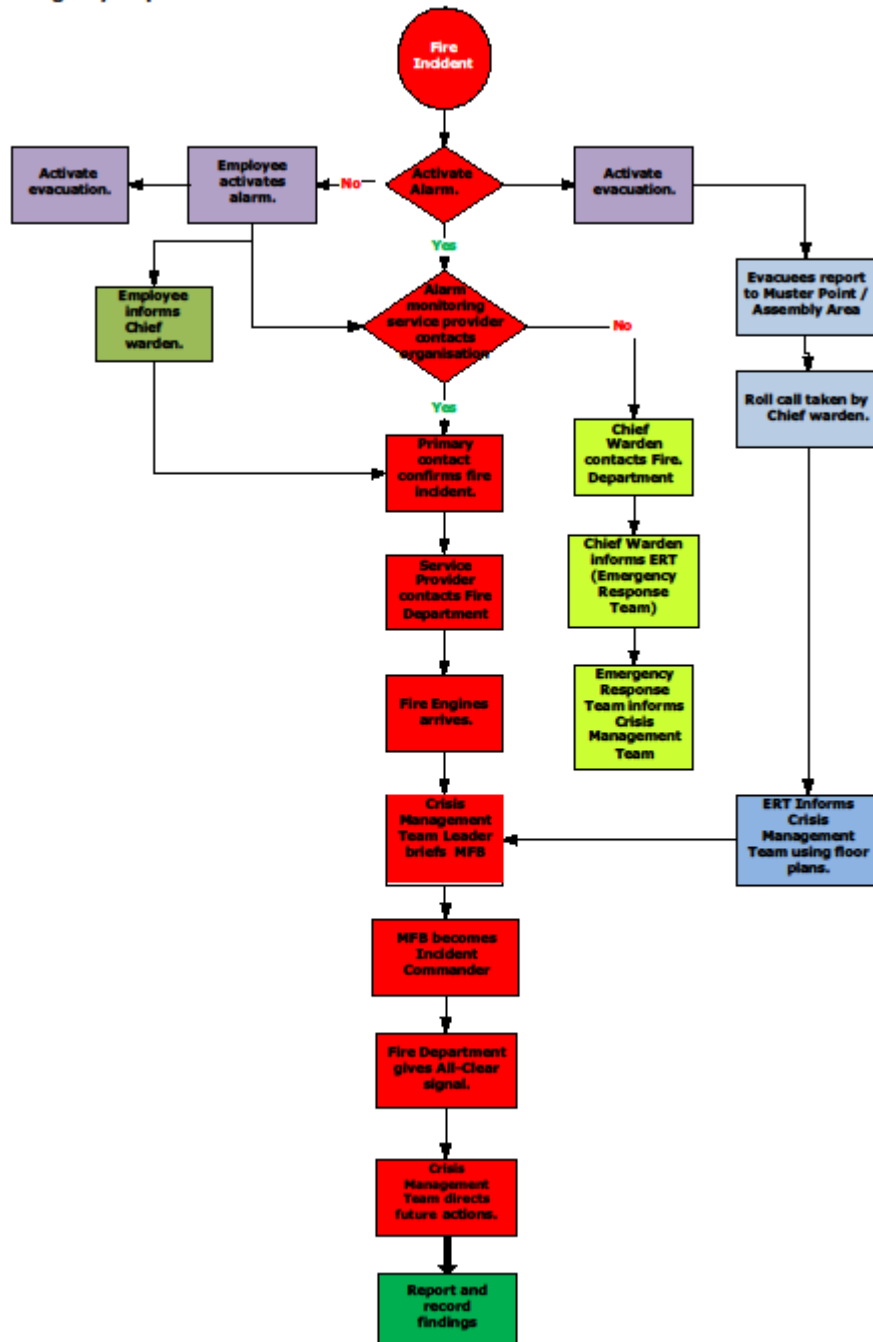
The major risks to human health, property and the environment identified for the site are:

RISK	Likelihood
Fire and Explosions caused by electrical, chemicals or gas.	Unlikely
Dangerous and Hazardous materials spillage or discharge into stormwater system. (Including dirty water)	Unlikely
Bomb threat	Unlikely
Discharge of airborne dust	Unlikely
Natural event – flood / severe storms / earthquakes / bushfires	Unlikely
Medical emergencies	Unlikely
External emergencies that are likely or could impact on the personnel on site including aircraft crash, motor vehicle accident, explosion on neighboring premises	Unlikely

Develop Emergency Response Plans

Emergency Response Plans have been developed for each identified emergency.

Emergency response for fire flow chart



*The following additional details need to be defined Alarm monitoring service provider details- contact number.

Training

All Personnel shall be provided with general Emergency Management Training as part of the induction training process, and such training shall cover as a minimum:

- The locations of all emergency equipment and the correct method for its use.
- Fire risk awareness training to encourage awareness of the dangers presented by fire and the means for preventing it.

Personnel who have been assigned responsibilities in an emergency (i.e. ERT, Fire Wardens, Evacuation Wardens) shall be provided with accredited training.

Refer to the site-specific Training Needs Analysis/ Skills matrix for training schedule and completed training. This is to include emergency pollution response.

Testing and Recording for Emergencies

The implementation of this plan on the facility is physically tested before any work begins.

The implementation of this plan shall be physically tested on a minimum annual basis. All implementation tests shall include, but not be limited to, the following aspects:

- Activation of the Emergency alarm/s.
- Evacuation of all areas on site, including timing of the evacuation times.
- Rollcall of all persons on site, including contractors and visitors.
- Other types of emergency aspects (Environmental) as applicable to the site i.e. spills, bomb threat,

Drills are conducted then evaluated and recorded using ELT Recycling Australia Emergency Drill Observers Checklist. Records shall be kept onsite and sent to the General Manager/Officer for performance review.

Emergency Response

Emergency Response activities combat the effects of the event, provide emergency assistance for casualties, and help reduce further damage and expedite recovery operations.

Emergency Identification and Assessment

Actual or potential emergency situations will vary in type and severity. The required level of response and notification will be at the discretion of the Chief Warden.

Any emergency may require only isolated containment and control or may require the complete evacuation of the site and notification of relevant emergency services. Consideration should be made of the response requirements for different situations. If at any time there is uncertainty on how to proceed, the response should be for the worst possible scenario. Ultimately, the Chief Warden or representative has authority and responsibility to instigate an evacuation if he/she feels it is warranted.

- What constitutes an emergency? Who will be responsible for making this assessment?

Raising the Alarm

- Alarm type: Handheld – Emergency Siren Located in Fire Information box.
- Alarm type: Handheld – Emergency Air Horn Located at front of warehouse near main exit door.
- Alarm Type: Handheld – Emergency Air Horn Located in Office reception.

Emergency Communication

- mobile phones

Evacuation Plan

- Evacuation siren – Air Horn Alarm – continuous.
- Commence Evacuation of site.

- Shutdown equipment if safe to do so.
- Assist as required and follow instructions given by the area warden.
- Evacuate to the designated assembly area if directed by the warden. Escort any contractors or visitors.
- **DO NOT go to locker rooms or take personal belongings, except in the case of a bomb threat, where staff should take personal belongings, provided they are not being retrieved from another part of the premises.**
- Follow the designated route from your work area to the emergency assembly area and remain there until all clear is given.

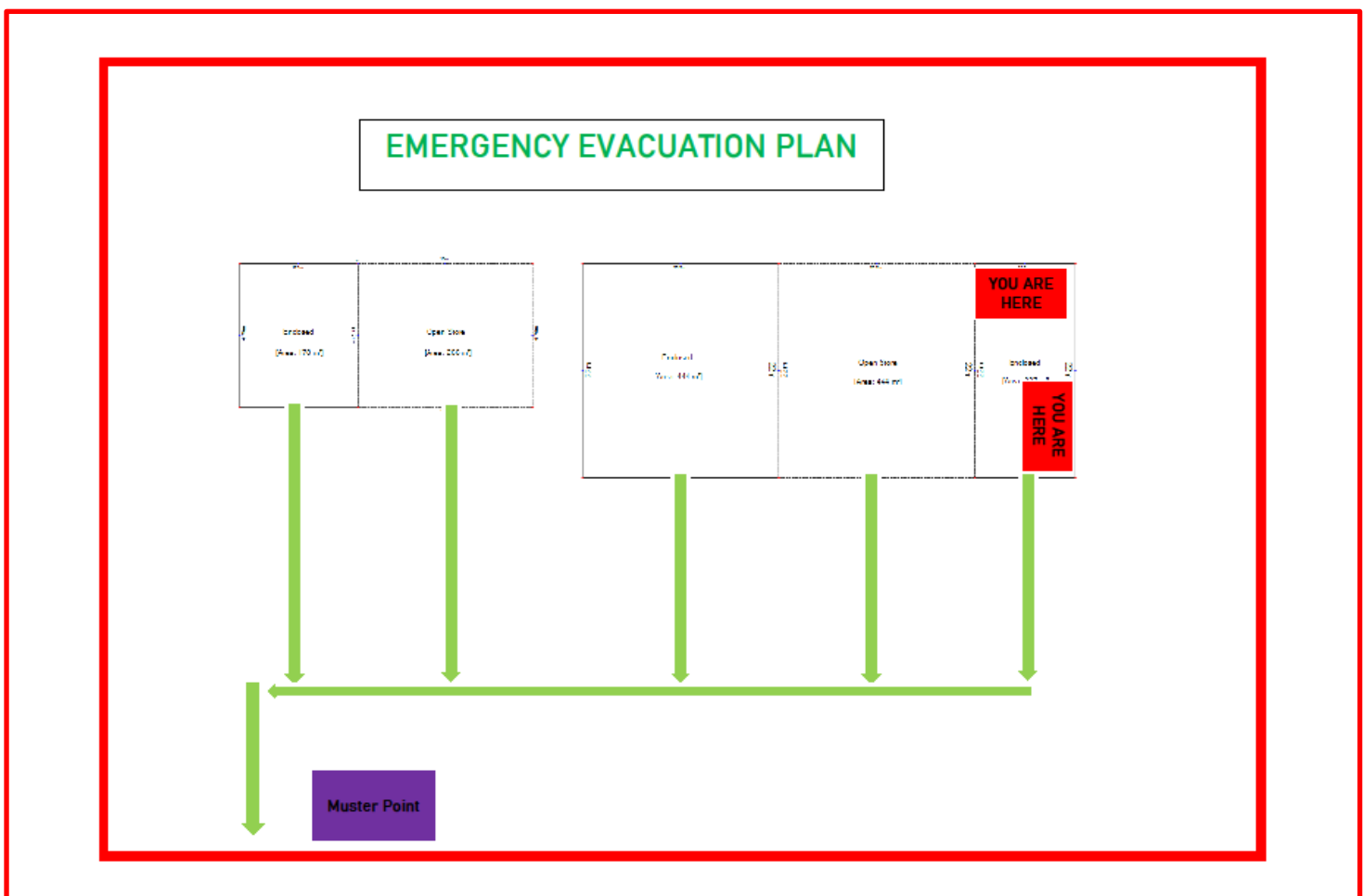
All attempts to respond to an emergency should always ensure personal safety and only be attempted if within the capabilities of the individual.

If an emergency arises...

- Alarm is raised by either the First Responder or Emergency Response Personnel
- Personnel are to prepare for Evacuation (shutdown plant and equipment if safe to do so) and await further instruction.
- Chief Warden determines appropriate action in line with nature of emergency & initiates evacuation procedure.
- Deputy Chief Warden or Area Warden responds to emergency.
- The Area Warden commences immediate evacuation and directs personnel to the nearest exit point.
- Area Warden checks all areas clear of personnel.
- The Area Warden directs and follows all personnel to the assembly muster area.
- Area Warden advises Chief Warden to ensure all areas are clear.
- The Chief Warden and Area Warden hold personnel in muster area until directed by the Chief Warden or Emergency Services personnel.

Evacuation and Emergency Response Diagram

- Should include evacuation routes, location of assembly points and emergency response equipment (firefighting/spill response/first aid etc).



Emergency Assembly/Muster Points

- The Designated Emergency Assembly area is located across the road in front of the building.
- Alternate muster points may be identified during an emergency by the ERT, if the usual muster point is determined unsafe.

Mechanism to Account for Persons

- Area Wardens search all areas and collect Visitors book and Pre –start attendance sheet from reception.
- Roll call must be conducted at Emergency assembly area (Muster Point).

Occupants and Visitors with Disabilities

Details of persons with disabilities or any mobility impairment, whether permanent or temporary are to be kept on a register maintained by the Chief Warden. In the event of an emergency such people are to be assisted by a Warden or a nominated staff member to a place of safety.

RECOVERY

Recovery activities are primarily concerned with restoring the work site/ environment to its pre-emergency condition. Depending on the nature/effect of the emergency, this may include reconstruction of the physical infrastructure, restoration of the emotional, social, economic and physical well-being of the workforce/workplace. During recovery operations, actions are taken to minimise the recurrence of the hazard and/or lessen its effects. (ELT Recycling Australia has a Continuity Plan in place)

Post Emergency Activities

The debriefing shall review (but not be limited to) the following:

- Staffing
- Plant and equipment
- Processes and procedures
- Material inventories
- Difficulties encountered
- Access to any Employee Assistance Programs

Emergency Management Plan Review

Subject to review:

- Following an emergency.
- Change of scope of work/operations, newly identified hazards, change of/to premises.

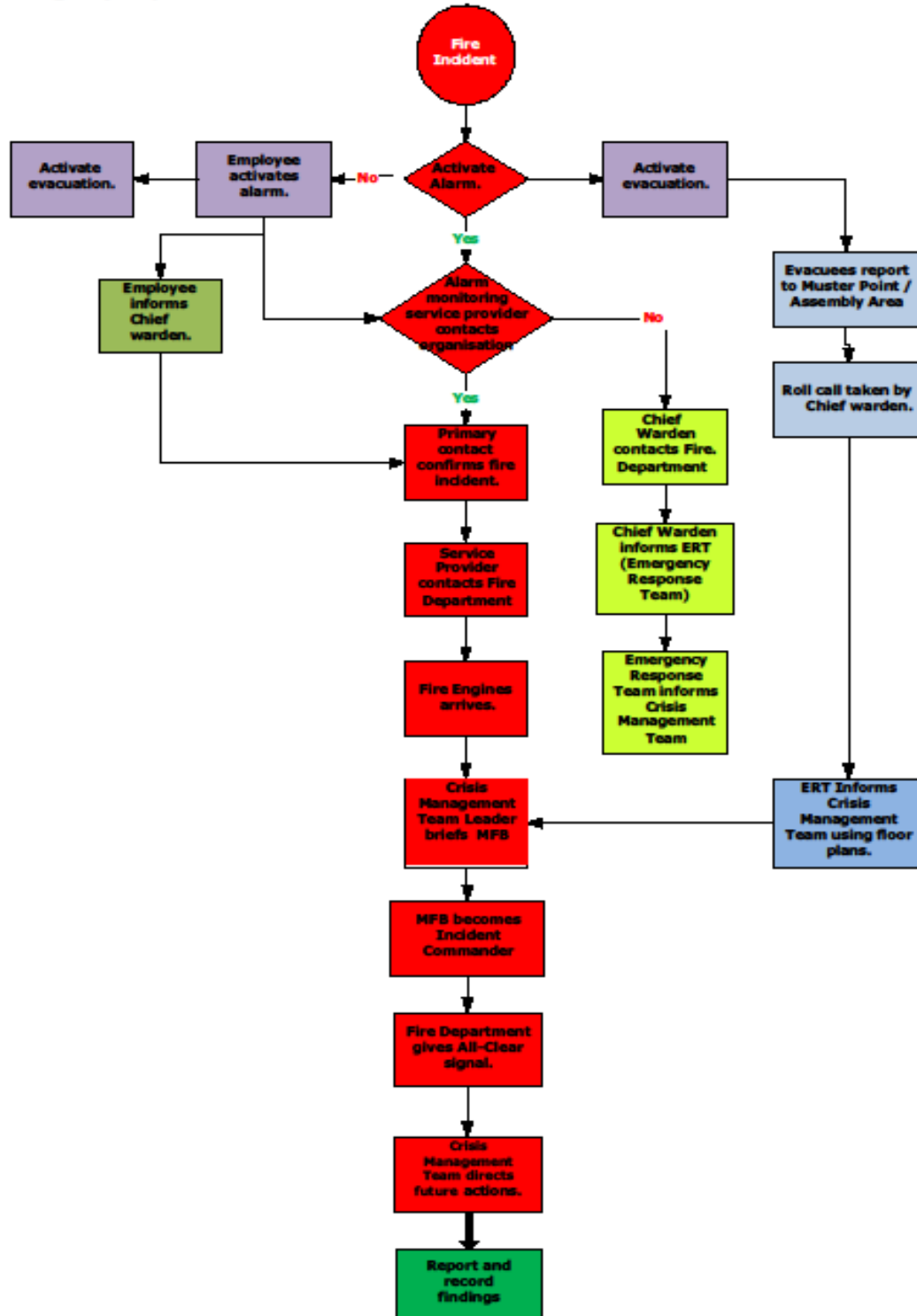
MONITOR AND REVIEW

At a minimum, all Emergency Plans shall be reviewed and updated annually and within 1 month of any emergency or in line with changing business needs, changing environment, and emergency risks (whichever is sooner).

Attachments:

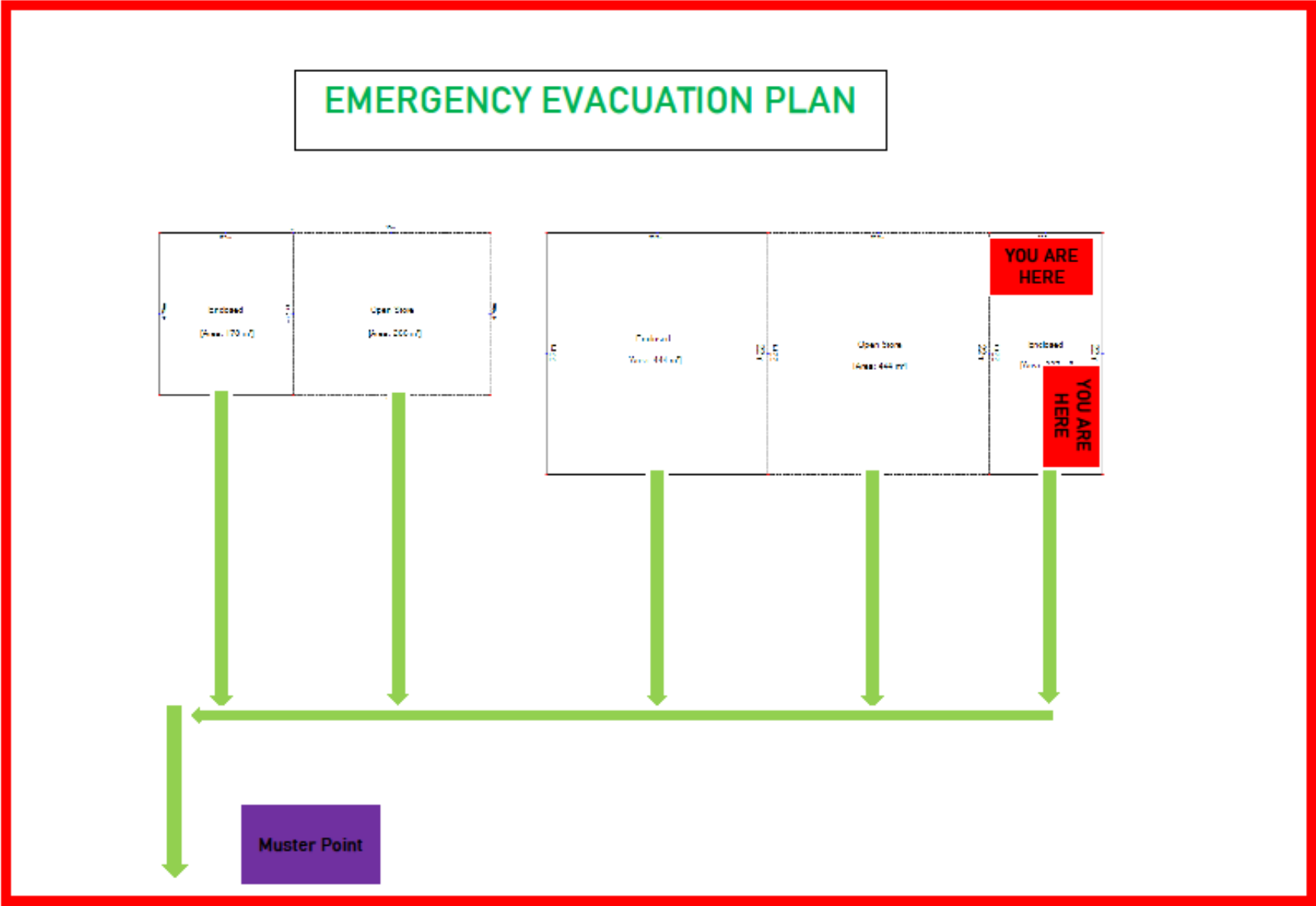
ELT Recycling Australia EMERGENCY RESPONSE PLAN

Emergency response for fire flow chart



*The following additional details need to be defined Alarm monitoring service provider details- contact number.

EVACUATION PLAN



ELT Recycling Australia – EMERGENCY CONTACT INFORMATION

ELT Recycling Australia Emergency Contacts			
CEO Tony Song 0403 422 188			
Administration (contact number and hours): 9462 0288 (7 am – 5 pm)			
ELT Recycling Australia	Contact No.	After Hours No.	Details
Chief fire Warden			All Incidences and Emergencies
Emergency Response Team (ERT)			All Incidences and Emergencies
First Aid Officer			First Aid
ELT Recycling Australia External contacts			
Ambulance, Fire, Police	000		Life Threatening Emergencies
Fire Brigade		000	Fire and Chemical spills
Police	Newnham Police	000 131 444	Emergency Incidents
Medical			
Public Hospital	Launceston General Hospital	6777 6777	Serious Injury
Medical Centre Northwest Health	Newstead Medical	6331 1088	Injury
Poisons Information Centre	Poison Hotline	13 11 26	Poisons Information
Other Authorities as required by legislation.			
Reportable following instruction with Regional Zero Harm Manager or delegate			
State Emergency Services	Tasmania SES	132 500	Notifiable incidents immediately
Local Council	City Of Launceston	131 444	Notifiable incidents immediately
Department of Health and well being	Tasmania	1300 135 513	Notifiable incidents immediately
Worksafe Tasmania	Launceston	1300 366 322	Notifiable incidents immediately
South Australian Environment Protection Authority	Tasmania	6165 4599	Notifiable incidents immediately
Supply Authorities:			Supply Issues
Electricity	Tas Networks	132 004	Emergencies
Water	Tas water	136 992	Emergencies

Emergency Evacuation Guide

All attempts to respond to an emergency should always ensure personal safety and only be attempted if within the capabilities of the individual.

If an emergency arises...

- Alarm is raised by either the Chief Warden or Emergency Response Personnel
- Personnel are to prepare for Evacuation (shutdown plant and equipment if safe to do so) and await further instruction.
- Chief Warden determines appropriate action in line with nature of emergency & initiates evacuation procedure.
- Deputy Chief Warden or Area Warden responds to emergency.
- Area Warden commences immediate evacuation and directs personnel to nearest exit point.
- Warden to take Visitors book & Site Register of workers and contractors on site to Emergency Assembly / Muster Point
- Area Warden checks all areas clear of personnel.
- Area Warden directs and follows all personnel to Emergency Assembly / Muster point.
- Area Warden advises Chief Warden to ensure all areas are clear.

Note: Emergency Evacuation Drills shall be evaluated and recorded using *ELT Recycling Australia Emergency Drill Observer's Checklist*

- Chief Warden and Area Warden hold personnel in the muster area until directed by the Emergency Services Personnel (i.e.) FST, Police, EPA).

Fire Response

All attempts to respond to an emergency should always ensure personal safety and only be attempted if within the capabilities of the individual.



Upon discovering a Fire, the First Responder should:

- Alert and evacuate nearby personnel located in the vicinity of the affected area.
- Immediately notify Emergency Response Team personnel and emergency services (if required).
- When contacting emergency services, state the following:
 1. Your name
 2. Company name
 3. Type of incident
 4. Address of incident and nearest cross street, suburb and state
 5. Types of injuries
 6. Any other relevant information
- Stay in communication until told otherwise.
- Attempt to contain, control and extinguish the fire (if safe and you are trained to do so).
- The ERT will raise the alarm and proceed with evacuation if necessary.
- Ensure the safety and well-being of personnel and attend to the injured.
- Secure the scene and assist external emergency services.
- Institute a rollcall of personnel, contractors and visitors.

Further Guidance regarding Fire Extinguishers

The following requirements in accordance with relating to fire extinguishers are to be adhered to:

- Inspection - Fire extinguishers are to be inspected and serviced every **6 months** in accordance with Tasmanian State Government Regulations
- Access - Clear access is always to be maintained around fire extinguishers. This should be checked regularly through inspection or audit.
- Location - Place fire extinguishers in readily accessible locations and in areas where risk of fire is likely, e.g. Warehouse machinery, areas where forklifts are parked or are stored, office area and kitchen
- Mounting - Fire extinguishers are to be located on purpose made hooks or brackets and suspended above the floor.
- Signage - Signage is to be provided at each location, indicating the type of extinguisher and the fire types that they are suited for. The sign should generally be at eye level or higher to facilitate locating the extinguisher in an emergency.

DRY CHEMICAL POWDER Body signal: red with White Band	Extinguishers must be inspected every 6 months
	

Important: All personnel must be trained in the proper usage and type of Extinguishers required for the emergency.

Fire drill and evacuation exercise record sheet

Address: 308 George Town Road Rocherlea 7248		Date:
Recorded by:		Chief Warden
Emergency Response Team:	Position:	Role during exercise:
1.	Chief Warden	
2.	Deputy Warden	
3.	First Aid Officer	
Company name: ELT Recycling Australia	Observed response/effect on person:	
Exercise scenario:		
Sequence of events:		
Event:	Comments:	
Alarm activated		
Staff respond		
Staff verify emergency		
Emergency services notified		
Evacuation begins		
Staff check all areas		
All people at assembly point		
All people accounted for		
Situation report given to emergency services		
Exercise completed		

Emergency Drill Observers Check List

Emergency response checklist	Y	N	Comment
When emergency started were all occupants alerted?	<input type="checkbox"/>	<input type="checkbox"/>	
Was the alarm activated?	<input type="checkbox"/>	<input type="checkbox"/>	
Did staff follow proper procedures for scenario?	<input type="checkbox"/>	<input type="checkbox"/>	
Was emergency confined to area of origin?	<input type="checkbox"/>	<input type="checkbox"/>	
Were emergency services called promptly?	<input type="checkbox"/>	<input type="checkbox"/>	
Were all areas of house searched?	<input type="checkbox"/>	<input type="checkbox"/>	
Did staff wear emergency identification?	<input type="checkbox"/>	<input type="checkbox"/>	
Did occupants evacuate methodically?	<input type="checkbox"/>	<input type="checkbox"/>	
Were mobility-impaired persons evacuated?	<input type="checkbox"/>	<input type="checkbox"/>	
Did anyone refuse to participate or follow instruction?	<input type="checkbox"/>	<input type="checkbox"/>	
Was a designated evacuation route taken?	<input type="checkbox"/>	<input type="checkbox"/>	
If not, was the most appropriate evacuation route taken?	<input type="checkbox"/>	<input type="checkbox"/>	
Did all people go to and stay at assembly point?	<input type="checkbox"/>	<input type="checkbox"/>	
Were all people accounted for?	<input type="checkbox"/>	<input type="checkbox"/>	
Did anyone re-enter the building before the all-clear?	<input type="checkbox"/>	<input type="checkbox"/>	
Were emergency services liaised with?	<input type="checkbox"/>	<input type="checkbox"/>	
Correct information given to emergency services?	<input type="checkbox"/>	<input type="checkbox"/>	
Debrief:			
Difficulties during exercise:			
Suggested action:			
Difficulties during exercise:			
Suggested action:			
Difficulties during exercise:			
Suggested action:			
Difficulties during exercise:			
Suggested action:			
Difficulties during exercise:			
Suggested action:			

Medical Emergency



All attempts to respond to an emergency should always ensure personal safety and only be attempted if within the capabilities of the individual.

- Make the area safe.
- Immediately call external emergency services and the **ERT** (specifically First Aid Personnel) for assistance.
- When contacting emergency services, state the following:
 1. Your name
 2. Company name
 3. Type of incident
 4. Address of incident and nearest cross street, state and suburb
 5. Types of injuries
 6. Any other relevant information
- Stay in communication until told otherwise.
- First Aid Personnel will attend and assist.
- If conscious, try to ascertain what condition the affected person is suffering.
- Remain with the casualty and await emergency services arrival.