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| Scope | <p>To provide staff some general information on HEB’s approach to emergency response plans associated with Hazardous Substances Management.</p> <p>NOTE: This toolbox topic should only be conducted by a person who have successfully completed the “Person in Charge” training and competency assessment.</p> | |
| Contents | <ul style="list-style-type: none"> • Emergency Response Plans • Emergency Preparation • Emergency Plan Checklist | <ul style="list-style-type: none"> • Contacts for assistance with Hazardous Substances. |
| Process Owner | <p>This document forms part of the Environmental Management Systems Issue and Review Process. The process is owned by the National Environmental Manager.</p> | |
| Emergency Response Plans | <p>All workplaces are required to have procedures in place to effectively manage emergencies that could happen at work. Emergency response plans are developed to address a specific location but a range of possible emergency situations involving hazardous substances.</p> <p>It is important to know what to do in an emergency and who is responsible for what task. Possible emergencies include:</p> <ul style="list-style-type: none"> • A member of your staff being poisoned by ingesting or inhaling a toxic substance. • A member of your staff being burnt by a corrosive substance. • A fire caused by flammable or oxidising substances. • Hazardous substances leaking or spilling from their containers, injuring people and contaminating land and waterways. <p>NOTE: The Person in Charge should outline the specific emergency response plan for the area where the hazardous substances storage facility is located.</p> | |
| Emergency Preparation | <p>Emergency Preparation includes:</p> <ul style="list-style-type: none"> • Training and drilling your staff for all types of emergency response – first aid, firefighting, spill response, evacuation. • Ensure all hazardous substance are correctly stored and labelled. • Store incompatible substances separately particularly oxidisers. • Ensure staff are fully aware of the harm that can be caused by the various hazardous substances and how they should best protect themselves. • Be prepared for a spill. | |
| Emergency Plan Check List | <p>Your plan must also:</p> <ul style="list-style-type: none"> • List responsibilities (such as fire wardens, first aiders). • Warn people at the workplace and in nearby areas that an emergency has occurred. • Contact information for them and emergency services. • A process for informing attending emergency services of the hazardous substances and the associated potential harm on site. • An accurate site plan. • Actions to taken for each potential emergency and the order to take them. | |

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| Contacts for assistance with Hazardous Substances. | <p>If you are ever unsure about how to safely use or store a Hazardous Substance ask the following people for advice and direction.</p> <ol style="list-style-type: none"> 1. The Person in Charge associated with your work group 2. The Regional SQE Advisors 3. Regional Environmental Managers 4. National Environmental Manager |
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Forms associated with this Guidance Note: -

| Form Ref. | Doc. Control Ref. | Form Name: |
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Revision Table

| Rev No. | Issue Date | Completed by | Approved by | Comments | Review Date |
|---------|--------------|----------------|-------------|-----------|--------------|
| 1 | August 2017 | Simon Cathcart | Mark Evans | | |
| 2 | January 2019 | Simon Cathcart | | No Change | January 2019 |