Emergency Response Plan
Newcastle Gas Storage Facility
Document Number: NGSF-PSV-NAS-EN-PLN-0025
Emergency Response Plan

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Newcastle Gas Storage Facility – Main Power Supply

Report prepared for AGL Energy Limited

Prepared by:
Simon Kinvig
SQE Advisor

Document Revision History

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PowerServe Pty Ltd (9 Kestrel Avenue, Thornton, NSW, 2322)
T: 02 4949 0100
F: 02 4949 0149
W: www.pserve.com.au
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1. SITE EMERGENCY CONTACT LIST

<table>
<thead>
<tr>
<th>PowerServe</th>
<th>Details</th>
<th>Contact number</th>
</tr>
</thead>
<tbody>
<tr>
<td>Service Centre</td>
<td>Newcastle</td>
<td>02 4949 0100</td>
</tr>
<tr>
<td>Project Manager</td>
<td>Greg Robertson</td>
<td>0431 442 050</td>
</tr>
<tr>
<td>Site Manager</td>
<td>Kari Torpstrom</td>
<td>0488 490 108</td>
</tr>
<tr>
<td>SQE Manager</td>
<td>Suzie McLean</td>
<td>0428 489 645</td>
</tr>
<tr>
<td>SQE Advisor</td>
<td>Simon Kinvig</td>
<td>0427 811 838</td>
</tr>
<tr>
<td>SQE Field Coordinators</td>
<td>Steve Agnew/Mark Miles</td>
<td>0428 409 752 /0427 016 875</td>
</tr>
<tr>
<td>Site Deputy Fire Warden</td>
<td>TBA</td>
<td>TBA</td>
</tr>
<tr>
<td>Site Area Fire Wardens</td>
<td>TBA</td>
<td>TBA</td>
</tr>
<tr>
<td>Site First Aider</td>
<td>As detailed on daily risk assessment</td>
<td></td>
</tr>
<tr>
<td>Return to Work Co-ordinator</td>
<td>Michele Mahoney</td>
<td>02 4949 0145</td>
</tr>
</tbody>
</table>

**PowerServe After hours – Emergency contacts**

| Site Manager        | Kari Torpstrom       | 0488 490 108     |
| Site Supervisor     | Glenn Waters         | 0437 499 377     |

**AGL**

<table>
<thead>
<tr>
<th>Details</th>
<th>Contact number</th>
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</thead>
<tbody>
<tr>
<td>Site supervisor</td>
<td>TBA</td>
</tr>
<tr>
<td>Project manager</td>
<td>TBA</td>
</tr>
<tr>
<td>Environmental Manager</td>
<td>TBA</td>
</tr>
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</table>

**EXTERNAL EMERGENCY NUMBERS**

<table>
<thead>
<tr>
<th>Emergency Service</th>
<th>Contact</th>
<th>Alternate number</th>
</tr>
</thead>
<tbody>
<tr>
<td>Service</td>
<td>Phone Number</td>
<td>Notes</td>
</tr>
<tr>
<td>-------------------------------</td>
<td>-------------------------------</td>
<td>------------------------------------</td>
</tr>
<tr>
<td>Fire</td>
<td>000/112 (Mobiles only)</td>
<td>See over</td>
</tr>
<tr>
<td>Police</td>
<td>000</td>
<td>See over</td>
</tr>
<tr>
<td>Ambulance</td>
<td>000</td>
<td></td>
</tr>
<tr>
<td>Hospitals</td>
<td></td>
<td></td>
</tr>
<tr>
<td>John Hunter Hospital</td>
<td>02 4921 3000</td>
<td></td>
</tr>
<tr>
<td>Maitland Hospital</td>
<td>02 4939 2000</td>
<td></td>
</tr>
<tr>
<td>Environmental Protection Authority (EPA)</td>
<td>131 555</td>
<td></td>
</tr>
<tr>
<td>Poisons Information Centre</td>
<td>131 126</td>
<td></td>
</tr>
<tr>
<td>RTA – (Reporting Incidents)</td>
<td>131 700</td>
<td></td>
</tr>
<tr>
<td>State Emergency Service</td>
<td>132 500</td>
<td></td>
</tr>
<tr>
<td>Native Animal Trust Fund – 24 hr emergency rescue hotline</td>
<td>0418 628 483</td>
<td></td>
</tr>
<tr>
<td>WIRES – Wildlife Information, Rescue and Education Service</td>
<td>1300 094 737</td>
<td></td>
</tr>
<tr>
<td>Bush Fire Information Line (Rural Fire Services)</td>
<td>1800 679 737</td>
<td></td>
</tr>
<tr>
<td>MUSTER AREA - Easement</td>
<td></td>
<td>As detailed on Daily Risk Assessment</td>
</tr>
<tr>
<td>MUSTER AREA - Substation and Switch yard</td>
<td>SE corner of car park</td>
<td></td>
</tr>
<tr>
<td>Alternative Muster Area</td>
<td></td>
<td>At Entrance off Old Punt Road</td>
</tr>
<tr>
<td>Police</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Port Stephens LAC Office</td>
<td>02 4983 7599</td>
<td></td>
</tr>
<tr>
<td>Central Hunter LAC Office</td>
<td>02 4934 0200</td>
<td></td>
</tr>
<tr>
<td>Location</td>
<td>Contact Details</td>
<td></td>
</tr>
<tr>
<td>--------------------------------</td>
<td>---------------------------------</td>
<td></td>
</tr>
<tr>
<td>3 Caroline Place, MAITLAND</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Newcastle City LAC</td>
<td>30 Harriet Street, WARATAH</td>
<td></td>
</tr>
<tr>
<td>Port Stephens RFS</td>
<td>31 Rees James Rd, RAYMOND TERRACE</td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>02 4926 6515</td>
<td></td>
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<tr>
<td></td>
<td>02 4980 7300</td>
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</table>
2. PURPOSE

This document details site specific organisational responsibilities, actions, reporting requirements and the resources available to ensure an effective, consistent and timely management of emergencies that may occur on the AGL Newcastle Gas Storage Facility, Main Power Supply (AGL NGSF MPS). This includes:

▪ Details of the procedures used to deal with emergencies affecting the AGL NGSF MPS site project personnel.
▪ Definitions of the roles and responsibilities of the AGL NGSF MPS Emergency Response Team (ERT) personnel;
▪ Details of the external resources available to the AGL NGSF MPS Emergency Response Team (ERT) personnel in the event of an emergency and how these resources will be coordinated.

This plan has been written specifically for the AGL NGSF MPS and is consistent with Power Serve and AGL operational policies and procedures. Variations to this plan may occur subject to Emergency Aid Agency requirements or the knowledge of supervisory personnel dealing with occurrences as they unfold.

3. SCOPE

This plan will be used as a “First Response” guide for all types of occurrences and emergencies that occur on the AGL NGSF MPS project. This includes the following:

| PROTECTION PRIORITIES | Power Serve protection priorities, in the event of an emergency, include:
<table>
<thead>
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<tr>
<td>1. Safety of People;</td>
<td>1. Safety of People;</td>
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<tr>
<td>2. Protection of the Environment; and</td>
<td>2. Protection of the Environment; and</td>
</tr>
<tr>
<td>3. The safeguarding of Commercial operations.</td>
<td>3. The safeguarding of Commercial operations.</td>
</tr>
</tbody>
</table>
| PREVENTION | The prevention of hazards, accidents, occurrences and emergency situations is documented in the PowerServes management system comprising of the following:
| | o Work Place Health & Safety Management Plan (CM-005 MP0130)
| | o Emergency Management Plan |
To ensure our Emergency Response Team and Project Team are adequately prepared and trained for an occurrence, processes and procedures in place. These include:

- Regular meetings and a minimum of two (2) drills of site emergency processes and procedures, to ensure that each team member understands their role and responsibility.

- Collecting and collating data and documentation to assist them in implementing their role more effectively. For example, contacts, maps, records, reports, etc.

- Identifying and maintaining contact details of possible support personnel or organisations that may be of assistance in the event of an emergency.

4. PLANNING FOR EMERGENCIES

Project management team shall establish and maintain site-specific arrangements using the following guidelines:

- Prepare an Emergency Response Plan and complete the Power Serve Emergency Contacts lists, along with a Site Plan indicating assembly points at prominent locations around the project site
- Include an effective method of ensuring that site visitors are accounted for
- Include an effective “Emergency Alert” communication system
- Establish and maintain a safe and effective evacuation route and assembly locations
- Include appropriate and adequate fire fighting equipment (extinguishers and signage)
- Establish a reliable communications system (radios, mobile phones, etc)
- Appoint a Chief Warden and/or key personnel to take control during an emergency
- Instruct workplace personnel in these procedures and ensure that they are fully aware of them
- Maintain training records of all emergency training
- Maintain an up-to-date daily list(s) of all personnel on the site including visitors
- Conduct regular “Emergency Drills” to ensure the procedures are effective and that all personnel are familiar with them.
- Establish and maintain appropriate first aid resources and training
- Identify local Doctors/Medical Centres
- Identify and liaise with the local emergency services
5. RESPONSIBILITIES

The Project Manager shall:

- Review and approve the Emergency Response Plan
- Ensure the plan is effective and drills are conducted
- Notify all incidents to the appropriate regulator and to Horizon Power within nominated timeframes
- Review all evacuation drill follow-up reports and implement changes as required

Deputy Warden shall:

- Notify and coordinate emergency services if required
- Liaise with all relevant stakeholders in the event of an emergency
- Assumes the role of key contact person for emergency reporting
- Assumes control of the situation
- Arrange to meet and provide advice and information to external emergency response personnel at the scene of an Emergency
- Maintain contact with Project Manager as required
- Collect role call information from the Area Wardens at the allocated muster point and ensure all persons are accounted for
- Ensure all persons are evacuated in the event of an evacuation
- Provide leadership and direction for workers at the worksite
- Appoint personnel for certain tasks to assist in emergencies if required
- Participate in drills and treat as a real life emergency
- Secure the scene for investigation purposes
- Oversee the incident reporting and investigation process and ensure adequate investigation is undertaken

Area Wardens shall:

- Escalate any notification of emergency to the Deputy Warden
- Act as a contact person for persons located within their work area
- Sweep the work areas to ensure all personnel have safely evacuated and report to the Deputy
- Direct personnel to the muster point
- Take role call for personnel in work area and report to the Deputy
- Liaise with the Deputy Warden and undertake instructions and duties as directed
- Provide assistance and support at the location of the emergency
- Initiate the incident reporting and investigation process
- Assist in securing the scene for the investigation process
- Participate in drills as required and treat as real life emergency
- Assist in the post-drill meeting and
SQE Advisor:

- Assist in reviewing and updating the Emergency Response Plan as required
- Communicate the contents of the plan to all workers on the site as well as visitors during the site induction
- Assist in identifying the muster point
- Provide support and assistance during an emergency

Workers shall:

- Cease all activities when requested during an emergency event
- Proceed to the designated muster point, including during a drill
- Cease non-emergency related radio communication during an emergency
- Respond to all instruction and direction given during an emergency
- Participate in all emergency drills
6. EMERGENCY RESPONSE

In all cases the following shall be done:

▪ Call 000 / 112 unless the condition can be easily controlled by the resources on site
▪ Contact the Supervisor, a Warden, SQE personnel or any site contact listed on the Emergency Contact list displayed on noticeboards. When reporting the emergency, give details of:
  Your name and contact number
  Worksite address
  Nearest meeting point for emergency services
  Nature of emergency
  Location of the emergency
  Details of incident

Evacuate the area, if necessary, by activating the nominated evacuation signal

▪ Move any plant or equipment out of the immediate area if necessary, if safe to do so
▪ Shut down all nearby flammable equipment
▪ Account for other personnel and treat any other injuries
▪ Shutdown all nearby flammable equipment
▪ Account for all other personnel and treat any other injuries
▪ Place a competent person at the designated Emergency Services Meeting Point and have that person guide the Emergency Services to the incident site
▪ Continue to control the event if there is no danger to personnel

MAKE SURE ALL PERSONNEL HAVE BEEN ACCOUNTED FOR

6.1. Evacuating in the Office/Yard/Substation

All evacuations / emergency response will occur when the evacuation siren sounds and/or upon notification by the Emergency Warden. The Area Wardens will provide assistance as directed by the Deputy Warden. When the siren is activated during an emergency, leave by the nearest marked exit or work area and proceed to the nearest assembly point (unless directed otherwise) and alert others to do the same.
EVACUATION SIREN: is 3 x 3 Second blast on air horn

Wait in the designated assembly point until you are directed to return to your work area by the Area/Deputy Warden.

6.2. Evacuating in the Ausgrid easement

On site an emergency alarm is announced by calling “Emergency, Emergency, Emergency”, on the UHF radio designated channel (the designated channel is disclosed in the daily risk assessment).

1. The caller clearly states their: Name and the Location of occurrence.
2. The caller then discusses with the Supervisor:
   • The nature of the emergency;
   • Number and type of injuries, if applicable, (no names are to be mentioned on the radio).
3. The Deputy Warden, or area warden, will make a decision whether or not to announce an evacuation or if an emergency service is required.
4. If the Deputy Warden (or delegate) chooses to evacuate he/she will announce the evacuation by calling on the designated radio channel “Evacuate, Evacuate, Evacuate”.
5. The Deputy Warden (or delegate) will send a Warden or other responsible person to take charge of the Emergency Assembly Point, while the Deputy/Area Warden carries out a sweep and/or search or of the worksite.
6. The Deputy Warden or delegate will liaise with any emergency services that come on-site.
7. The Deputy Warden is to give advice of the emergency to the Supervisor or Site Manager who then report as per company procedure.
8. The Deputy Warden will appoint other wardens to assist as is deemed appropriate.
9. The Warden in charge of the emergency assembly point will account for those on-site by referring to the Daily Risk Assessment Form and or Site sign on Register.
10. If the Warden finds there are people unaccounted for, the Warden must so advise the Chief Warden as soon as possible.
11. All Power Serve workers will have a first aid kit in their vehicle and a fire extinguisher. The emergency evacuation procedures for each work group will be identified in the daily risk assessment but will usually be back to the access track and then the entry gate and then back to the site office, if required. Each Work Group Supervisor shall be responsible for evacuation of their work group.
6.3. For Your Safety

- Know the layout of each area in which you work
- Know where all doors lead
- Know what the emergency alarm is
- Know all escape routes and the Emergency Evacuation Assembly Points
- Know first aid kit locations and first aiders
- Know fire fighting equipment and emergency wardens

7. PROCEDURES

7.1. Types of Emergencies

An emergency is an incident which is likely to have adverse effects upon people, plant or the environment. Prompt action is required to control and correct the occurrence and return operations to a safe condition. This plan has been developed for the identification of foreseeable emergencies and the specific response to each of these including:

- Medical injury including serious illnesses (heat stroke, heart attack)
- Electric Shock
- Fire
- Major gas leaks
- Road accidents (including spills)
- Natural disasters (earthquake, bush fires, floods, cyclones)
- Major spills (including on land and water)

7.2. Recording of Personnel

The site sign on register shall be maintained by the Site Manager ensuring all personnel, both workers (including subcontractors) and visitors sign in an out of the site office on a daily basis. The Deputy shall ensure that this register is taken to the Muster point in the event of the evacuation and this will be used to conduct the role call.

7.3. Emergency Communication

In the event of an emergency, communications shall be via the use of UHF radio and mobile phones. A list of emergency contact numbers is provided in section 1 of this document and will be posted on site notice boards. The appropriate emergency service shall be notified immediately in the event of an emergency. The emergency numbers are listed in section 1 of this document and shall be posted on notice boards.
The Deputy Warden shall assess and notify as appropriate other stakeholders including AGL who will in turn notify, private property owners or public personnel. The incident shall be reported as per Power Serve’s incident reporting system.

7.4. Muster Points

The Site Supervisor, or nominated site manager, will ensure that adequate emergency access and egress is available to all personnel whilst any work is conducted on the Project.

The primary assembly point for the project shall be adjacent to the Power Serve Site Office. This will be signposted with the green Assembly Point sign. In the event that this assembly point is not appropriate then the Deputy or Area Warden shall nominate a second assembly point. The location of these assembly points shall be communicated to all workers and visitors during the site induction. For site work, the work group leader of each work group shall nominate the local muster point and document this on the daily risk assessment.

7.5. First Aid Facilities

First aid facilities shall be located in every work vehicle and in the site office(s). First aid kits shall be easily accessible and left unlocked at all times. First aid kit locations and trained first aiders and contact numbers shall be displayed on site notice boards. First aid kits shall be kept clean and checked and restocked as necessary on a three monthly basis.

7.6. Fire Equipment

Fire fighting equipment shall be located in every work vehicle and in the site office(s). Fire fighting equipment shall be easily accessible at all times. Fire fighting equipment locations and trained fire personnel and contact numbers shall be displayed on site noticeboards. Fire fighting equipment shall be tested and tagged by a competent person every six months. Used fire extinguishers shall be promptly removed from service and replaced immediately with a full replacement.
8. MEDICAL EMERGENCY

A medical emergency can arise because of a number of factors. They include:

- A persons suffering a medical condition
- A person involved in an isolated incident
- Group of personnel receiving injuries due to a natural event
- Group of personnel receiving injuries due to a man-made event (structural collapse, hazardous material exposure etc)

Initial actions upon becoming aware of a medical emergency:

- Notify supervisor or 000/112 if emergency services are required
- If safe to do so, remain at the scene until assistance arrives
- Do not move the injured person unless there is a life threatening situation
- Keep the injured person warm
- Reassure the injured person
- Give first aid to the extent of your level of knowledge and/or training

**DRSABCD TO SAVE A NON-BREATHING CASUALTY**

- **D**ANGER – Check for any danger to self and others before doing anything
- **R**ESPONSE – Check for response from casualty
- **S**END – Send for Help - 000/112
- **A**IRWAY – Check, clear and open airway
- **B**REATHING – look, listen and feel for normal breathing
- **C**PR – commence compressions, 30 compressions to two breaths, 100 compressions/min
- **D**EFIBRILLATE – apply automatic external defibrillator if available

Continue CPR until qualified personnel arrive or signs of life return.

**MAKE SURE ALL PERSONNEL HAVE BEEN ACCOUNTED FOR**
8.1. Life Support Flow Chart

**DRSABCD Action Plan**

In an emergency **call triple zero (000)** and ask for an ambulance

- **DANGER**
  - Ensure the area is safe for your self, others and the patient

- **RESPONSE**
  - Check for response—ask name—squeeze shoulders
  - No response
    - **Response**
      - Make comfortable
      - Monitor response

- **SEND for help**
  - Call triple zero (000) for an ambulance
  - or ask another person to make the call

- **AIRWAY**
  - Open mouth— if foreign material present
  - Place in recovery position
  - Clear airway with fingers

- **BREATHING**
  - Check for breathing—look, listen, feel
  - **Normal breathing**
    - Place in recovery position
    - Monitor breathing
  - **Not normal breathing**
    - Start CPR

- **CPR**
  - Start CPR—30 chest compressions : 2 breaths
  - Continue CPR until help arrives or patient recovers

- **DEFIBRILLATION**
  - Apply defibrillator if available and follow voice prompts

Learn First Aid with St John Ambulance Australia | Free call 1300 360 405 | www.stjohn.org.au

This information is not a substitute for training in first aid. © St John Ambulance Australia, January 2011
9. FIRE

RESCUE – Any person/s in immediate danger provided \textbf{it is safe to do so}

ALARM – Raise the alarm and follow emergency procedures

CONTAIN – Contain the fire by closing doors and windows provided \textbf{it is safe to do so}

EXTINGUISH – Attempt to extinguish the fire. Only if you are trained and \textbf{it is safe to do so}

Refer section 6.3

Fight the fire using the correct equipment if you are trained and \textbf{if it is safe to do so}

\textbf{There are 3 things that must be present for a fire to keep burning:}

- \textbf{Fuel} (something to burn)
- \textbf{Oxygen} (drawn from the surrounding air)
- \textbf{Heat} (generated by the process of combustion)

If one or more of these components is removed the fire will go out. Therefore, the fire can be extinguished by:

- Removing the fuel
- Reducing the temperature
- Restricting the supply of air

MAKE SURE ALL PERSONNEL HAVE BEEN ACCOUNTED FOR

9.1. Bush Fire

Apply the controls as outlined in Appendix B9 Bush Fire Management Sub Plan of the AGL NGSF MPS CEMP. (Attached as Appendix A)
9.2. Fire Extinguisher Chart

<table>
<thead>
<tr>
<th>A</th>
<th>B</th>
<th>C</th>
<th>E</th>
<th>F</th>
</tr>
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</table>

**Notes**: Limited indicates that the extinguisher should not be used due to the risk of explosion, etc.; * indicates that the extinguisher may be used but will require extinguishing capability. Class F fires involving combustible metals can only be extinguished with Class K special purpose extinguishers - please seek expert advice.

- **Powder ABE**: Special powders are available specific to various types of metal fires: check expert advice.
- **Powder BE**: Special powders are available specific to various types of metal fires: check expert advice.
- **Carbon Dioxide (CO₂)**: Generally not suitable for outdoor fires. Suitable for indoor small fires.
- **Water**: Dangerous if used on flammable liquid, electrical equipment and existing oil fires.
- **Foam**: Dangerous if used on electrical equipment.
- **Wet Chemical**: Dangerous if used on electrical equipment.
- **Fire Blanket**: Use blanket to wrap around a human torch; ensure you replace the blanket with a new one after use.
- **Fire Hose Reel**: Ensure you maintain a safe distance between you and the injured person.

**HOW TO USE A FIRE EXTINGUISHER**

- **PULL THE PIN**: Break seal and pull extinguisher.
- **AIM AT BASE OF FIRE**: Ensure you have a means of escape.
- **SQUEEZE THE OPERATING HANDLE**: To operate extinguisher and discharge the agent.
- **SWEEP FROM SIDE TO SIDE**: Completely extinguish the fire.

10. ELECTRIC SHOCK

Establish a safe area

- If the person is in contact with live apparatus the electric power source must be isolated before attempting to attend the person.
- Site is to be secured to prevent injury to other persons

Assess condition and stabilise person.

Assess worker and give necessary first aid treatment, apply basic life support if required:

- Danger
- Response
- Send
- Airway
- Breaths
- Compressions
- Defibrillator

and continue CPR until qualified personnel arrive or the person shows signs of life.
Arrange transport to the nearest medical facility (if no ambulance is attending)

- Supervisor to arrange transportation to a medical facility
- Do not leave person alone or allow them to drive

Record relevant details of the incident

- Obtain and record relevant information relating to the electric shock incident and record it
- Sent it with the injured person to give to the medical facility

Notify the Medical facility / Regulator

- Supervisor to contact the medical facility and advise them of the incident and that person is enroute
- Supervisor to notify relevant Power Serve management in accordance with Incident reporting requirements, including the SQE Manager and the Client
- SQE Manager to advise WorkCover

Provide incident information to the medical facility reception.

- Upon arriving at the facility, give the name of the person to the staff, the nature of their injury and the documented details of the shock
- A 12 lead ECG is to be requested for the person (for any shock)

Return to work

- Where the person is released from the medical facility for return to work, the Supervisor shall arrange transportation.
- Upon arrival back at the workplace, the Supervisor will review the results of the medical assessment and ECG
- The Supervisor shall commence an investigation
SITE MAP AND EVACUATION DIAGRAM

Emergency Response Plan
Newcastle Gas Storage Facility Project
APPENDIX A

Appendix B9 of the AGL NGSF MPS CEMP - Bush Fire Management Sub Plan
APPENDIX B

Appendix C of the AGL NGSF MPS CEMP Environmental Incident Response Procedure

Newcastle Gas Storage Facility