

HSE Emergency Preparedness, Response and Management Standard

AGL-HSE-STD-009

1. Scope and Applicability of Standard

This Standard applies during planning, development, construction, operation, maintenance and decommissioning activities to all employees and contractors (hereafter referred to as workers) and visitors on AGL controlled sites involved in:

- Planning and preparing for emergencies
- Implementing emergency procedures including testing of those procedures
- Responding to emergencies, and
- Communicating outcomes of emergency testing and emergency response.

This Standard does not apply to:

- Incidents and near misses that are not emergencies (refer to HSE Incident, Near Miss and Hazard Management Standard AGL-HSE-STD-011.1)
- Emergencies on AGL monitored sites. Requirements shall be in accordance with contractual and agreement arrangements
- Emergencies involving AGL employees that occur at third party sites or on public property
- Emergencies that are not related to health, safety or environment, and
- Crisis situations (refer to AGL Crisis Management Plan).

Definitions of terms used in this Standard are set out in section 3.

2. Requirements

2.1 Emergency Planning

STD Ref No.	Minimum Controls
2.1.1	A documented risk assessment with consultation and input from relevant stakeholders, interested parties and subject matter experts (SMEs) shall identify potential emergency scenarios, effective controls and clear response actions in accordance with the HSE Risk Management Standard (AGL-HSE-STD-004.1).
2.1.2	<p>Planning shall include:</p> <ul style="list-style-type: none"> • Consultation with worker representatives (such as Health and Safety Representatives (HSRs) and HSE Committees), stakeholders, SMEs and emergency response agencies (where relevant)

STD Ref No.	Minimum Controls
	<ul style="list-style-type: none"> Assessing first aid needs including equipment and facilities in accordance with Regulatory requirements and relevant Codes of Practice Identifying evacuation assembly points, emergency response/warning equipment and nearest medical facilities A means for accounting for all on-site workers, visitors and other third parties at evacuation assembly points Defined emergency control and coordination requirements (e.g. an allocated room and equipment) Defining role responsibilities including those responsible for coordination and communication with emergency authorities Identifying emergency role training and competency needs in accordance with the Training and Competency Standard (AGL-HSE-STD-013) Documenting clear communication escalations including notifying Head of Function, General Managers and HSE Managers, Developing an Emergency Response Plan including consideration of the requirements of Australian Standard: AS 3745:2010 Planning for Emergencies in Facilities, and Developing a documented schedule for emergency response drills that occur at least annually.
2.1.3	Major Hazard Facilities (MHF) shall undertake emergency planning and develop plans to satisfy specific MHF requirements in accordance with relevant regulations.
2.1.4	Requirements of emergency related plans (e.g. Pollution Incident Response Management Plan, Business Continuity Plan, Process Safety Emergency Plan) shall be considered when developing site-specific emergency response plans and conducting emergency drills.
2.1.5	On sites or locations where emergency planning and response is managed by a third party, arrangements shall be established to ensure an AGL HSE Manager or their representative is provided opportunity to have input to, and receive information on, emergency matters.
2.1.6	Personal Emergency Evacuation Plans (PEEPs) shall be developed where required to address individual worker needs. Planning shall consider worker diversity and mobility and may incorporate alternative communication methods and tailored emergency warnings to support safe and effective evacuation.

2.2 Emergency Preparedness

STD Ref No.	Minimum Controls
2.2.1	<p>The following emergency response plan requirements shall be communicated to workers and visitors:</p> <ul style="list-style-type: none"> Their role responsibilities, training requirements and competency status

STD Ref No.	Minimum Controls
	<ul style="list-style-type: none"> • Expected response actions, and • How they can access the emergency response plan.
2.2.2	<p>Evacuation Diagrams and emergency site maps (consistent with AS 3745:2010 Planning for Emergencies in Facilities) shall be displayed and maintained at key site locations and include (as relevant):</p> <ul style="list-style-type: none"> • Location of critical emergency response equipment • Key contacts and methods for emergency communications, and • Evacuation routes, exit locations and assembly points.
2.2.3	<p>Emergency equipment shall be fit-for-purpose and maintained in accordance with original equipment manufacturer (OEM) specifications and relevant Australian or other Standards.</p>
2.2.4	<p>Emergency drills shall be conducted at least annually in line with the site Emergency Response Plan schedule. Drills may take the form of desktop exercises, functional drills or full-scale simulations, depending on the scenario and objectives. Each drill shall be documented (scenario, timing, participants, outcomes) with results communicated to stakeholders, and lessons learned used to update the Emergency Response Plan. Where practicable, drills should involve contractors, visitors and, where appropriate, external emergency services. The Emergency Drill Record Form (AGL-HSE-FRM-009) may be used to support this.</p>
2.2.5	<p>Inspections or other assurance activities shall be undertaken to confirm:</p> <ul style="list-style-type: none"> • Appropriate legible signage is installed • Emergency response equipment is maintained (e.g. eye wash and shower stations remain accessible and functional, equipment is calibrated and operational) • Changes in work arrangements including new or emerging risks are assessed for potential emergency situations • Emergency drill schedules are being conducted to plan, and • Drill outcomes are communicated to stakeholders. <p>Inspections and assurance activities shall be recorded in myHSE or other suitable system.</p>

2.3 Emergency Response

STD Ref No.	Minimum Controls
2.3.1	<p>Emergency response shall be in accordance with the emergency response plan and is to prioritise avoiding further harm.</p>
2.3.2	<p>Emergency scenes that are deemed a regulator notifiable incident are to be preserved where required by Work Health and Safety (WHS) legislation, and works are not to resume in the affected area until Regulator approval is received.</p>

2.3.3	Emergencies are to be recorded in myHSE and managed in accordance with the HSE Incident Near Miss and Hazard Management Standard (AGL-HSE-STD-011.1).
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2.4 Debrief and Review

STD Ref No.	Minimum Controls
2.4.1	<p>The emergency response plan shall be reviewed at least annually, or:</p> <ul style="list-style-type: none"> • Following an emergency event or drill • As a result of changes to work practices that impact emergency planning and response including: <ul style="list-style-type: none"> ○ Following significant change to worker numbers e.g. organisational restructure ○ Work programming ○ Site access arrangements ○ Environmental changes, and ○ Other changes that may impact the risk profile.
2.4.2	Debriefs following emergency events and emergency drills shall be conducted to identify deficiencies and improvement opportunities. Findings are to be recorded and communicated to relevant workers and other stakeholders as defined in emergency response plans or as appropriate.

2.5 Record Management

STD Ref No.	Minimum Controls
2.5.1	<p>The following emergency preparedness, response and management records shall be retained:</p> <ul style="list-style-type: none"> • Emergency response plans and procedures • Emergency risk assessments • Emergency equipment – maintenance, inspection and testing • Emergency drills, debriefs and lessons learnt • Training records in accordance with the Training and Competency Standard (AGL-HSE-STD-012), and • Notifications or other documents received from an external agency or authority relating to emergencies.
2.5.2	Emergency preparedness, response and management records and related documentation shall be retained for the minimum period as defined by regulatory requirements and documentation retention requirements whichever is longer in accordance with the Document Management Standard (AGL-HSE-STD-005).

3. Definitions

Term	Definition
AGL Controlled Site	AGL has overall management and control of the workplace and is responsible for ensuring works or activities are performed safely, or the work environment is maintained safely.
Code of Practice	A practical guide to achieve the standards of health and safety required under WHS legislation and regulations.
Emergency	A sudden, urgent event which may threaten the safety of personnel, property, or the environment. Types of emergencies include fire, explosion, spills (to land, water), gas leaks (explosives, flammable, toxic), off site events (road accidents), civil disturbances (protests, bomb threats), natural disasters (earthquake, cyclones, bush fires, floods, mud slides, tidal waves), terrorist attacks, and chemical, biological, and radiological emergencies.
Emergency Drill	An exercise performed to evaluate the efficiency and effectiveness in carrying out emergency plans.
Emergency Response Plan	A site-specific, documented plan of assigned role responsibilities, actions and procedures for the response and management of emergencies.
First Aid	First aid is the immediate treatment or care given to a person suffering from an injury or illness until more advanced care is provided or the person recovers.
Health and Safety Representative	A worker who has been elected by their work group under the WHS Act to represent them on health and safety matters.
Major Hazard Facility (MHF)	A facility is classed as a MHF where Schedule 15 hazardous chemicals are present or likely to be present in a quantity that exceeds their threshold quantity as specified or as determined by the regulator.
Regulator	A WHS regulator is a government authority responsible for monitoring and enforcing Work Health and Safety legislation within a specific jurisdiction.
Personal Emergency Evacuation Plan (PEEP)	A PEEP is an individualised emergency plan designed to assist those who may not be able to evacuate a facility safely in an emergency without assistance.

Visitor	Any other person at the workplace who is not a worker, including clients, customers, members of the public whose health and safety shall be the responsibility of the AGL site.
Work Health and Safety (WHS) Legislation	References to Work Health and Safety (WHS) legislation should be read as including all relevant Work Health and Safety legislation in Australia including the Occupational Health and Safety (OHS) Act 2004 (Vic)
Worker	A worker is an employee or contractor at an AGL controlled site.

4. Supporting Documents

The following AGL documents may also apply to HSE Document Management.

Document No.	Description
AGL-HSE-FMK-006	HSE Communication and Consultation Framework
AGL-HSE-FRM-009	Emergency Drill Record Form
AGL-HSE-STD-004.1	HSE Risk Management Standard
AGL-HSE-STD-005	HSE Document Management Standard
AGL-HSE-STD-011.1	HSE Incident Near Miss and Hazard Management Standard
AGL-HSE-STD-012	HSE Training and Competency Standard
Not Numbered	AGL Strategic Incident Management Plan
Not Numbered	AGL Crisis Management Plan
Not Numbered	IE Process Safety Emergency Response Exercises
AS 3745:2010	Planning for Emergencies in Facilities

5. Document Control

Version	Final Review by	Approved by	Date Approved	Nature of Review	Next Review
5.0	Head of HSE - Systems, Reporting & Governance	General Manager, HSE	02/10/2025	Major Update (ISO alignment)	02/10/2030