



**westernAG**  
The Best in Agronomic Advice

**WESTERN AG SUPPLIES PTY LTD**

**EMERGENCY  
RESPONSE  
PROCEDURES**

***“SAFETY IS NO ACCIDENT”***

**DATE REVIEWED: APRIL 1, 2011**

## **EMERGENCY RESPONSE PROCEDURES**

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## **EMERGENCY RESPONSE PROCEDURES COPIES**

There are to be kept fourteen [14] 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	Derrinallum Manifest Emergency Box
COPY 6	Willaura Manifest Emergency Box
COPY 7	Horsham Manifest Emergency Box
COPY 8	Bannockburn Manifest Emergency Box
COPY 9	Derrinallum Fire Brigade Representatives
COPY 10	Willaura Fire Brigade Representatives
COPY 11	Horsham Fire Brigade Representatives
COPY 12	Bannockburn Fire Brigade Representatives
COPY 13	Western Aerial & Western AG HSR
COPY 14	Western Aerial & Western AG OHS Management

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 Aerial Pty Ltd.

All employees will be given 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.

## **EMERGENCY RESPONSE PROCEDURES**

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 **Safety Officer**] at each site to direct and co-ordinate all actions that occur subsequent to 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 Safety Officer. At all times, the nominated Health & Safety Representative (HSR) is the lead contact with all safety matters. The nominated company Safety Officer for each particular site is as follows:

<b><i>DERRINALLUM</i></b>	General and After Hours:	<b>Gordon Wilson (HSR)</b> 0429 330 255
	Or, in his absence:	<b>Brad Everett</b> 0419 801 583
<b><i>WILLAURA</i></b>	General and After Hours:	<b>Brad Haslett</b> 0427 811 636
	Or, in his absence:	<b>Brad Everett</b> 0419 801 583
<b><i>HORSHAM</i></b>	General and After Hours:	<b>Mark Hoffman</b> 0488 233 436
	Or, in his absence:	<b>Brad Everett</b> 0419 801 583
<b><i>BANNOCKBURN</i></b>	General and After Hours:	<b>Troy Kollegger</b> 0458 441 115
	Or, in his absence:	<b>Brad Everett</b> 0419 801 583
<b><i>MANAGEMENT</i></b>	General and After Hours:	<b>Ashley Miller</b> 0418 529 699
	Or, in his absence:	<b>Phil Hawker</b> 0427 367 542
	Or, in his absence:	<b>Todd Miller</b> 0418 306 448
<b><i>FIRST AID</i></b>	General and After Hours:	<b>Judy Miller</b> 5597 6508
	Or, in her absence:	<b>Brad Everett</b> 0419 801 583

### **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.*

## **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

## **EVACUATION PROCEDURES**

### **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 the front gate of the premises on Vite Vite Road.
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 Safety Officer.

### **ALL OFFICE / CHEM 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 Safety Officer.

### **DESIGNATED ASSEMBLY AREAS**

In the event of an Evacuation being declared, the Assembly Area is located beside the main office gate on Vite Vite Road at the Derrinallum facility, the front gate of the Willaura depot, the front nature strip on Golf Course Rd at Horsham and, in the case of the Bannockburn facility, the Assembly Area is on the nature strip on Holder Rd.

## **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.

## **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

## **EMERGENCY PROCEDURES**

### **FIRE**

#### **ALL HANGAR, OFFICE & CHEMICAL STORAGE AREAS**

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 ALARM, NOTIFY SAFETY OFFICER and SEEK ASSISTANCE.
4. Evacuate to Assembly Area as instructed.
5. Remain at the Assembly Area until instructed otherwise by the Safety Officer.

DERRINALLUM FIRE STATION            **[03] 5597 6506**

WILLAURA FIRE STATION                **[03] 5354 1454**

HORSHAM FIRE STATION                 **[03] 5382 6870**

BANNOCKBURN FIRE STATION            **[03] 5229 9753**

## **EMERGENCY PROCEDURES**

### **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 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 Safety Officer.

DERRINALLUM FIRE STATION	<b>[03] 5597 6506</b>
WILLAURA FIRE STATION	<b>[03] 5354 1454</b>
HORSHAM FIRE STATION	<b>[03] 5382 6870</b>
BANNOCKBURN FIRE STATION	<b>[03] 5229 9753</b>
POISON INFORMATION CENTRE	<b>131126</b>

## **EMERGENCY TREATMENT IN THE EVENT OF CHEMICAL POISONING**

In all cases of poisoning, speed is essential. Speedy removal of the source of the contamination, rapid implementation of First Aid procedures and transport to hospital or a doctor MAY SAVE A LIFE.

Read the label of the agricultural and veterinary chemical and/or the **Material Safety Data Sheet** for information on First Aid. The Material Safety Data Sheet 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 product label for details.
- Call a physician as quickly as possible but do not abandon the 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.

### **Person dealing with the victim**

1. See 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.

POISON INFORMATION CENTRE

**131126**

## **EMERGENCY PROCEDURES**

### **EXPLOSION**

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

DERRINALLUM FIRE STATION	<b>[03] 5597 6506</b>
LISMORE POLICE	<b>[03] 5596 2055</b>
WILLAURA FIRE STATION	<b>[03] 5354 1454</b>
WILLAURA POLICE	<b>[03] 5354 1281</b>
HORSHAM FIRE STATION	<b>[03] 5382 6870</b>
HORSHAM POLICE	<b>[03] 5382 9200</b>
BANNOCKBURN FIRE STATION	<b>[03] 5229 9753</b>
BANNOCKBURN POLICE	<b>[03] 5281 1260</b>

## **EMERGENCY PROCEDURES**

### **PERSONNEL INJURY**

1. Raise the alarm and call for assistance from the 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 17 for Emergency Phone Numbers.)***

## **EMERGENCY PROCEDURES**

### **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 Safety Officer.
- ◆ Contact the relevant aviation authorities when appropriate.

#### **Preserve Life.**

- ◆ If accessible and without further endangering life, render first aid if possible.
- ◆ 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 Doctor's Clinic or Hospital as appropriate.
- ◆ Notify Safety Officer and Senior Management and provide them with a full report of the circumstances.

***(See Page 17 for Emergency Phone Numbers.)***

#### **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 cleanup issues.

## **EMERGENCY OPERATIONS PERSONNEL**

### **SWITCHBOARD OPERATOR'S DUTIES**

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

- Ensure that the Safety Officer is alerted.
- Divert or “dump” incoming calls.
- Alert appropriate Emergency Services as directed by the Safety Officer.
- Alert key personnel as directed.
- Maintain communication with the Safety Officer and transmit messages as required.
- Remain at the communication point as long as it is safe to do so.

### **AFTER HOURS**

Outside normal working hours the Safety Officer will be responsible for maintaining communications.

## **EMERGENCY OPERATIONS PERSONNEL**

### **SAFETY OFFICER'S DUTIES**

When notified of an emergency the designated Safety Officer will proceed to the area and determine the nature and severity of the emergency. The 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 isolate area if necessary.
- Prevent unauthorised access.
- 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, company management and the emergency service teams.
- Make the area safe.
- Assist as required.
- When safe, notify "All Clear".
- Fill out relevant reports.

## **EMERGENCY OPERATIONS PERSONNEL**

### **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 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 Safety Officer.
- Assist as required.

## **EMERGENCY CONTACT LIST**

<b>Police, Fire &amp; Ambulance</b>		<b>000</b>
Poison Information Centre		13 1126
State Emergency Service		13 25 00
Derrinallum Fire Station		5597 6506
Lismore Police Station		5596 2055
Camperdown Hospital		5593 7300
Doctors	(Camperdown)	5593 7070
Willaura Fire Station		5354 1454
Willaura Police Station		5354 1281
Ararat Police Station		5352 2233
Willaura Hospital		5354 1600
Horsham Fire Station		5382 6870
Horsham Police Station		5382 9200
Horsham (Wimmera Base) Hospital		5381 9111
Bannockburn (Geelong West) Fire Station		5229 9753
Bannockburn Police Station		5281 1260
Corangamite Shire	Business Hours	5593 7100
	Emergencies	5595 1827
Ararat Council	Business Hours	5355 0200
	Emergencies	5355 0201
Horsham Rural City Council	All Hours	5382 9777
Golden Plains Shire Council	All Hours	5220 7111
South West Water	Business Hours	5564 7600
	After Hours	5561 4966
Powercor	Business Hours	13 2334
	Emergencies	13 2412
CASA		131757
BASI		1800 011034
EPA	(Geelong)	5226 4825

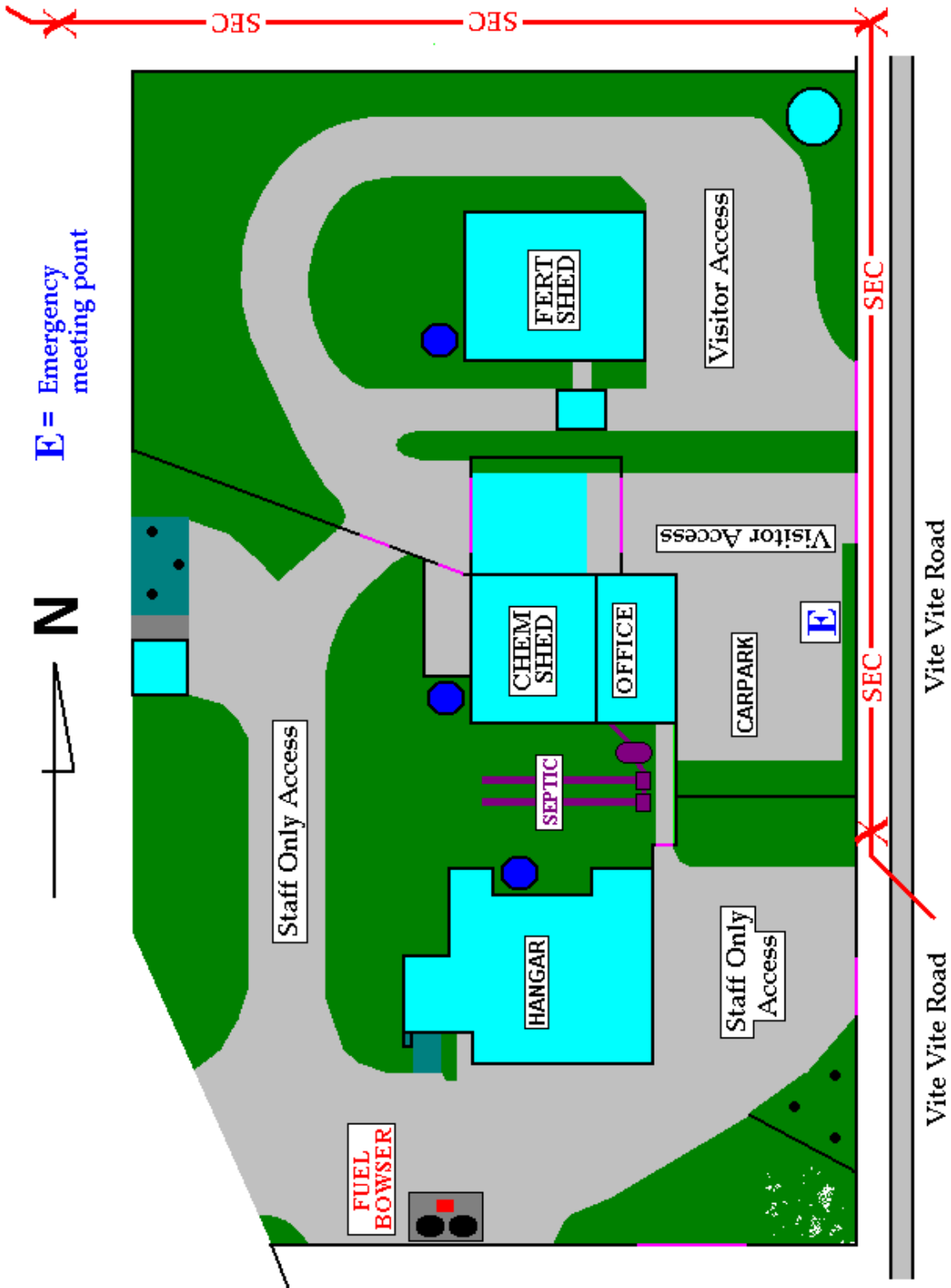
## **AFTER HOURS CONTACT LIST**

### **WESTERN AG & WESTERN AERIAL MANAGEMENT – AFTER HOURS**

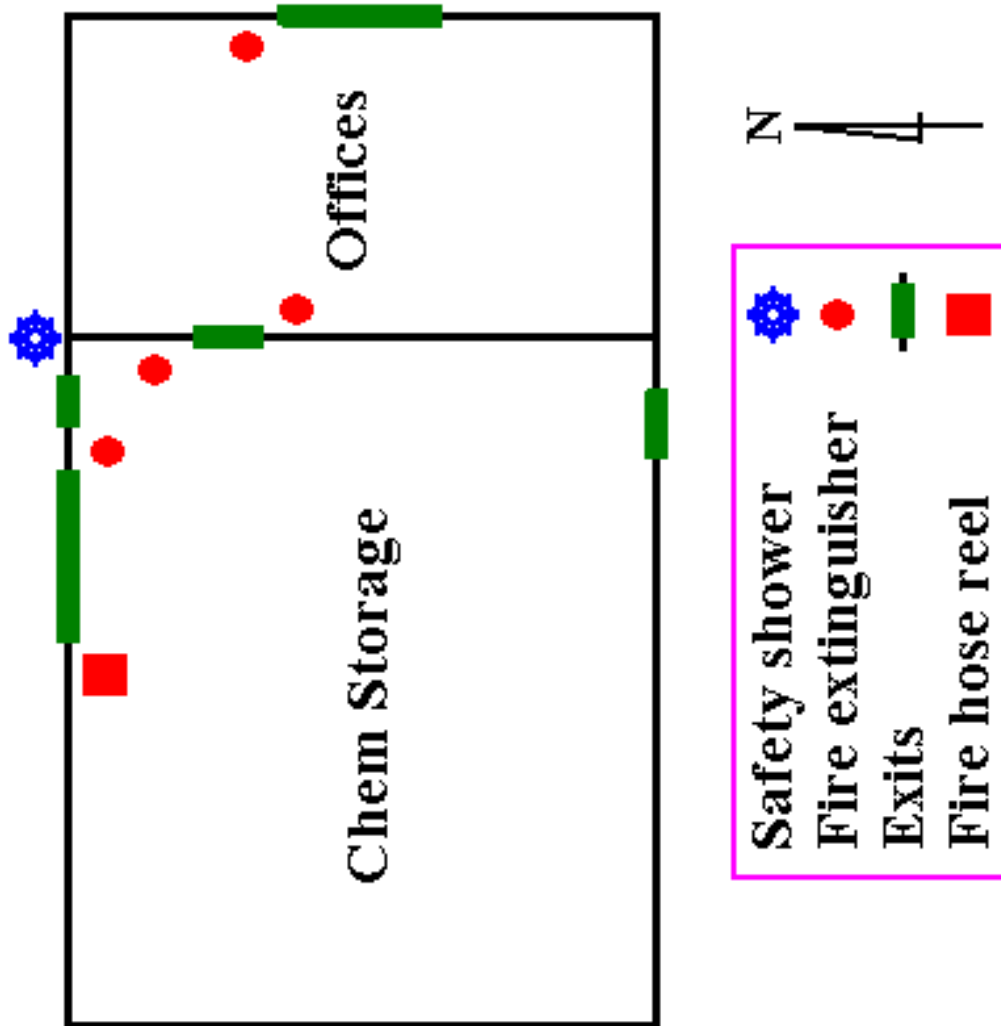
Todd Miller	Home	[03] 5597 6559
	Mobile	0418 306 448
Ashley Miller	Mobile	0418 529 699
Brad Everett	Home	[03] 5336 3498
	Mobile	0419 801 583
Phil Hawker	Home	[03] 5349 5500
	Mobile	0427 367 542



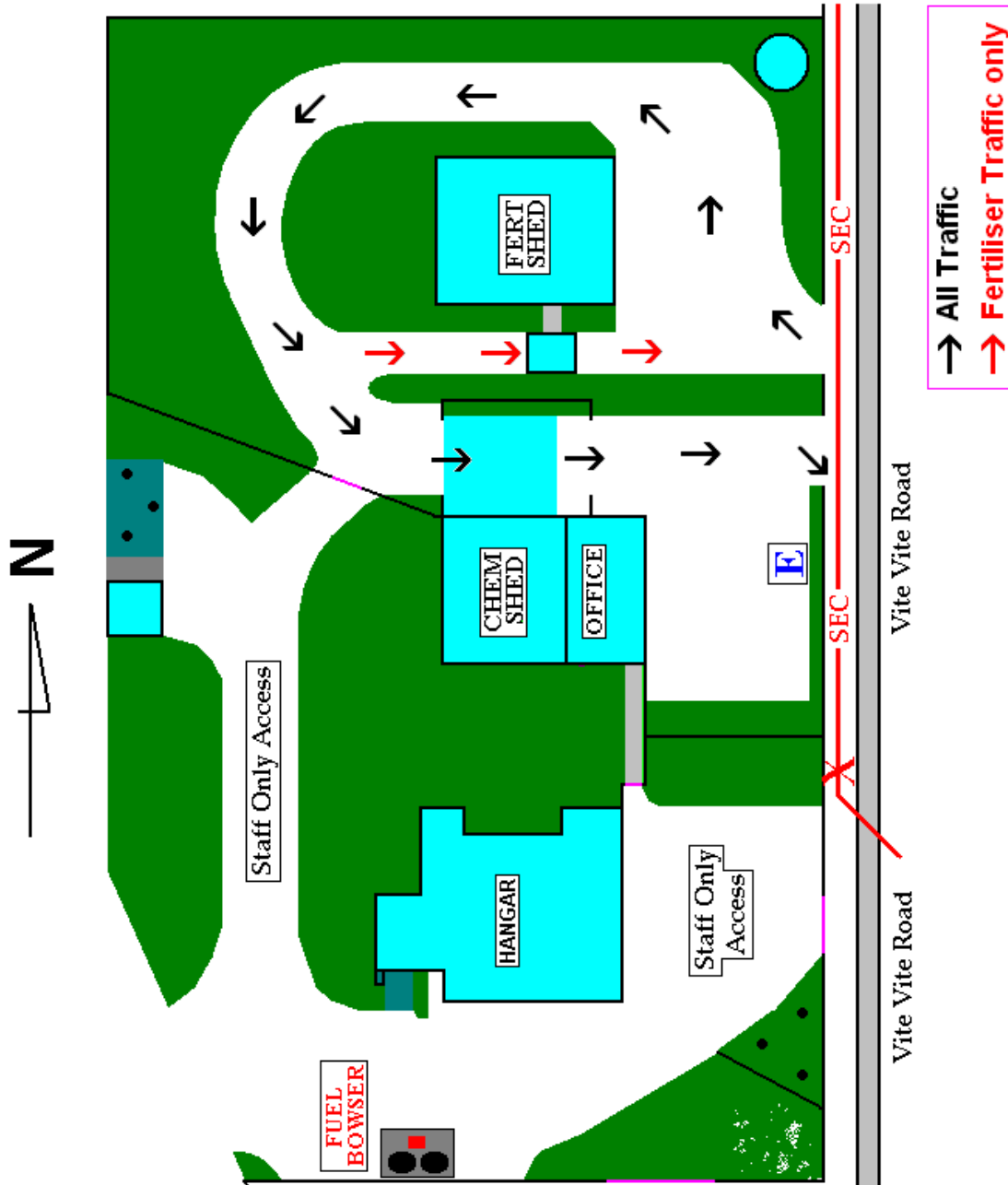
# APPENDIX I DERRINALLUM SITE PLAN



# APPENDIX II DERRINALLUM OFFICE & CHEMICAL STORAGE FACILITY FLOOR PLAN

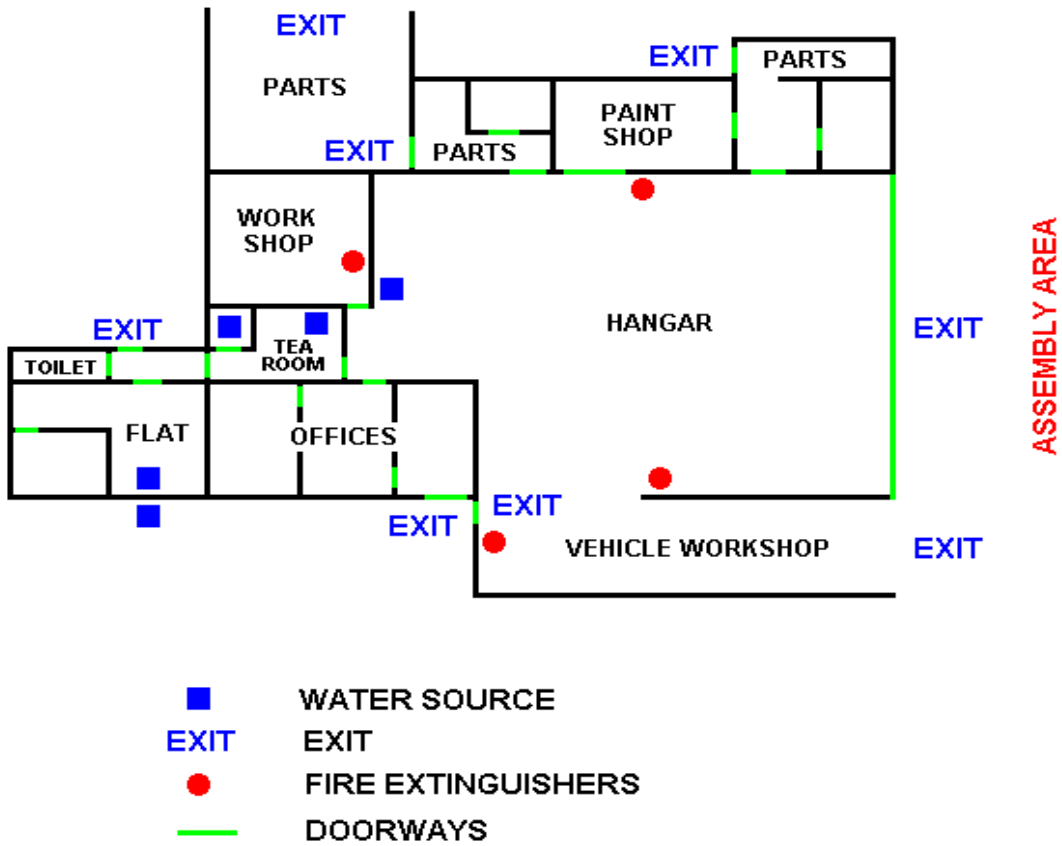


# APPENDIX III DERRINALLUM TRAFFIC PLAN



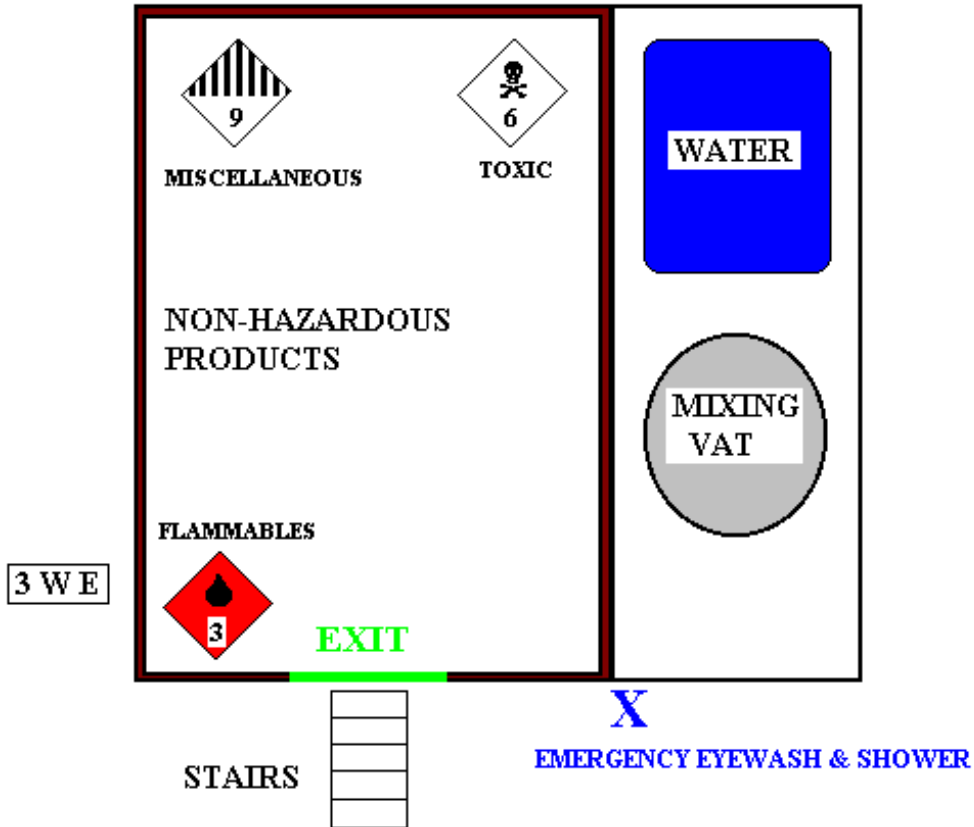
## APPENDIX IV HANGAR FLOOR PLAN

# HANGAR FLOOR PLAN

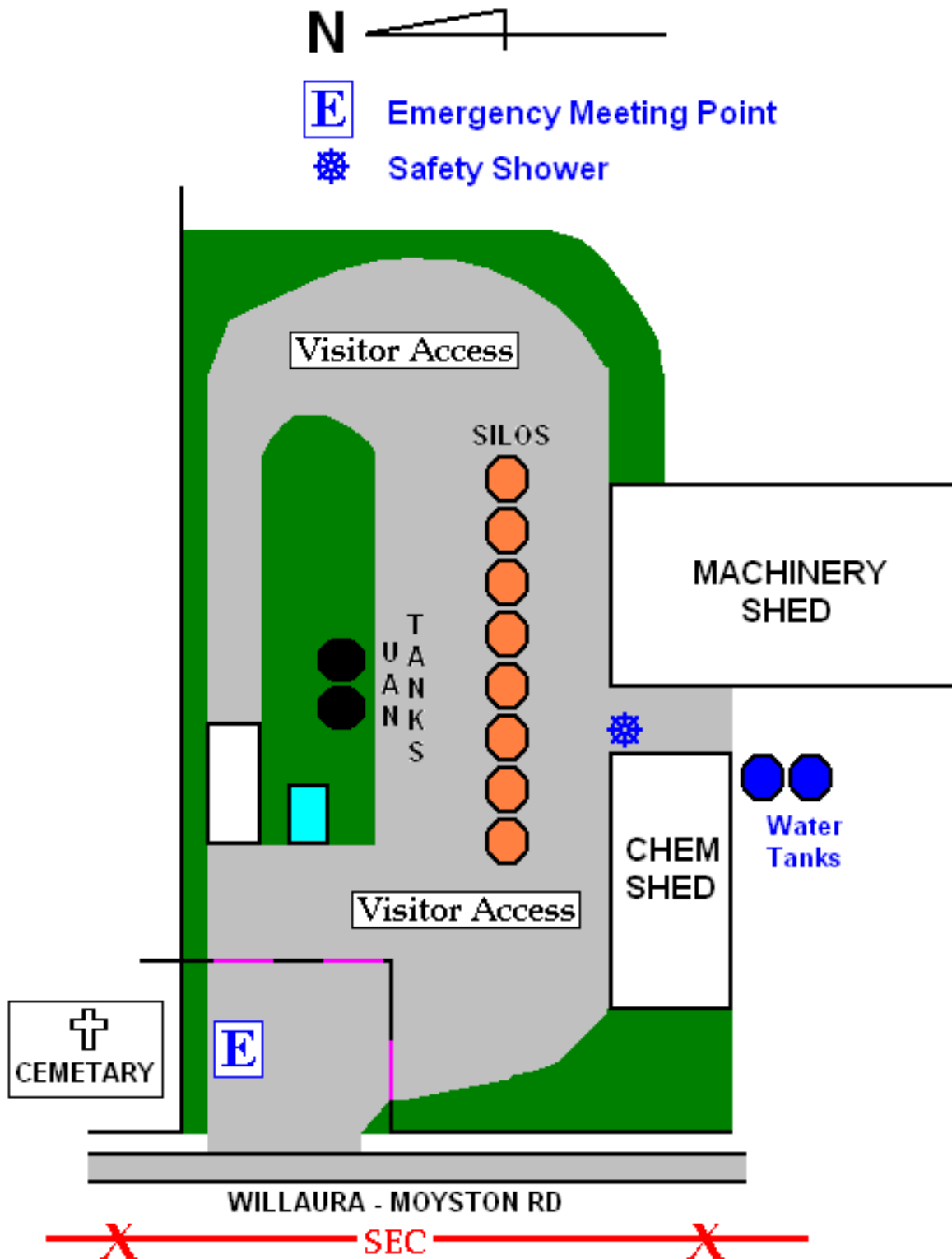


# APPENDIX V AIRCRAFT STORAGE AREA PLAN

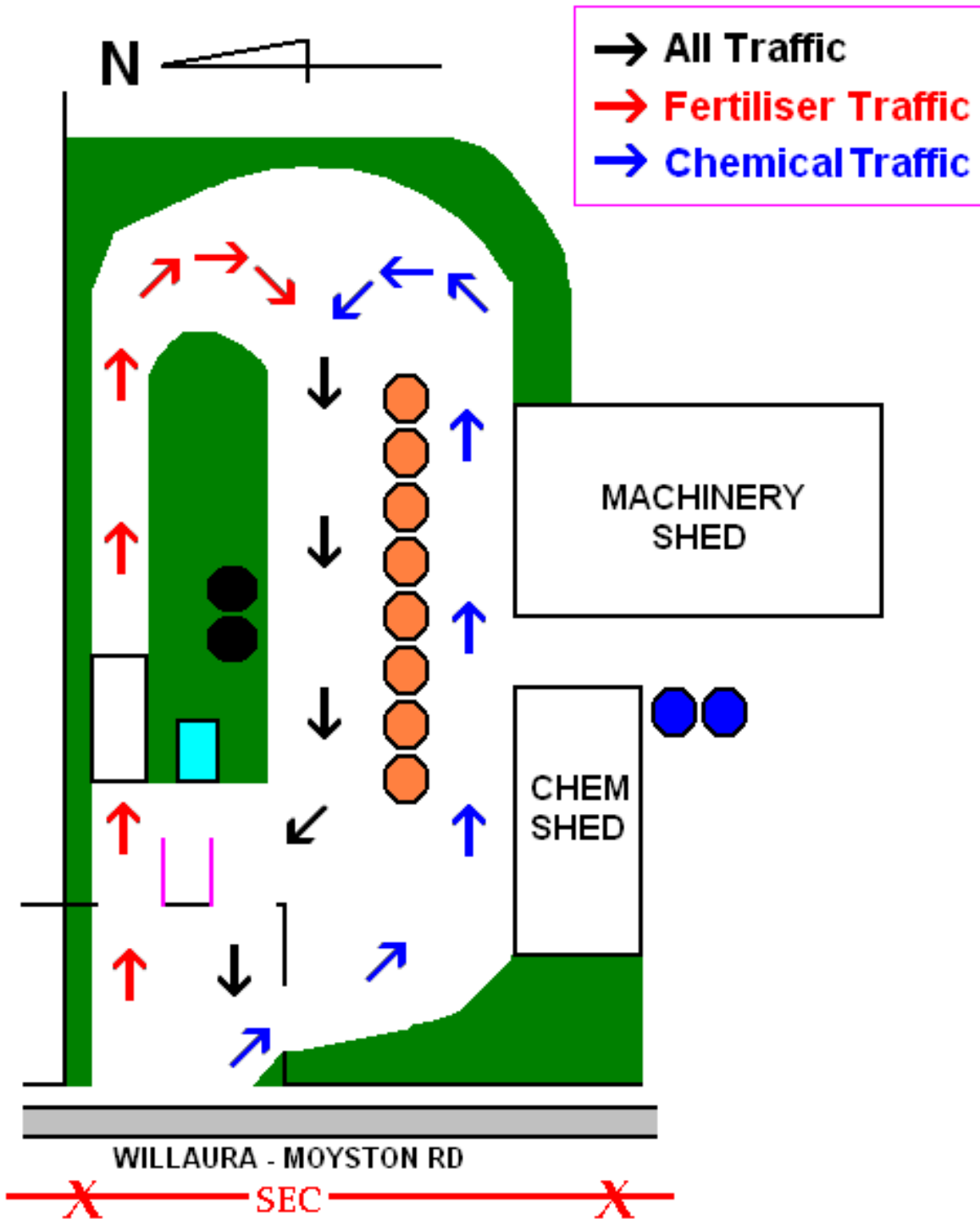
## CHEMICAL STORAGE PLAN



# APPENDIX VI WILLAURA SITE PLAN

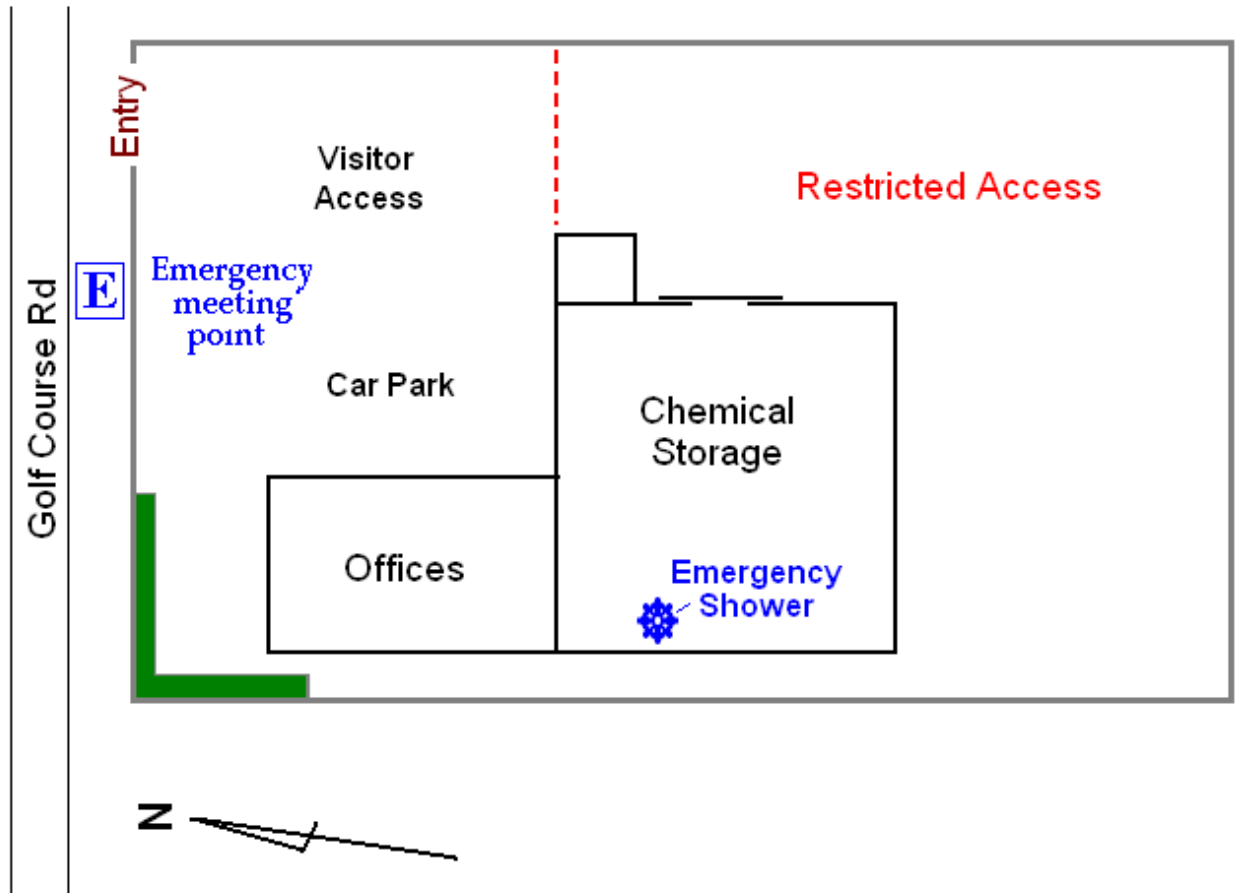


# APPENDIX VII WILLAURA TRAFFIC PLAN



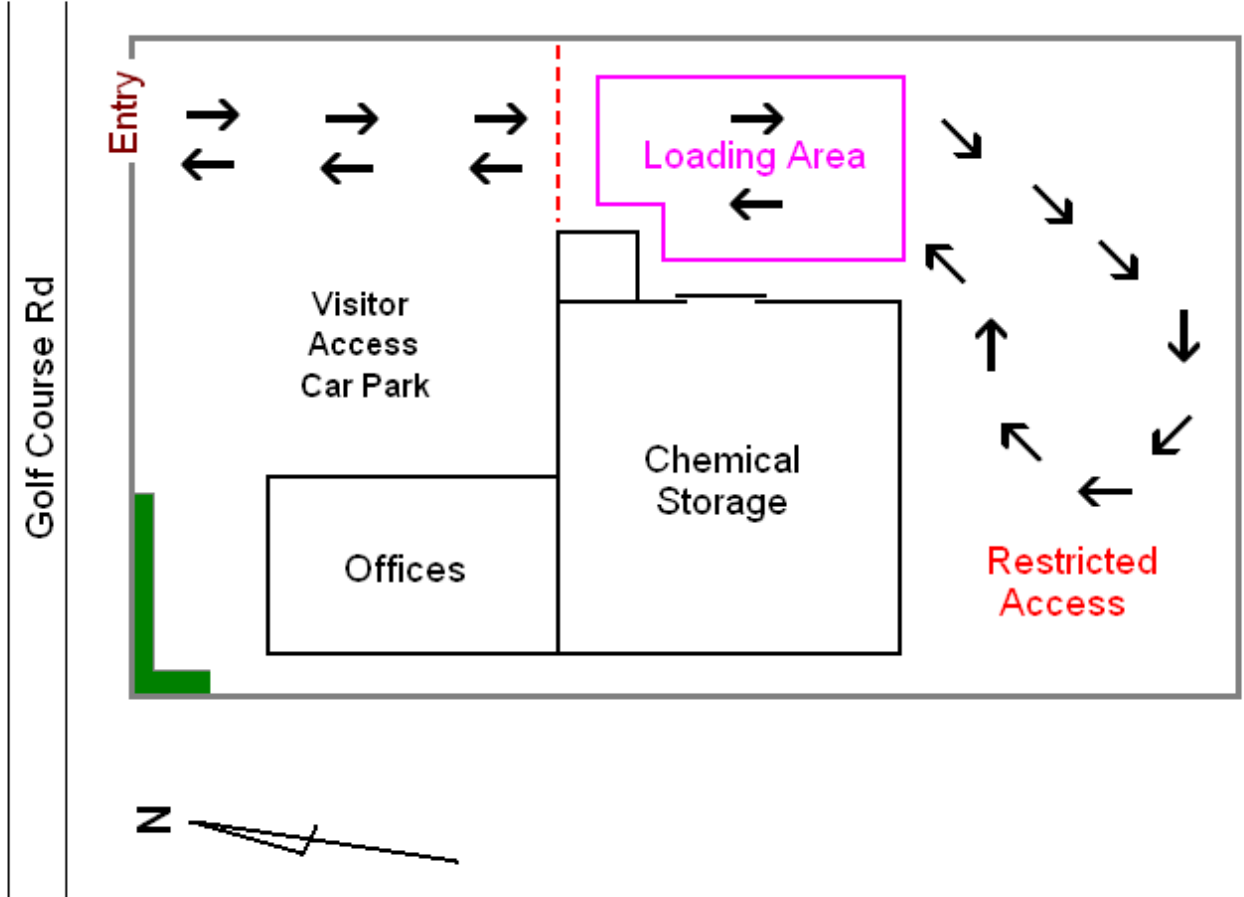
# APPENDIX VIII HORSHAM SITE PLAN

## Horsham Site Plan

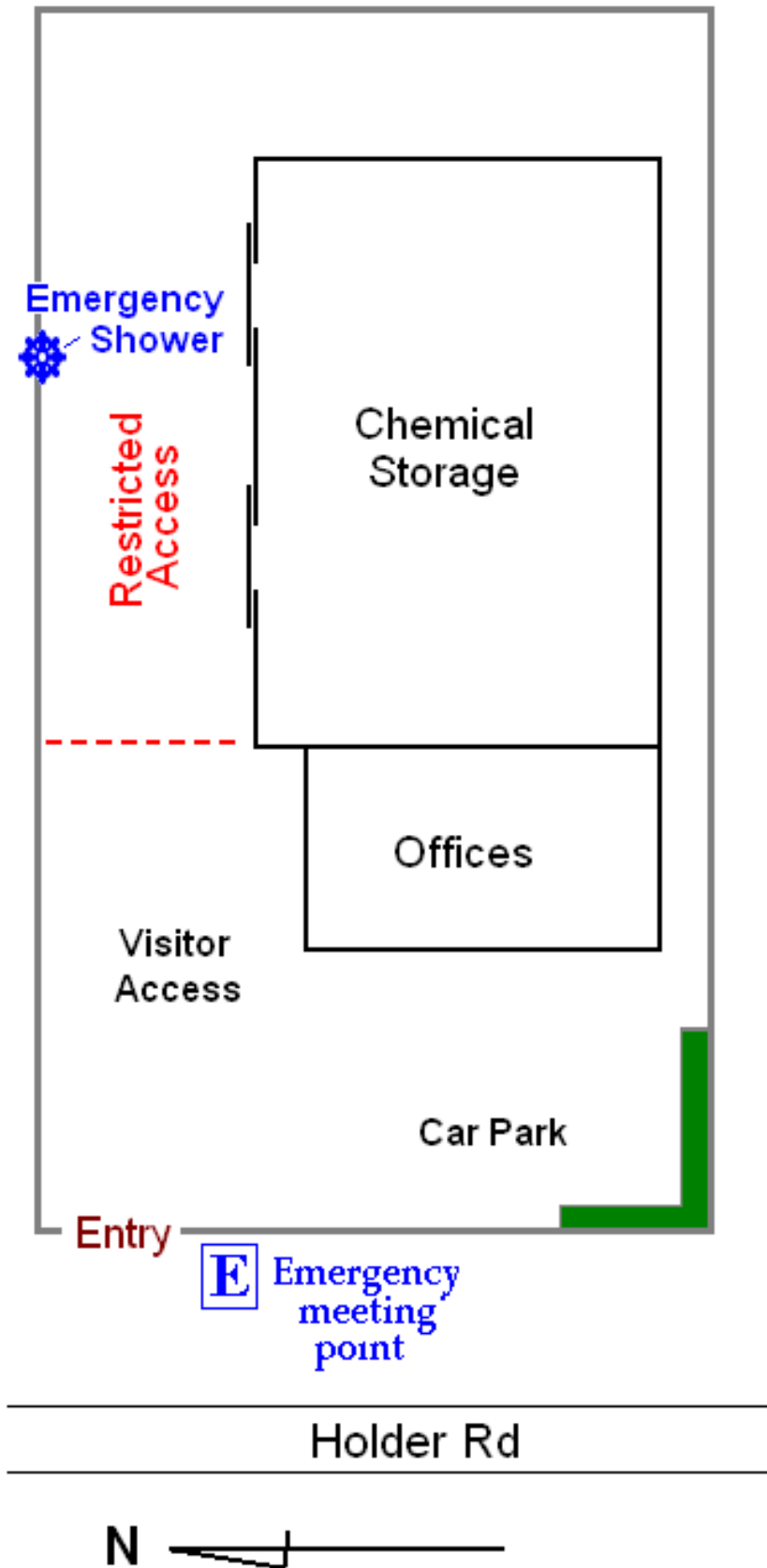


# APPENDIX IX HORSHAM TRAFFIC PLAN

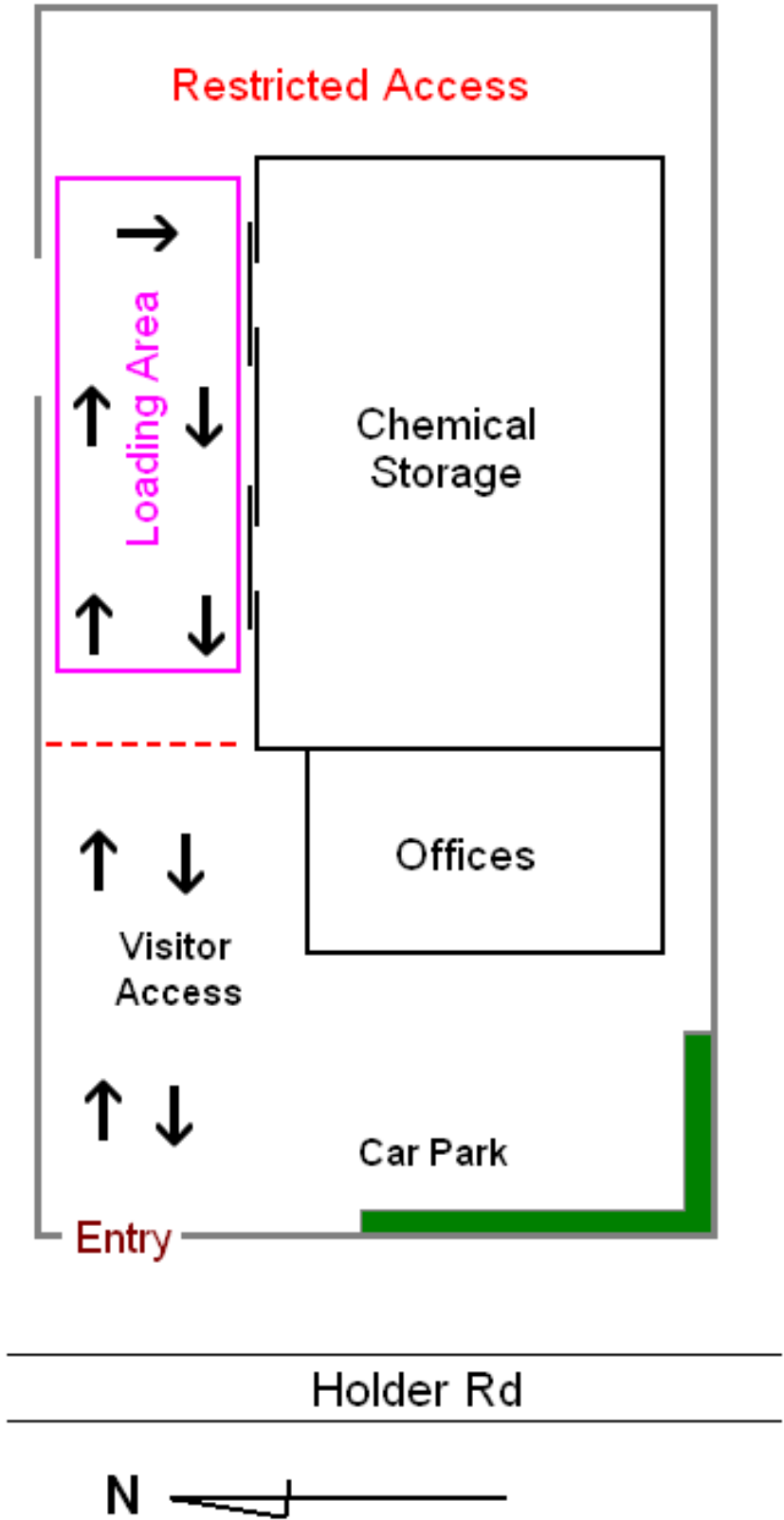
## Horsham Traffic Plan



# APPENDIX X BANNOCKBURN SITE PLAN



# APPENDIX XI BANNOCKBURN TRAFFIC PLAN



## APPENDIX XII 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
<b>Combustible Liquids</b>			
C1:	13,566.0		
C2:	2,880.0		
<b>Schedule Poisons</b>			
Schedule 5:	45,295.0		
Schedule 6:	7,720.0		
Schedule 7:	2,870.0		
<b>Miscellaneous</b>			
Manufactured Product:	0.0		
Aerosols (L):	0.0		
Non Hazardous Fertilisers:	0.0		
<b>Storage Level:</b>	<b>Major</b>		