

Specific Site Safety Emergency Plan

Site: _____

<p>EMERGENCY CONTACTS</p> <p>AMBULANCE 111 FIRE 111 POLICE 111</p> <p>Site _____ Co. Office _____ WorkSafe NZ 0800 030 040 Chief Executive _____ Construction Mgr _____ First Aider _____ Site Emergency Warden(s) Assembly Point (Unless otherwise stated is the Site Noticeboard)</p>	<p>ACCIDENT/EMERGENCY PROCEDURES</p> <ol style="list-style-type: none"> Assess the situation <ul style="list-style-type: none"> - Are there other hazards? - Nature/severity of accident - Give first aid – if competent Secure the site <ul style="list-style-type: none"> - Stay calm – take charge - Safety – yours, victims, others - Hazards – removed, marked Call for help <ul style="list-style-type: none"> - From others on site or nearby - Radio telephone/mobile phone Give details <ul style="list-style-type: none"> - Your name and company - Exact location - Injuries – type and severity - Help needed e.g. paramedic, ambulance, helicopter etc. - All details understood/acknowledged Maintain contact <ul style="list-style-type: none"> - Further information - Update on position - Until relieved
<p>Ensure Safety of Others</p> <ul style="list-style-type: none"> ▪ Shut down all machinery ▪ Cordon off site ▪ Secure unstable items/remove hazards resulting from the accident ▪ Conduct a roll call ▪ Search for missing persons/arrange rescue 	<p>Protection of Property</p> <ul style="list-style-type: none"> ▪ Shut down all machinery ▪ Control fires ▪ Erect barriers or other protection ▪ Provide weather protection if required
<p>All clear</p> <ul style="list-style-type: none"> ▪ For minor incidents the Foreman/Field Supervisor will give the all clear to recommence work when the site is safe. ▪ For major incidents (serious harm) the General Manager will give the all clear to resume work only after all injured has been tended to and the site has been restored to a safe condition. This may be after OSH inspector has left the site. 	<p>Protection of Environment</p> <ul style="list-style-type: none"> ▪ Spill mats on hand ▪ Temporary bunds constructed to limit extent of spills ▪ Water carts available – dust. ▪ Refer to the HSE Plan
<p>IMPORTANT</p> <ol style="list-style-type: none"> 1. Know correct radio channel and call signs 2. Know your work area and access route – describe it accurately 3. Notify the Managing Director immediately 4. Notify Occupational Safety and Health immediately (Serious Harm) 5. Notify victims family as soon as possible – before they hear from another source 	

Specific Site Safety Emergency Plan

Standard Emergency procedure covers:

Fire and smoke, Flood, Weather (storms, winds, lightning strike)

The Emergency Warden, or failing them the senior person on site's initial reaction and response, is:

1. Assess the situation. Raise an alarm, and clear the site if necessary:

- In the building - activate the audible alarm switch.
- Outside the building and on work sites - by voice or by the continuous sounding of a vehicle horn. (unless earthquake)
- Use radio telephone if available.

2. Alert emergency services if necessary and maintain clear access for these services.

- Phone Fire, Ambulance or Police on 111
- State the service required, then:
 - Nature of the emergency
 - Status of the emergency
 - Advise who you are and location
 - Provide a call back number if possible.

3. Assist any injured victims

- Help assist injured victims to a safe location if safe to.
- Wherever possible only trained First Aiders should deliver first aid

4. Evacuate any danger area as soon as possible

- Evacuate to the arrange assembly point
- Remain here until all clear has been given.

5. Attempt to reduce any further chance of accident, injury or environmental damage.

- Only attempt to reduce any further change of accident, injury or environmental damage if you can
- Only trained employee should attend to reduce further damage
- Only if all clear has been given
- Do not attempt to assist emergency service unless request to.

Landslide and Formation/ Structure collapse

- Vacate the area immediately.
- If people are caught in the land slip, call out emergency services
- Attempt rescue if there is no danger to you – use ropes, poles or ladders to help victims to safety.
- On very soft ground use tarpaulins, geotextile, ladders, tree branches etc to spread your weight.
- Do not return to work until all clear is given.

Trench Collapse

- Start hand excavation to release or locate the victim. Use prodders carefully to assist.
- Clear the victim's face, chest and diaphragm area first.
- Keep all dewatering plant in operation.
- Avoid using mechanical equipment in the same trench or in close proximity to it, as there is a high risk of further collapse.
- If a machine must be used for speed,
- check that there is no risk of further collapse or
- take steps to reduce this risk by positioning the machine clear of the collapse risk area or spreading the track/wheel load with suitable timbers or support mats,
- Excavate a new trench alongside the cave in, then hand shovel loose material across into the new trench.
- Do not shift the victim when uncovered, keep them warm and comfortable.
- Take precautions to prevent further collapse.

Specific Site Safety Emergency Plan

Earthquake (addition requirements)

- Stay calm.
- Move away from windows.
- Take shelter under doorway or solid furniture.
- Do not attempt to run outside.
- Follow all instructions given by civil defence officers or wardens.
- If instructed to vacate building - follow evacuation procedures.
- If outside - Stay clear of high walls or power lines.
- If driving - Pull over and stop.
- Stay in the vehicle for protection.
- Evacuate building/area immediately

IMPORTANT

Do not return to the building until the all clear is given.

Hazardous spillage (as per standard emergency procedure but inform ECANS)

Accidental contact with hazardous substances (as per standard emergency procedure but inform National Poisons Centre telephone 0800 POISON / 0800 764766.