

5 MEADOW WAY BANKSMEADOW NSW 2019

A. ASSESS (Site Supervisor/Driver)

1. Determine significance of incident.
2. Determine potential for escalation.
3. Assess risks.
4. Any impact to people, environment, community etc. If so contact management team.
5. Is evacuation and/or Site Closure required? If yes immediately clear the area.
6. Do you need to notify emergency services? If so, contact the management team.
7. Contact Emergency Services on 000.
8. If risk to neighbours, contact all door to door.
9. Contact EPA 131 555.
10. (a) Contact NSW Public Health Unit (business hours) 1300 066 055: or  
(b) Contact Prince of Wales Hospital (Randwick) 02 9382 2222
11. Safe Work NSW 131 050
12. Fire and Rescue NSW – General Enquiries 1300 729 579 (non emergency)

B. RESPONSE PLAN

13. Contact Management
14. Identify incident controller – this is the attending authority or if no authority the Site Supervisor.
15. Manage incident and ensure available resources until resolved.

C. MANAGE INCIDENT

16. Manager to coordinate response to incident.
17. Manager to liaise with Site Supervisor
18. Manager or Site Supervisor to implement controls and risk mitigation (direction of authorities/emergency services if attending)

D. INCIDENT INVESTIGATION

19. Prepare incident report
20. Conduct debrief meeting with Management and staff
21. Implement corrective actions

E. CORRECTIVE ACTIONS

22. Update risk registers
23. Implement corrective actions