Emergency Response Management Plan

SMCSWSSJ-JHL-WSS-HS-PLN-000512

Document and Revision History

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Revisions

Revision	Date	Description	Prepared by	Reviewed by
4	13/12/2019	Updated after AD review	A M Hawkins	A. Deacy
5	09/04/2020	Include COVID-19 requirements for social separation	B. Lockwood	A. Deacy
6	16/09/2020	Updates to Appendix 17 Pollution Indecent Response Management Plan Update contact details and reviewed for currency	D Keegan B. Lockwood	A Deacy
7	02/08/2021	Incorporate Southwest Metro Corridor scope of work Include references to relevant COVID-19 documentation	B. Lockwood	P. Fields A. Deacy
8	05/11/2021	Incorporate Bankstown Early Works scope of work Rail incident reporting requirements included	B. Lockwood	A. Deacy
9	08/07/2022	Update following annual review of the Pollution Incident Response Management Plan (Appendix 13)	W. Chaudhary/ L.Dobrolot	A. Deacy
10	21/10/2022	Update of Response Teams and Pollution Incident Response Management Plan (Appendix 13)	M. Tayeh/ L.Dobrolot	A. Deacy
11	01/11/2023	Reviewed for currency and updated following annual incident response drill	C. McCallum	P. Mayne

Management reviews

Review date	Details	Reviewed by	Signature
10/12/2019	Reviewed for currency	A. Deacy	
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1. Project Background

This project is part of the upgrade to the Sydney rail network being undertaken the NSW State Government.

John Holland Laing O'Rourke Joint Venture (JHLOR JV) are designing, constructing, and commissioning the Sydenham Station and Junction (SSJ), Southwest Metro Corridor (SWMC) and Bankstown Early Works (BEW) works for Sydney Metro City and Southwest.

2. Introduction

2.1 Objective

This Emergency Response Management Plan (ERMP) outlines the general procedures for initiating an emergency response that could occur because of project construction works or natural causes and the following incident reporting and investigation.

The ERP is active throughout the life of the Project and covers all work activities and out of hours' times 24/7, every day of the year.

This plan will also provide guidance on the subsequent management and communications in response to, potential and actual emergencies which may occur on or impact the Sydenham Station and Junction Project (SSJ). It is aligned to the Sydney Metro Crisis Management Standard and reviewed against this standard and the PC H&S Standard as per the review schedule.

For High-Risk Construction Work (HRCW); JHLORJV and Contractor SWMS will detail emergency response and rescue procedures for that activity, (for example - rescue plans for work at heights).

2.2 Scope

This plan applies to all personnel on site, including employees, Interface Contractors, subcontractors, and visitors, and will be communicated to these persons via relevant inductions and information sessions as applicable.

2.3 Regulatory requirements

This Plan has been developed and will be maintained to ensure alignment to legislative and regulatory requirements, Client management system requirements and the Laing O'Rourke Health Safety and Environmental Management System (HSEMS).

Regulatory Information
Work Health & Safety Regulation 2017 NSW Part 3 Division 4
Rail Safety National Law Act 2012, Division 6, Sub-division 113 Emergency Planning
Rail Safety National Law National Regulations 2012, Part 4, Division 3 Emergency Management
New South Wales State Emergency Management Plan 2018
NSW Protection of the Environment Operations Act, 1997 Part 5.7
NSW Protection of the Environment Operations (General) Regulation 2009 Part 3A
Standards
AS 3745 Planning for emergencies in facilities
Codes of Practice

How to safely remove asbestos
How to manage work health and safety risks
Confined spaces
Construction work
Excavation work
Managing electrical risk in the workplace
Managing falls in the workplace
Managing risks of hazardous chemicals in the workplace
Managing risk of plant in the workplace
Managing the work environment and facilities
First aid in the workplace
Guidelines
Preparation of pollution incident response management plans
National guide for safe workplaces – COVID-19

2.4 Risk assessment

After reviewing the project construction phase risk register and based on relevant experience and best professional judgement JHLOR JV believes that the following types of hazards have the potential to occur on the SSJ project

Hazard	Y	N	Hazard	Y	N
Fire	☒	☐	Flood	☒	☐
Falls from heights	☒	☐	High Winds	☒	☐
Electrocution	☒	☐	Bomb threat	☒	☐
Plant overturn/ collision	☒	☐	Chemical spill	☒	☐
Excavation collapse	☒	☐	Civil unrest	☒	☐
Cyclone	☐	☒	Derailment of rolling stock	☒	☐
Earthquake	☐	☒	Collision of rail vehicle	☒	☐
Explosion	☒	☐	Security of offices & compounds	☒	☐
Structural instability	☒	☐	Damage to signalling equipment	☒	☐
Lifting operation Failure	☒	☐	Obstructing existing signalling equipment	☒	☐
COVID-19 Exposure	☒	☐			

Emergency management and response will be included in the monthly review of the project risk register to evaluate the effectiveness and identify any new risks and will consider the changing intensity of construction activities. This plan will be modified to accommodate any new emergency which may arise from these risks.

In the event of an emergency where recovery/rescue of an individual/s is paramount or reconstitution of the work area or adjacent property is required to make the area safe, the authority (Sydney Metro DISPLAN) will be consulted immediately for control of the situation, and all activities presenting risk to individuals deployed,

will be carried out in the form of a risk assessment which will be recorded and archived for purposes of investigation, root cause analysis, and lessons learned.

SMCSWSSJ JHL HS PLN 00508 Workplace Health and Safety Plan (WHSMP) references to construction phase risk. This plan, along with the Master SSJ Risk Register will be reviewed, at least monthly, to evaluate their effectiveness and identify any new risks and ensure that the nominated controls are appropriate to the project scope of work. The review periods will be determined by the risk review team and will vary in line with the intensity of construction activities.

2.5 Relationship with Workplace Health and Safety Plan

This plan must be read in conjunction with the current version of project Work Health and Safety Plan SMCSWSSJ-JHL-WSS-HS-PLN-000508 and any provided Sydney Metro, Sydney Trains and/or ARTC emergency management documentation.

3. Definitions

Terms	Explanation
ARTC	Australian Rail Track Corporation
Assistant Emergency Response Coordinator	The alternate person in charge of evacuating a site and heading the Emergency Response Team (ERT).
Communications Officer	The person responsible for all external & internal communications, liaises with the client, and corporate JV partners.
Competent Person	A person who has acquired through training, qualification and/or experience the knowledge and skills to perform a required task. For design verification, the person must have the skills, qualifications, competence, and experience to design the plant, structure or verify the design. For defined hazardous work, the person must hold a current licence or qualification to perform the task (ie Electrical Licence to conduct electrical work).
Crisis	A potential event which could cause major disruption to a business, with significant impact on its operations and performance, reputation and stakeholder relations, value, or even viability. It may be physical in nature e.g. resulting from an escalating safety or environmental emergency but may also emanate from other sources such as commercial or regulatory events. Crises are characterised by the severity of impact in the context in which they occur, and by the need for urgent strategic management action to protect the organisation.
Crisis Management Team	Crisis Management Team will consist of the senior leadership team supported by other project personnel and external corporate members of both JV companies. Sydney Metro Corporate and project level support by senior managers. NB: Sydney Trains describes its equivalent group as the EMIRT (Executive Management Incident Response Team).
DISPLAN (Sydney Metro)	(The New South Wales State Disaster Plan).
Emergency	Any unplanned and unwanted event generated internally or externally, which has caused or has potential to cause significant damage to personnel, the public, product, property, plant, equipment, the environment and / or the Business and requires an immediate response.

Terms	Explanation
Emergency Response Coordinator (ERC)	Senior Person on the Project in charge of co-ordinating the Emergency Response and the main link between corporate JV partners and the Project. In charge of media and communications and direction to the Communications Officer with regards to any event within this plan and internal or external communications.
Emergency Preparedness and Response Plan (ERP)	This plan outlines the general procedures for initiating emergency response, managing the event and the response and recovery.
Emergency Response Team (ERT)	A structured organisation of staff that organises and supervises the response and safe movement and activities of staff in an emergency.
Evacuation	Evacuation is the movement of people from immediate danger to safety in a quick and safe manner.
Evacuation Route	The designated route to the final place of safety. To be maintained clear at all times.
First Response Evacuation Instructions	Instructions and training in the method of operation and use of manually operated evacuation alarms and firefighting equipment on the site.
HRCA	High Risk Construction Activities.
INX	Sydney Metro incident data collection and incident investigation data base.
JHG	John Holland Group
JHLORJV	John Holland, Laing O'Rourke Joint Venture
Legal Professional Privilege	Legal professional privilege protects confidential communications and confidential documents between a lawyer and a client made for the dominant purpose of the lawyer providing legal advice or professional legal services to the client, or for use in current or anticipated litigation.
LORAC	Laing O'Rourke Australia Construction.
Main Evacuation Assembly Point	A place of safety outside the area or zone where persons evacuating the site or the part thereof, are expected to assemble under the Project's Emergency Preparedness and Response Plan. This area is established to check that persons are accounted for, to brief persons evacuated on future action, to prevent re-entry, and to provide information for any Emergency Services personnel attending the scene.
OFSC	Office of the Federal Safety Commissioner
ONRSR	Office of the National Rail Safety Regulator.
Roll Call Coordinator	The person responsible for collating the details of those on site.
SafeWork NSW	NSW Workplace Health and Safety Regulator
SCO	Sydney Coordination Office
SM	Sydney Metro
SSJ	Sydenham Station and Junction
SWMC	South West Metro Corridor
SWMS	Safe Work Method Statements.
Sydney Metro	NSW State Government department

Terms	Explanation
	The Principal Contractor for this project *under WHS Regulation 2017 - section 293(1)* ***Note:** This obligation has been transferred to Laing O'Rourke (Partner in the JHLOR JV)*
TMC	Traffic Management Centre (Sydney Trains)
TfNSW	Transport for NSW
WHSP	Workplace Health and Safety Plan (SMCSWSSJ JHL HS PLN 00508)
Zone Warden	Person nominated to lead the Emergency Response Team for a specific work area in a multi-section site.

4. Emergency Response

4.1 Initial Response

All staff (at the scene of the incident)

1. Before doing anything else **ASSESS THE DANGER**
   - To yourself, to others, to property and to the environment
2. If there is a danger and you are confident to undertake, minimise the impact
   - By removing yourself and others from the incident site
   - By giving first aid
   - By using spill kits to minimise impact to the environment
   - By fighting small easily managed fires
3. If there is an actual or a significant potential of injury, property damage or interference with road and/or rail operations ring 000
4. Report incident to the Supervisor
5. Act on directions from the Supervisor or other authorised persons
6. **DO NOT** disturb incident site unless authorised by your supervisor or other authority personnel

Supervisor

1. Assess the incident
2. If there is an actual or potential for the incident to affect road and/or rail operations contact the relevant operations management centre:
   - Railways: Traffic Management Centre (02) 8396 1400
   - Roads: Roads & Maritime Services 13 22 13
3. If the incident is assessed as "medium risk" or above notify the Safety Manager immediately
4. If the incident occurs within the rail corridor, seek advice as to whether drug and alcohol testing is required, if so, notify safety representative or call First Choice 0497661679 to arrange. If required, the testing must be done within three (3) hours of the incident occurring.
5. Notify your Responsible Manager
6. Act on directions from the Responsible Manager, Safety Manager, Executive and/or emergency services representative (if emergency services are required)
7. Preserve evidence for possible investigation
8. Implement remedial action

Project Director or nominated Representative

1. Assess the incident
2. Advise and maintain communications with Sydney Metro and other relevant external agencies (ie SafeWork NSW, EPA, TfNSW, SCO, Sydney Trains, TMC, Council)

Things to Remember

- Report all incidents, no matter how small, including near misses.
- Under no circumstances should you put yourself or others in danger.
  - Do not add to the casualty list.
- If electricity or gas is involved evacuate the site until told by an authorised person that it is safe to return.
  - Do not enter or touch anything in the vicinity of fallen electrical wires; and
  - Keep flames and sparks away from gas leaks.
- If possible, turn electricity and gas off at the main.
- If possible, turn engines off.

4.2 Spill Response

A major release of chemicals or dangerous goods will be managed as an emergency with notification to relevant emergency services immediately and the ongoing response being as listed above.

In the event of a spill involving the release of a type or quantity of a chemical which does not pose an immediate risk to the environment (external to the site) or health and does not involve chemical contamination to the body:

1. Notify Team Leader and other Workers of the spill.
2. Isolate the area. Close doors and evacuate the immediate area if necessary.
3. Remove ignition sources and unplug nearby electrical equipment.
4. Establish exhaust ventilation. To outside of building only (ie open windows).
5. Locate spill kit.
6. Choose appropriate PPE (goggles, face shield, impervious gloves, etc.)
7. Confine and contain the spill.
8. Sweep solid material into a plastic dustpan and place in a sealed container.
9. Put all contaminated items (gloves, clothing, etc.) into a sealed container or plastic bag.
10. Return spill kit to storage location and arrange for used contents to be replaced.

4.3 Emergency Contact Numbers

Police 89-101 Despointes St, Marrickville	000 02 9568 9299	Royal Prince Alfred Hospital 50 Missenden Rd, Camperdown	02 9515 6111
Fire Brigade 309 Marrickville Rd, Marrickville	000 02 9560 1265	Marrickville Medical Centre 296 Marrickville Road, Marrickville	02 9568 4188
Ambulance	000	WIRES NSW Wildlife Rescue	1300 094 737
SafeWork NSW	131 050	Australian Transport Safety Bureau	1800 011 034
Gas	131 909	RSPCA	1300 278 358
Environmental Protection Agency	131 555	National Security Hotline	1800 123 400
Sydney Water	132 090	Electricity Authority (Ausgrid)	131 388
Poisons	131 126	Rail Management Centre	02 9379 1743
Bureau of Meteorology http://www.bom.gov.au/nsw	1300 659 216	ONRSR	1800 572 077
SafeWork NSW	131 050	EPA NSW	131 555
Roads and Bridges (NSW)	1301 700	Transport Coordination	1800 684 490
Traffic Management Centre	02 8396 1400	Roads & Maritime Services	13 22 13
		Drug and Alcohol testing	0497 661 679

4.4 COVID-19 Exposure Response

Where an actual or reported exposure to COVID-19 is identified/reported the project will manage such events through the application of the *SMCSWSSJ-JHL-WSS-PM-PLN-000004 COVID-19 Emergency Response Plan* and any associated documentation.

5. Response Teams

5.1 Activation triggers

The activation triggers for the Emergency Response Team (ERT) are based on the likelihood of an incident that will involve:

- Multiple serious injuries/fatalities to staff, contractors, or the general public.
- Cause major damage to infrastructure assets, property, or the environment.
- Disruption to operational rail, including trains, stations or depots, roads, or other public infrastructure.
- Activities which introduce media attention for key stakeholder, community groups or local council.
- Any adverse event which activates Sydney Metro State DISPLAN (The New South Wales State Disaster Plan).

5.2 Emergency Response Team

Role	Name	Contact number
Emergency Response Coordinator:	Paul Dalziel	0437 475 070
Deputy Emergency Response Coordinator (Office):	Grace Bohl	0415 953 239
Deputy Emergency Response Coordinator (Office):	Tony Waters	0417 593 979
Superintendent	Neil Campbell	0418 790 979
Senior Supervisor	Luke Curley	0419 816 166
Senior Environmental Co-ordinator	Andre Kruize	0408 524 115
Logistics lead	Walter Linke	0421 830 636
Rail Safeworking Coordinator	Fatima Imane	0458 823 129

5.3 Crisis Management Team

Role	Name	Contact number
Crisis Management Team Leader	Anthony Deacy	0467 762 987
Stakeholder Management	Andie Pitsiatari	0429 378 336
Project Lead (SSJ)	Paul Dalziel	0437 475 070
Project Lead (SWMC)	Tony Waters	0417 593 979
Construction Manager (Rail)	Yuga Balakrishna	0438 656 587
Construction Manager (Rail) (SWMC)	Sean Robertson	0422 536 497
WHS Manager	Mark Baranowski	0437 477 911
Rail Safeworking Coordinator	Jason Clayton	0427 133 185
Environment Manager	Lucas Dobrolot	0422 417 385

6. Roles and Responsibilities

6.1 Project Director

The Project Director will:

- Be the issuing authority for this ERMP.
- Ensure effective implementation of this Plan, including provision of adequate resources.
- Ensure this Plan, as an addendum to the WHSMP is reviewed at least every 6 months.
- Maintain a working knowledge of the emergency management system, plan, and processes.
- Act as Crisis Management Team Leader during a serious or catastrophic emergency.
- Ensure all positions in the ERT and CMT are staffed and maintain a roster to provide coverage for absences and planned leave.
- Initiate corrective actions and ensure effective implementation of actions as required.
- Ensure SWMS for HRCW, include appropriate emergency response and rescue procedures for that activity.
- Chair the operational debrief on completion of the emergency situation.

6.2 Project Lead

The Project Lead will:

- Act as initial Emergency Response Controller during emergencies until relieved by authorised emergency services or control is handed over to another member of the Project Team.
- Maintain a working knowledge of the emergency management system, plan, and processes.
- Maintain familiarity with this ERP.
- Participate in the scheduled review of the ERP.
- Ensure that drills and exercises are conducted throughout the Project to test the plan.

6.3 WHS Manager, Environmental Manager and Rail Safety Manager

The WHS, Environmental and/or Rail Safety Manager, or designated persons will:

- Maintain the Project Emergency Response Plans and associated processes.
- Ensure that adequate emergency response information and instructions are provided at inductions, etc. and displayed on noticeboards.
- Conduct planned inspections to ensure emergency response equipment and facilities are complete.
- Notify Sydney Metro Safety Manager and, if required, advise SafeWork NSW, EPA NSW, the Rail Management Centre and ONRSR.
- Schedule emergency drills for all shifts and conduct debriefing of the results. An initial evacuation drill will be carried out within 3 months of site possession. Ongoing evacuation drills will be conducted – frequency / timing to suit varying stages of construction, however, not to exceed 6 monthly intervals.
- Coordinate training requirements for the emergency response team and all other site personnel.

6.4 Stakeholder Manager

The Stake Holder Manager will:

- Act as the initial point of Communications during the emergencies.
- Liaise with Sydney Metro Project team and keep them abreast of the situation.
- Prepare Communications for media and general public release as required.
- Media Enquiries.
- Duties of the emergency response team.

6.5 Emergency Response Coordinator

On becoming aware of an emergency, the emergency response coordinator will take the following actions:

- Provide for raising the alarm for an emergency response.
- Contact / communicate with emergency services.
- Coordinate emergency response and monitor the effectiveness.

- Communicate with construction area wardens.
- Coordinate the activities of all personnel in the emergency response team and make further directions as required by the situation.
- Give the 'all clear' when authorised to do so by the emergency services, if appropriate.
- Assist with the completion of the incident reporting and notification, in accordance with the SSJ WHSMP and legislative requirements.
- Arrange deputy when absent.

6.6 Deputy Emergency Response Coordinator

The deputy emergency response coordinator will assume the responsibilities normally carried out by the emergency response coordinator if the emergency response coordinator is unavailable and otherwise assistance as required.

6.7 Area Warden

On becoming aware of an emergency, the area warden will take the following actions:
- Conduct a search sweep of the designated area, ensuring all persons have cleared the area.
- Report to the emergency response coordinator that search sweep is complete and advise of any area or room unable to be searched, any persons unaccounted for.
- After completion of the search sweep, assemble at the designated emergency assembly area.
- Confirm that activities of the wardens are completed and report this to the emergency response coordinator.
- Await roll call and / or further directions as given by the emergency response coordinator.
- Assist the emergency response coordinator as requested and attend de-briefing of the ERT.

6.8 First Aiders

Apply and record first aid treatment where required.

6.9 Traffic Coordinator

On hearing an alarm or at the direction of the emergency response coordinator:
- Proceed to their designated site entry point.
- Ensure that no vehicles enter or exit the premises and that emergency vehicles have clear access to site.
- Manage the evacuation of truck drivers on site at the time of the emergency.
- Control movement and/or placing of all vehicles.
- Attend de-briefing of the ERT.
- Participate in emergency drills and attend debriefing.
- Attend scheduled ERT meetings and training as required.

6.10 Protection Officers

Protection Officers assigned to the railway operations will likely be providing worksite protection where an emergency event occurs or be involved with the movement of rolling stock that has generated the emergency.

Should an emergency occur at a worksite that has or could disrupt the railway operations, the Protection Officers must:
- Immediately advise Network Control Officer (and Possession Protection Officer if within Possession) of the location and extent of the emergency.
- Protect the site by deploying additional worksite protection where necessary.
- Advise the Project Director or Emergency Response Controller and, where necessary, emergency services of the emergency and any assistance required.

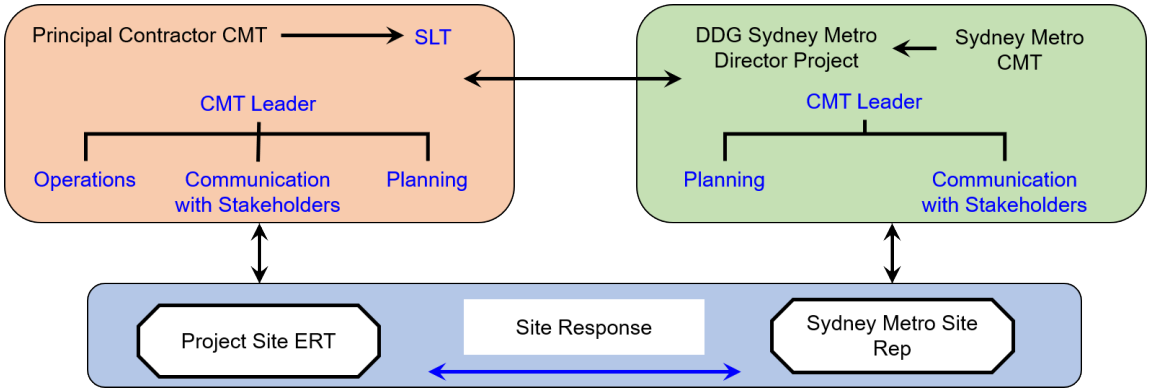
6.11 Evacuation Wardens

Evacuation Wardens will be appointed to ensure that there are adequate numbers in relation to the number of staff onsite and the works being undertaken. On becoming aware of an emergency, the Evacuation Warden(s) will take the following actions:

- Wear identifiable PPE during emergencies.
- Ascertain the nature of the emergency and determine the appropriate action.
- Sound the alarm if required.
- Notify other Evacuation Wardens who will evacuate the building or site location.
- Ensure the designated assembly point is safe.
- Ensure the appropriate emergency services have been notified.
- Record relevant information.

7. Communications with Incident Site

Communication structure of incident escalation



7.1 Recovery

It is the responsibility of the Project Director on recommending the recovery of the site after a Crisis.

In all cases when SSJ Project is responding to an emergency they will establish, in conjunction with the Crisis Management Team when activated, a recovery plan that will include:

- Staff rehabilitation, rostering and welfare.
- Repair of damaged facilities.
- Project continuity and communication with stakeholders.
- Environmental remediation in consultation with the relevant authority.
- Replenishment of emergency facilities, such as fire extinguishers, first aid and spill response kits and documentation.
- Debrief and continuous improvement.

Some emergency scenarios may affect the ability to maintain normal business operations and may require the development and activation of a specific business recovery plan so that essential functions can be restored as quickly as possible.

7.2 Recovery of Rail Sites

In the rail context, recovery means planned and co-ordinated measures so services can be resumed as soon as possible with safer, improved, or renewed systems in place. It includes but is not limited to supporting emergency-affected individuals, asset repairs, reinstating train services, managing commercial and environmental impacts. By agreement, it can also include coordinated activities with government agencies with recovery responsibilities.

In all rail related incidents, the project will maintain a non-disturbance policy until advised by ONRSR, ATSB, Sydney Metro, Sydney Trains (SCO, TMC) or ARTC unless there is an imminent risk to personal safety.

7.3 Restoration of construction sites

Where there has been structural or mechanical damage to equipment, normal construction operations cannot resume until a thorough inspection of the structure or equipment by a competent person and, after necessary repairs or isolation, given written approval to resume normal construction operations.

In all construction site incidents, the project will maintain a non-disturbance until advised by Emergency Services, Regulator or Asset Controller/Manager unless there is an imminent risk to personal safety.

7.4 Termination of Emergency - Hand back of the site

The decision to terminate the emergency is made by the most senior person controlling the Crisis; this could be the Emergency Service's Commander, Site ERC, or Project Director.

Any decision to terminate cannot be made until the source of the Crisis has been controlled, contained, and make safe , for example:

- All fires have been extinguished and there is no possibility of them starting again and the Fire Service has given the 'all clear'.
- All fuel sources have been contained, received, or dispersed.
- The whole site if free of flammable and or toxic vapours.
- All spills and leaks have been stopped, contained, and recovered.
- All personnel, visitors and, as required, members of the public are accounted for.
- A site debriefing session has been carried out.
- All relevant evidence has been preserved for investigators (internal and external).
- Forensic examination has been conducted.
- Traffic management has been restored.
- Environmental pollution, if any, has been resolved with the relevant authority.
- Safety inspections have been completed by all affected stakeholders.
- Stakeholders have been communicated with site or media personnel.

7.5 Debriefing

The nominated ERC or site incident manager in consultation with the Project Director will hold a formal debriefing of the emergency or crisis event, which will be recorded on the post emergency review checklist.

Results of all debriefs will be provided to the Senior Management Team for, action or further support for improvement.

The site Emergency Response Plan is to be reviewed and updated, if required, in light of the incident management rehearsals and incident debriefs. An observer's feedback should be recorded on the E-T-8-0997 Emergency Response Drill Record and any deficiencies observed should be addressed by the Project Director.

7.6 Legal Support

During a crisis event legal counsel should be retained to provide advice during the crisis or whenever there is a significant likelihood should the incident be subject to prosecution.

In the normal course of managing a crisis event, it is not envisaged that it will be necessary to operate under legal privilege. However, in some extreme circumstances, the Senior Leadership Team may consider such measures.

Legal counsel to the CMT may highlight a significant threat of prosecution of an individual employee or officer. Where the CMT determine it is warranted, independent legal advice may be sourced for the employee(s) or Officers affected, however they are not generally under any obligation to do so.

Ordinarily, parties to legal proceedings are required to disclose to other parties and the court all documents in their possession, power and control which are relevant to a matter in issue in the proceedings.

Legal Professional Privilege (LPP) is intended to preserve the confidentiality of communications between a lawyer and a client. However, if 'legal professional privilege' is attached to a document, the document does not have to be produced in connection with legal proceedings, or in other circumstances, such as on receipt of a search warrant from the police or a mandatory notice for production from a regulator.

8. Reporting

8.1 Project Notification

The Project Director, Joint Venture partners, Sydney Metro and other nominated stakeholders must be informed of any incidents immediately and if not possible as soon as practicable, using the WhatsApp SSJ Client Notification.

JHLOR JV will be responsible for notifying stakeholders which may include, but not limited to:
- Sydney Trains, NSW Trains, TMC and SCO.
- SafeWork NSW, ONRSR, ATSB, OTSI, EPA.
- NSW Health, Local Government Councils, Transport for NSW.
- Media.
- Emergency Services (fire, ambulance, police, SES).
- Any affected utility service providers (Sydney Water, Jemena gas, Ausgrid).

8.2 Internal Reporting

The SSJ Project Director must be informed of any incidents on site by the quickest possible means.

All Incident Reporting and Investigation is to be recorded in IMPACT, Laing O'Rourke Online Incident Notification, and Investigation Reporting Tool. IMPACT can be accessed from the iGATE Home Page or remotely connected via the Internet where connection is possible and direct access to the iGATE is not available.

The HSE Director will be notified by telephone as soon as practicable after incident.

Refer to SR 14 Responding to a Class 1 Incident and:
- C-T-8-0918a Checklist for Responding to Class 1 incident;
- C-T-8-0918b Class I Incident Flowchart.

8.3 Sydney Metro Reporting

All incidents and emergencies are to be reported to Sydney Metro as soon as practicable following the event.

Incident and reports are to be entered into INX online report system.

8.4 Interface Contractor Reporting

All Interface Contractors working under or in coordination with the JHLORJV Principal Contractor or SSJ Project must notify and report all emergencies that are an outcome of their scope of work. In all instances JHLOR JV must be notified immediately, and if not possible as soon as practicable.

8.5 Rail Related Incidents, Emergencies or Crisis

Rail emergencies are more complex and have more serious consequences than general incidents. They require a multi-agency response and generally a designated Control Agency provides overall coordination at the emergency incident site. In most jurisdictions the emergency services perform this role.

8.6 Rail Infrastructure Managers (RIM)

On rail sites the Rail Infrastructure Manager (RIM) or delegate will undertake the role of Site Incident Manager and any responsibilities that relate to the safe management of such railway operations. This includes non-engineering possessions and engineering possessions.

During rail engineering possessions the Possession Protection Officer (PPO) has overall responsibility in coordinating emergency response. Laing O'Rourke will liaise with the PPO to coordinate ERT if so required. The Protection Officer (PO) or the most senior rail safety professional onsite, in conjunction with the Site Manager (ERC) will liaise with the PPO when required to assist in the coordination of ERT.

9. Post Emergency Review

For emergency plans to remain current and effective, they must be reviewed and revised on a regular basis. Each version of the document will be dated and updated (following each review) in accordance with document control requirements.
To ensure lessons learnt from any emergency are gained and built into future construction planning and this ERP, the effectiveness and operational relevance of the emergency planning will be reviewed at formal post emergency reviews. These will be held to identify causes of the emergency and what improvements in the management of the emergency can be made.

The review will consider the effectiveness of the following, as a minimum:
- Pre-planning
- Initial response
- Emergency notifications
- Recovery management
- Employee assistance
- Impact and recovery
- Corporate assistance
- Communications
- Open issues and action items

A template for a post emergency review checklist is included in **Appendix 3.**

10. Preservation of Evidence

Work Health and Safety, and Rail Safety legislation identify incidents which are deemed "non-disturbance events". This criterion requires that the scene of serious incidents be left undisturbed until the respective safety regulator can conduct site inspections or an investigation. Non-disturbance requirements do not prevent the SSJ Project from implementing its initial response, which must take precedence.

Evidence should be taken or preserved as soon as practicable after an incident. Details for preserving evidence should be conducted with the aid of the evidence checklist and human factors checklist by one of the trained emergency response coordinators. Media Communications and External Enquires.

10.1 Project Director / Stakeholder Manager

The Project Director / Stakeholder Manager will manage all media communications. No statements will be made to the media without the approval of the client and JHLORJV Communication Team.

11. Evacuation Management

11.1 Emergency Evacuation Plans

Each major site office will have an Emergency Evacuation Plan develop and posted around the site to ensure that, should an emergency occur that requires and evacuation, all staff will be

11.2 Evacuation Routes and Signs

Evacuation routes will be developed for each separable portion of works as the project progresses. All personnel are required to follow the safest route to the Main Evacuation point. Evacuation routes will be displayed at prominent locations around the office/worksite. Evacuation routes and exit signage will be inspected and maintained regularly.

All changes to evacuation routes are to be recorded on the site layout plan and communicated to the workforce via prestart meetings/toolbox talks.

11.3 Evacuation Muster Points

Each emergency muster point must be appropriately sign-posted and in such locations that ensure no person must cross a road or railway.

Each location must be sufficiently sized to contain the expected persons during a drill or actual emergency while being able to maintain social separation requirements.

12. Emergency Equipment

The SSJ Project must have readily available the correct equipment to effectively respond to emergency situations.

Emergency equipment must be maintained through preventive maintenance procedures (inspection and testing) in accordance with the manufacturer's recommendation to ensure that equipment is in an appropriate condition for use.

Subcontractors providing their own emergency equipment must maintain equivalent inventories and inspection protocols. These records will be available for inspection and auditing purposes.

Risk assessments will identify emergency equipment required for the SSJ Project, for example, Paramedic or person holding equivalent certification on site (when over 100 personnel), senior first aid personnel at all locations and rostered into shift patterns, Class A first aid boxes at all site offices, defibrillators, spills kits, fire wardens, fire extinguishers and blankets and an ERT.

The inventory of emergency equipment will be completed, and an inspection of emergency equipment will be conducted on a monthly basis to ensure that equipment is available and functioning properly.

The type of emergency equipment available onsite will be reviewed periodically and form part of the quarterly review to reflect changing site conditions.

An Occupational First Aider or paramedic will be provided during possession (over 100 personnel) staffed by qualified personnel to cover the hours of work on the project. Radio or phones will be used to notify SSJ Project personnel of emergencies.

First aid equipment will also be located at other site amenities and will contain a minimum of a type “A” first aid kit and defibrillator.

A competent person will assess the suitability, location, and accessibility of emergency equipment in accordance with the below:

Type	Competent Person	Record
First Aid Equipment and location of First Aid stations/ambulance bays	Occupational First Aider	First aid and emergency equipment inventory and site plan
Fire Fighting Equipment	Chief Warden or qualified fire assessor	Recorded on site diagram
Emergency Access and Egress around site and Emergency Assembly Areas	Emergency Response Coordinator with site manager/supervisor	Recorded on site diagram
Evacuation Equipment (including communications)	Emergency coordinator with site manager/supervisor	First aid and emergency equipment inventory and site plan
Specific Emergency Equipment	Person qualified to undertake the relevant works e.g. Confined Space, Work at Heights	Safe Work Method Statement (SWMS) Competencies Rescue plans
Alarm (ie horn, siren, whistle)	Emergency Response Coordinator	Emergency Response Plan

13. Fire Prevention and Control Measures

In order to control the risk of a fire, several measures must be taken. These include:

- The enforcement of hot works permits. No hot work is to take place outside of a controlled hot works zone without first seeking authorisation from the Project Engineer or supervisor, completing a hot work permit, and following the correct procedure. A fire spotter must be present with suppression devices accessible.
- Scheduled electrical inspections of all machinery and wiring throughout the site. This is conducted by approved, authorised electricians or competent persons.
- The provision of portable firefighting equipment in line with the Building Code of Australia and the relevant state codes. All emergency equipment including portable fire extinguisher, hose reels, hydrants are maintained and inspected by a qualified contractor in accordance with the relevant legislation and Australian standards.
- Current evacuation signs and diagrams for the building or site that are compliant to relevant state legislation and appropriately located, in a conspicuous position, on each evacuation route.

14. Training

14.1 Workers

The initial training needs analysis will identify key personnel who will require training in the roles of ERC, first aid, senior first aid and fire warden.

Training will be aligned to the Australian Qualification Framework, Network Owners rules and procedures or internal training manuals and include:

- Alarms and other emergency communications used on the site.
- Evacuation procedures including routes and assembly areas to be used.
- Initial emergency response actions.
- Location of first-aid kits and identification of first-aid providers.
- Location of spill contamination kits.
- Emergency response team members.

14.2 Visitors and delivery drivers

Visitors and delivery drivers are to be accompanied by an inducted person at all times. Visitors and delivery drivers will receive emergency procedure training via the visitor's induction at the sign in register located at reception or site office.

14.3 Emergency Response Teams Coordination Training

Emergency Response Team members must receive specific training for the duties they are to undertake.

Training for emergency response team personnel will include relevant topics related to their role including:

- Training in the content of the ERP.
- Apply First aid and CPR for those identified as first aiders in this plan.
- Emergency Evacuation and Response exercises are to be held as training activities to a schedule prepared by the WHS Manager & Rail Safety Manager.

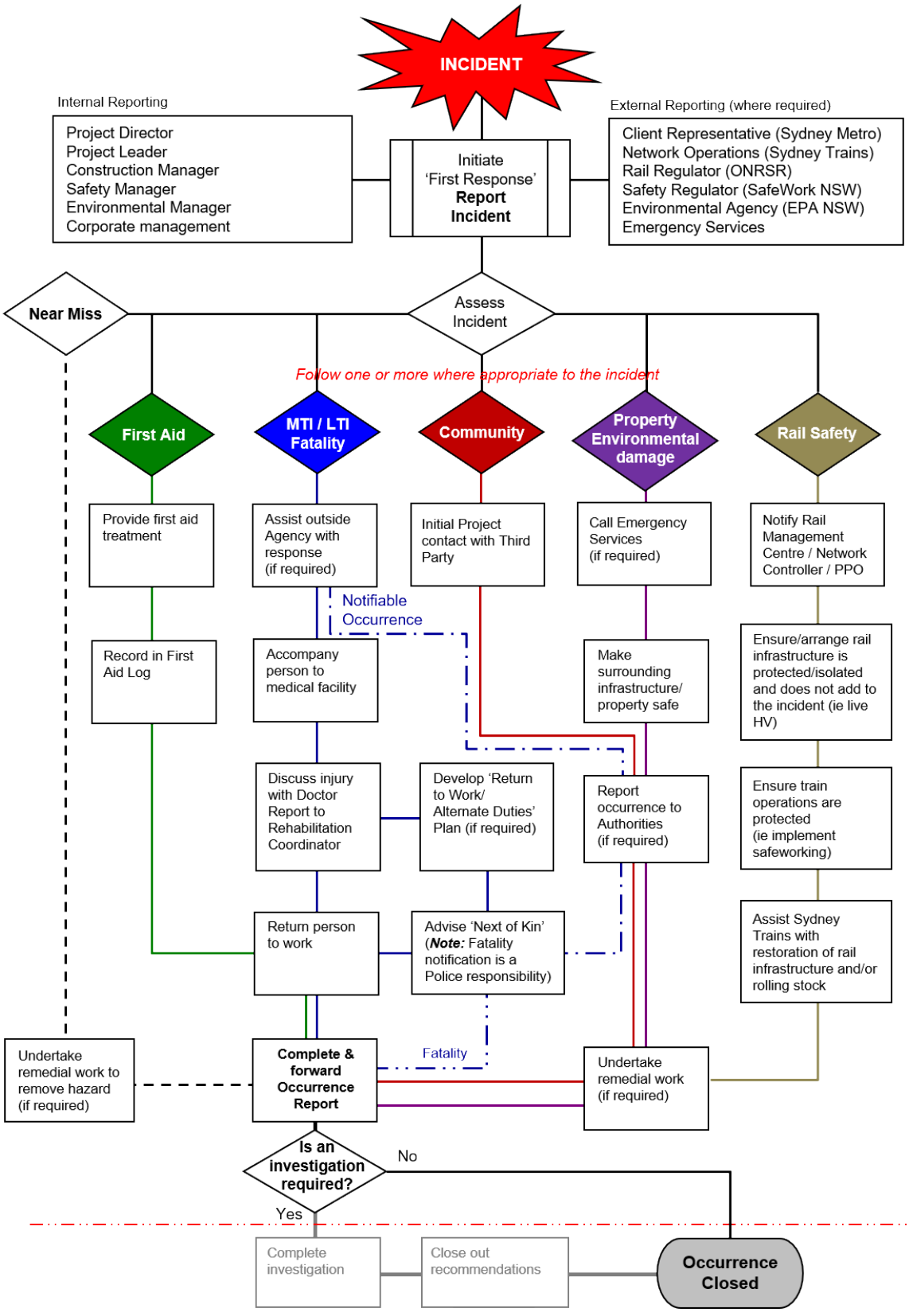
14.3.1 Crisis Management Training and Drills

The project team will receive specific training in respect of their duties which they may be required to undertake. Training for the Crisis Management Team will reflect the scope and complexity of work and stakeholder and emergency services communication and coordination.

14.3.2 Evacuation Practice and Drills

An initial evacuation drill will be undertaken within 6 months of taking possession of the site and at intervals not exceeding 9 months. The project will ensure that any drills to be undertaken are of possible scenarios that may occur on the project e.g. rescue from an electric shock, person struck by plant. The proposed drill should be included in the H&S Activity Schedule and run in conjunction where possible with Sydney Metro. A record of the drill is to be kept on E-T-8-0997 Emergency Response Drill Record and reviewed for evaluation of the effectiveness. Revisions to this plan may be required, following the review any revisions will be documented within the revision table at the front of this plan.

Appendix 1: Emergency Response



Appendix 2: Possible threats checklist

Threat	Recommended Action	Important Information
Bomb Threat	• If you receive a call, ask these questions • Attract the attention of other staff to assist • Do not hang up after the call • Report to a Fire Warden/your manager or dial 000 immediately • Complete the bomb threat checklist on the intranet and give to your manager.	• When is the bomb going to explode? • Where did you put the bomb? • What does the bomb look like? • What kind of bomb is it? • What will detonate the bomb? • Is the threat CHEMICAL – BIOLOGICAL – RADIOLOGICAL • Where did you place the bomb? • Why did you place the bomb?
Suspicious mail/objects	• Do not touch, cover, or move the item • Contact a Fire Warden/your manager or dial 000 immediately • Ask those in immediate area if they know anything about the item	
Contaminated Mail	• Isolate the item • Phone a Fire Warden/your manager immediately • Isolate yourself from others	e.g. put an empty bin over it
Intrusion and Armed hold ups	• Obey all intruder's instructions • Remain calm • Do not take any action to excite the intruder • Use Duress alarm (reception desk) if possible • Note any descriptive features of the intruder • Dial 0000 and request police when it is safe • Complete armed intrusion checklist on the intranet immediately after the incident and give to manager	
Medical Emergency	• Dial 000 and request an ambulance • Contact a First Aid Officer	Our Address:100A Marrickville Road, Marrickville Nearest Cross road: Sydney Road, Marrickville
Building Damage e.g. during a storm or earthquake	• Take immediate refuge under desks, benches, door frames etc. • Stay clear of filing cabinets, shelves & bookcases • Remain where you are and await instructions from a Fire Warden/Emergency Personnel.	
COVID-19	• Evacuate all persons from and establish an exclusion zone around all known contamination locations • Initiate the COVID-19 Emergency Response Plan	

Appendix 3: Post Emergency Review Checklist

Item	Yes	No	Action
Preplanning			
Was the SSJ Project ERT implemented, or in the process of being implemented?			
Were recovery time objectives established?			
Were emergency control centres identified beforehand?			
Were roles and responsibilities defined ahead of time for employees and responders?			
How effective was the use of pre-emergency exercise drills in the response and recovery process?			
Were documented procedures or contact lists up to date?			
Were vital records backed-up and stored offsite for recovery purposes?			
What training or awareness was provided prior to the event?			
Did people feel they were prepared as a result of prior training or exercises?			
Initial Response			
Were emergency responders, internal and external, notified of the event in a timely manner?			
What worked well and what may have worked better?			
Were other SSJ Project personnel notified and kept informed of the event in a timely manner?			
Did personnel know where to go after evacuating the work site?			
Were there designated assembly points?			
What was the process to secure the project or/location in preparation for the event, if applicable?			
What steps were taken, if any, to ensure staff was prepared whether at work and at home?			
What was the method used to account for evacuated or displaced employees?			
How successful was this method?			
Were there communications with local emergency service or rail operators or other outside response or support groups?			
Emergency Notifications			
Were there clearly defined roles and responsibilities for escalating the event?			
Who needed to be called at the onset of the event?			
How did emergency team personnel stay in touch throughout the event?			

Item	Yes	No	Action
How were other SSJ Project personnel were kept up to date?			
Who notified Sydney Metro and were they kept up to date?			
Who notified Sydney Trains and were they kept up to date?			
Who notified parent organisation and were they kept up to date?			
Was any media information issued?			
Recovery Management			
Did the ERC management emergency recovery event?			
Did the SSJ Project have an emergency response teams in place and activated?			
Was there coordination between SSJ Project /Sydney Trains and the emergency services?			
Were team member roles and responsibilities understood? (Who was doing what)?			
Was the structure of the emergency responses team useful?			
What role if any did internal corporate support organisations provide in the management of the event?			
Were problems and issues allocated to the appropriate SSJ Project management person or discipline?			
Were issues resolved in a timely manner?			
How can the entire process be improved?			
Employee Assistance			
How were needs of employees determined?			
How did employees communicate requests for assistance?			
Was there a need to prioritize the demands?			
Was the response sufficient?			
Are there employee assistance issues that remain or that have not been addressed properly?			
How could the SSJ Project coordinate support services better?			
Impact and Recovery			
Was it communicated what area/location/facility had to be recovered at the onset?			
Who made the decisions?			
Did the Regional Manager assess the overall impact of the event had to the SSJ Project?			
What were some of the key issues?			
What are the short and long terms results to the SSJ Project?			

Item	Yes	No	Action
Were pre-defined recovery time objectives met?			
Was outside assistance required in restoration used in the process?			
Were there any regulatory issues, such as, clean-up of hazardous materials that needed outside approvals and certification?			
Was the impacted area/location/facility restored to normal?			
Corporate Assistance			
Was there enough support from corporate groups?			
What assistance could have been provided that wasn't?			
Communications			
Were there enough communications systems in place and were they used? (People and equipment)?			
What forms of communication were used?			
Did communications flow between event location and ERT team?			
Were communications a stumbling block in either the response or recovery efforts?			
Open Issues and Action Items			
Is the present ERP still viable given the results of the recovery efforts to this incident?			
What are the open issues regarding any of the following categories? • Preplanning; • Initial Response; • Emergency Notifications; • Recovery Management; • Employee Assistance; • Communications; • Corporate-wide Assistance.			
Is additional or updated training required for employees?			
Will the training program be revised based on the response and recovery results?			
Were there any mitigation improvements defined that need to be addressed?			
Has an action plan been documented that assigns responsibilities and target completion dates?			

Appendix 4: Incident Reporting Procedures

Element	Sydney Metro	Principal Contractor
Incident/Injury classification	Low* - Incident or injury that has a low level of actual or potential impact on an individual E.g. Minor 1st Aid, bruise	Class 3* – Incident or injury that does no more than inconvenience the person. This injury causes discomfort but allows the person to quickly carry out normal duties. E.g. Minor cuts and bruises
	Medium* - Incident or injury that has a medium level of actual or potential impact on an individual E.g. Injury requiring stitches, physiotherapy (MTI)	Class 2* – Incident or injury alters the future of the individual temporarily. E.g. Fractures, Contusions, Sprain and Lacerations requiring stitches.
	High* - Any actual or potential "Notifiable Incident", which means: • The death of a person • A serious injury or illness of a person, or • A dangerous incident	Class 1* – Incident or Injury alters the future of an individual permanently. E.g. Fatality, Amputation, Impaired back, Disfigurement, Paraplegia, Psychological disturbance. Any actual or potential "Notifiable Incident", which means: • The death of a person • A serious injury or illness of a person, or • A dangerous incident
Reporting to	Low - Sydney Metro Supervisor/Manager for the person injured or worksite.	Class 3* - Project Director.
	Medium - Sydney Metro Supervisor/Manager for the person injured or worksite, Technical Director of Safety and Quality.	Class 2** - Project Director, HSE Director and Head of Legal, Regulator.
	High - Sydney Metro Supervisor/Manager for the person injured or worksite, Technical Director of Safety and Quality, Regulator.	Class 1* - Project Director, HSE Director and Head of Legal, Regulator.
Reporting and Investigation timeframes	Low – Entry into INX within 24 hours Investigation report required to be completed 28 days.	Class 3* - Reporting/Notification required Within 24 hours. Entry of information into IMPACT required prior to month end.
	Medium – Entry into INX within 24 hours Investigation report required to be completed 28 days.	Class 2** - Reporting/Notification required Within 24 hours. Entry of information into IMPACT required within 24 hours.
	High – Entry into INX within 24 hours Reporting required ASAP to Sydney Metro Supervisor/Manager for the person injured or worksite and Technical Director of Safety and Quality, but within 2 hours at the latest Investigation report required to be completed 42 days.	Class 1* -Reporting/Notification required Within 1 hour Entry of information into IMPACT required within 24 hours. Project Director, HSE Director and Head of Legal, Regulator.

Element	Sydney Metro	Principal Contractor
Reporting tool	INX In Control Incident Management System"	IMPACT.
Investigation and Tool (if applicable)	Minor Investigation – For all incidents where the severity or potential severity is Low or Medium – INX.	Class 3* - To be recorded on IMPACT.
	Major – For all incidents where the severity or potential severity is High, for and "Serious" incident or injury (as defined by SafeWork) and for any "Notifiable Occurrence" excluding alcohol and drug failures. Use of ICAM System by suitably qualified person – INX.	Class 2** - To be recorded on IMPACT.
		Class 1* - Use of ICAM or TapRoot System by suitably qualified person. To be recorded on IMPACT.
Reporting to Regulator, SafeWork, OFSC	The Work Health and Safety Act 2011 require the regulator to be notified of certain "Notifiable Incidents". A "Notifiable Incident" means: • The death of a person • A serious injury or illness of a person, or • A dangerous incident.	The Work Health and Safety Act 2011 require the regulator to be notified of certain "Notifiable Incidents". A "Notifiable Incident" means: • The death of a person • A serious injury or illness of a person, or • A dangerous incident
	Reporting to ATSB required within 72 hours for all the above as well as any failed Drug and/or Alcohol Tests (as the RIM).	Reporting to the Office of the Federal Safety Commissioner: • All fatalities (immediate notification required to 1800 652 500) • Any LTI (provide report within 48hours if a "Notifiable Incident", otherwise within 3 weeks) • Any MTI or "Dangerous Occurrence" ((provide report within 48hours if a "Notifiable Incident", otherwise within 3 weeks) Reporting to ATSB required within 72 hours for all of the above as it relates to LOR Rolling Stock (RSO)

Appendix 5: Event Log Details

Event Log					
Date:		Time:		Event No.:	
Location:					

Item	Actions	Closed out
Incident details		
Objectives		
Key milestone / time scales		
Operational issues		
Emergency and regulatory contacts		
Planning / recovery		
Handback		

Appendix 8: Emergency Response Team Resource Checklist

Resources	Yes	No	Comments
1x Flat Screen TV			
Video conference capability			
1 x Laptop / PC			
1 x Projector			
Internet connection			
1x White board			
1x Red whiteboard marker			
1 x Green whiteboard marker			
1 x Black whiteboard marker			
1 x packet of red pen			
1 x packet of black pen			
6 - 10 x seats			

Date		Name	
Date		Name	
Date		Name	
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Appendix 9: ERT Formal Update Pro-forma

Crisis Management Team Formal Update
Date / Time:
Incident Facts (Confirmed)
Key ERT Response Actions
Key CMT Response Strategies / Actions Underway

Appendix 10: Record of Conversation

Project: ..... Project Number: .....

Client: .....

Date: ..... Time: .....

☐ Telephone ☐ Email ☐ In Person

Company: .....

Contact Name(s): .....

.....

Location: .....

Telephone: .....

Email: .....

DISCUSSION AND REMARKS

Recorded By: Signature: .....

DISTRIBUTION:	☐ Supplier	☐ Subcontractor	☐ Supervisor	Contract File No.
	☐ Inspector	☐ Client (as applicable)	☐ Consultant	

Appendix 11: Fire Risk Assessment

Location		Assessment Undertaken by	
Date of assessment:		Name	Position
Date of Last Review:			

Types of Fire

Location – Site Office / Lunchroom / Meeting Rooms

Fire ignition sources	**Combustible material**	**Fire Code** (See attachment A)	**Type of extinguisher(s) required** (See attachment A)	**Number of extinguishers**
Electrical equipment- computers / phones / printer etc.	Wood / Paper / plastics/ electrical equipment	**A** **E**	**Powder** **Fire Blanket**	One – extinguisher in the office, lunch room and meeting area

Location - Stores

Fire ignition sources	**Combustible material**	**Fire Code** (See attachment A)	**Type of extinguisher(s) required** (See attachment A)	**Number of extinguishers**
Electrical equipment – lights Sparks – work equipment Fuel storage	Wood / Paper / plastics Flammable & Combustible Liquids, Flammable Gasses	**A** **B** **E**	**Powder** **Fire Blanket**	One - outside stores facilities in Cleland Road Office

Location – Site (General works)

Fire ignition sources	**Combustible material**	**Fire Code** (See attachment A)	**Type of extinguisher(s) required** (See attachment A)	**Number of extinguishers**
Electrical equipment – lights Sparks – work equipment Hot work activities (burning, welding, grinding & soldering) Plant and equipment	Wood / Paper / plastics Flammable & Combustible Liquids/gases Flammable Gasses Hi oxygen levels	**A** **B** **E**	**Water** **Powder** **Carbon Dioxide**	1 extinguisher in each area where hot works are to be undertaken. ***Addition*** extinguishers held within the signalling and power buildings. Fire extinguisher at Confined space locations.

Location – Site (General re-fuelling operations)

Fire ignition sources	Combustible material	Fire Code (See attachment A)	Type of extinguisher(s) required (See attachment A)	Number of extinguishers
Electrical equipment shorting Smoking in vicinity of re-fuelling operations.	Oils, petrol, diesel, hydraulic oils	**A** **C** **F**	**Powder** **Foam**	1 set in each area where hot works are to be undertaken.

Parties at Risk

Parties at Risk	Approximate Numbers	Disabilities	Additional controls required for disabilities	Assumptions
SSJ Staff Contractors Visitors Third party premises	Main office 30 personnel Up to 3 fixed work location 100 personnel Fixed possession 100 plus personnel per shift	N/A	N/A	Emergency protocols and ERM plan in place. All on site are fit for work; if anyone has an injury / illness that the management team will be informed and were required this assessment reviewed and amended. Interface plans identify emergency response procedure and reporting protocols to Aurecon Hatch.

Evacuation Routes and Assembly Points

Evacuation Route	Hazards along the route and at Assembly Point	Controls
Primary compound assembly points Temporary site compound assembly points As determined by protection officer	• Traffic entering and leaving project compounds • Fire location preventing access to position of safety	ERC to control traffic movements in/out of site Secondary assembly location to be selected in planning of emergency response plans
	• Personnel not being able to cross rail tracks to position of safety	PO to contact local signal box for emergency possession to access position of safety.
	• Plant movements / work activities	All plant movements and other non-emergency works on the site will stop during any evacuation.
	• Public	Notification to project neighbours and stakeholders.

Storage – Hazardous Materials & Dangerous Goods

Questions		Answers
A	All Hazardous Material & Dangerous Goods Safety Data Sheets (SDS) have been read and appropriate Risk Assessments produced (ref compatibility chart for mixed substances)	Yes See Hazardous Material & Dangerous Goods Register
B	All controls stated in the above documents have been put in place.	Yes
C	Minimum distance that any material / goods are allowed to position from other buildings.	Yes, 10m between gasses and flam stores

Method to Give Evacuation Warning

Maximum Distance to people to be warned	Noises	Warning System to be used	Location of System
100 meters Within incident / fire location	Site activities – various activities occurring including use of plant and hand tools, preventing emergency communication from being heard. Suppliers and contactors do not understand emergency procedures/ protocols.	Phone / radio / verbal / whistle Verbal escorting personnel to position of safe. Covered in the site-specific induction	Site offices Temporary facilities Mobile work sites

Note: If hot works are required in this location a *hot works permit* will be required which may identify additional controls for the hot work activities.

Appendix 12: Rail Incident Reporting Requirements

Mandatory requirements:

- The incident site is not to be disturbed until the initial incident investigation is completed or until approved by attending emergency services and/or regulator
  Note: *If there is an imminent risk of harm to persons, this restriction can be reduced*
- Photographs are to be taken that will assist in clarifying investigation findings

Within 2 hours of the incident or as soon as possible, complete the following documentation:

- E-T-8-0951a-HSE-Internal-Incident-Notification
- E-T-8-0942-Witness-Statement
  - Person that caused and/or directly involved in the incident
  - Witness to the incident (at least one but multiple is preferred)
  - Operator of the plant/vehicle/machine (if involved in the incident)
  - Injured Party (if involved in the incident)
- E-T-8-0951b-Personal-Injury-Report, if an injury occurred, for each Injured Party
- E-T-8-0918-Incident-Investigation, if a significant incident or requested by management
- Complete and post a Draft Client Notification in WhatsApp (ensure the draft has been transferred to SSJ Client Notification and posted)

Specific rail Incident requirements:

- All incidents - drug and alcohol testing must be conducted within 3 hours of the incident
  - initial testing should be done by a project Authorised Testing Officer
  - If this results in a non-negative result First Choice Diagnostics - 0497 661 679, must be contacted to arrange a confirmation test, were this is not possible the person or persons must be taken to the nearest Pathology Laboratory for confirmatory testing
- All incidents within Sydney Trains jurisdiction:
  - During possessions, verbally report to Possession Protection Officer (PPO)
  - Other rail incidents, verbally report to Network Control
  - Call Incident Hotline 1800 772 779 and obtain ICON number (add to Level 5)
  - Level 5 Investigation Report Part A
- For incidents involving rolling stock:
  - Notify the ASA - roadrail@transport.nsw.gov.au, attach completed Level 5 Incident Report
  - Remove machine from the danger zone and stand down pending recertification
- Where the incident is deemed as a notifiable occurrence, refer to table below for types:
  - Category A incidents - a notification to ONRSR, by phone - 1800 430 888, immediately upon becoming aware of the incident and a ONRSR-Notifiable-Form-Occurrences-written-report completed and forwarded to LORAC Rail Safety and Compliance Manager within 24 hours
  - Category B incidents - a ONRSR-Notifiable-Form-Occurrences-written-report completed and forwarded to LORAC Rail Safety and Compliance Manager within 24 hours
  - Sydney Metro to be forwarded completed ONRSR Reports once approved by LORAC Rail Safety and Compliance Manager
- Where the incident occurs within or affects the ARTC rail corridor:
  - During possessions ring the ARTC Possession Protection Officer, provide details and follow any instructions
  - During live operations:
    - not affecting operations - Network Controller Sydney 1 - (02) 6924 9806
    - emergency or affecting operations - Network Controller Sydney 1 - (02) 6924 9866

Supporting Information:

- E-G-8-0951c-Injury-Classification-Chart
- Incident Reporting Flowchart Possessions
- Reporting-Requirements-for-Notifiable-Occurrences-Guideline-ONRSR-2019
- Road-rail vehicle incident reporting requirements

Appendix 13: Pollution Incident Response Management Plan (PIRMP)

1. Objectives and Purpose

Purpose

This Pollution Incident Response Management Plan (PIRMP) has been developed for the Construction phase of the Sydenham Station & Junction (SSJ) and SWMC Project (the Project) to comply with legislative requirements under the Protection of the Environment Operations Act 1997(POEO Act), the Protection of the Environment Operations (General) Regulation 2022 and the Protection of the Environment Legislation Amendment Act 2011(POELA Act). The PIRMP has been developed in accordance with the Environmental Protection Authority's (EPA) Guideline: Pollution Incident Response Management Plans (2022). This plan is a mandatory document on all NSW projects issued with an Environmental Protection Licence (EPL) 21147.

Objectives

The objectives of this PIRMP are to:

- Ensure comprehensive and timely communication about a pollution incident to staff at the premises, the Environment Protection Authority, Sydney Metro and other relevant authorities specified in the POEO Act (such as local councils, NSW Ministry for Health, WorkCover NSW, and Fire and Rescue NSW), and people outside the project who might be affected by the impacts of a pollution incident.
- Minimise and control the risk of a pollution incident associated with the construction of the project by requiring identification of risks and the development of planned actions to minimise and manage those risks.
- Ensure that the PIRMP is properly implemented by trained staff, identifying persons responsible for implementing it and ensuring that the plan is regularly tested for accuracy, currency and suitability.

This document should be read in conjunction with the following JHLOR Management Plans: CEMP, ERMP and RMP. *Sections 1 and 2 of this Plan must be made available on the company's website no later than 14 days after being prepared and approved for issued.*

2. Legal and other Requirements

This PIRMP complies with the requirements under the Part 5.7 of the POEO Act 1997 A Duty to Prepare and implement the Plan's POEO (General) Regulation 2022 Chapter 4. The requirements under the legislation are supported by the EPA's "Guideline: Pollution Incident Response Management Plans (2022).."

Key areas which this PIRMP covers as outlined within the relevant legislation are included in Table 1.

Table 1: PIRMP Legislative Requirements

Legislation covered under this Plan	Reference POEO Act Part 5.7	Reference
153C	Information to be included in plan including procedures on actions to take after an incident and coordinating with authorities	Section 7 of Appendix 13
153D	Keeping of plan:	Section 9 of Appendix 13
153E	Testing of plan:	Section 11 of Appendix 13
153F	Implementation of plan:	Section 7 of Appendix 13
POEO (General) Regulation 2022		
72(a)	Hazard assessment:	Section 5 of Appendix 13

72(b)	Likelihood Assessment	Section 5 of Appendix 13
72(c)	Pre-Emptive Action	Section 5 of Appendix 13
72(d)	Pollutant Inventory Types:	Section 6 of Appendix 13
72(e)	Pollutant Inventory Quantities:	Section 6 of Appendix 13
72(f)	Safety Equipment	Section 6 of Appendix 13
72(g)	Staff Contacts	Section 7 of Appendix 13
72(h)	Authority Contact:	S4.3 and 5.2 of this ERMP
72(i)	Early Warnings Neighbours:	Section 8 of Appendix 13
72(j)	Staff Safety:	Section 12 of this ERMP
72(k)	Maps location of pollutants:	Appendix 14 of this ERMP
72(l)	Identified risk of harm to human health:	Refer to the following management plans: - Occupational Health Hygiene and Wellbeing -Safety - Emergency Response
72(m)	Training of Staff	Section 10 of Appendix 13
72(n)	Timing of Testing:	Section 11 of Appendix 13/ Appendix 15
74(1)(2)	Availability of the PIRMP	Section 9 of Appendix 13

3. Roles, Responsibilities and Contact Details

The roles and responsibilities of key SSJ Personnel with respect to pollution incidents are as follows in Table 2. For contact details, refer to section 5.2 of ERMP.

Table 2: Roles and Responsibilities

Role / Position	
Project Director	• Ensure that PIRMP is prepared and implemented • Review and approve PIRMP • Ensure that sufficient resources are available for managing environmental incidents • Notify the Environmental Representative and Sydney Metro Representative on any environmental incidents that occur • Participate and / or review simulated Emergency Exercises
Construction Manager	• Be able to assess the situation and distinguish between an environmental and safety incident • Ensure the reporting structure is followed • Assure all procedures are understood and followed • Be able to delegate the tasks depending on the incident type • Follow up with ongoing investigations, temporary solutions and rectifications to minimise the risk of a similar incident occurring.
Project Environment Manager	• Be fully conversant with the requirements of the Plan, the CEMP and the Communications Requirements in Section 8 • Be responsible to notify relevant stakeholders and government authorities • Ensure the spill response flow chart, emergency contact numbers and details and any other bulletin of information pertaining to the PIRMP management is placed on noticeboards. • Educate supervisory personnel in accordance with plan requirements, statutory obligations and relevant procedures • Conduct a tool box talk re the requirements of the PIRMP • Assist with advice, reporting and response process to on-site personnel • Ensure the PIRMP is made available to staff responsible for implementing the PIRMP and authorised officers under the POEO Act • Assist in the notification of pollution incidents to the relevant authorities • Assist in communicating with neighbours and the local community about the PIRMP • Understand operation and location of spill kits and how to use emergency equipment • Complete Incident Notification Forms
Safety Manager	• Be responsible to Contact Emergency Services (Police. Fire Brigade Ambulance) • Stop entry of incoming vehicles if required • Attend to the environmental incident • Contain the environmental incident • Assess and evaluate an environmental incident • Evacuate site staff and personnel to assigned assembly point if required • Provide necessary assistance to the external Emergency Services as required (Police, Fire Brigade or Ambulance). • Ensure the requirements of the PIRMP are communicated in daily pre-starts • Understand operation and location of spill kits and how to use emergency equipment

Table 2: Roles and Responsibilities	
Emergency Response Co-ordinator	• Raise the alarm for an emergency response • Contact / communicate with emergency services • Coordinate emergency response and monitor the effectiveness; • Communicate with area / floor wardens • Coordinate the activities of all personnel in the emergency response team and make further directions as required by the situation; • Arrange deputy when absent; • Coordinate training requirements for the emergency response team and all other site personnel.
Assistant Emergency Response Co-ordinator (Area Warden- Deputy Senior)	• Assume the responsibilities normally carried out by the emergency response coordinator if the emergency response coordinator is unavailable and otherwise assist as required
First Aid Attendant (Details provided on Safety notice board displayed at project office entrance and within office compound)	• Attends to the environmental incident and administers first aid • Assists the Project Director and Project Environmental Manager during evacuations • Maintains emergency equipment and spill kits • Notifies Site Supervisor of incidents • Understand operation and location of spill kits and how to use emergency equipment
Traffic Controller	• Assists the Emergency Response Coordinator during evacuations • Control traffic • Control access to site and stop entry of incoming vehicles.
Workers / Subcontractors / Visitors	• Report any incident immediately to the Site Supervisor • Follow all instructions by site Emergency Coordinator/managers

4. Environment or Pollution Incident Definitions

As outlined within the POEO Act, the definition of a pollution incident is: 'an incident or set of circumstances during or as a consequence of which there is or is likely to be a leak, spill or other escape or deposit of a substance, as a result of which pollution has occurred, is occurring or is likely to occur. It includes an incident or set of circumstances in which a substance has been placed or disposed of on premises, but it does not include an incident or set of circumstances involving only the emission of any noise.'

Additional important terms used in this PIRMP are outlined below.
Emergency Incident – Sudden, unexpected, or impending situation that may cause injury, loss of life, damage to the property, and/or interference with the normal activities of a person or firm and which, therefore, requires immediate attention and remedial action act or omission that results in pollution.
Material Harm to the Environment –

(a) Harm to the environment is material if:

i. It involves actual or potential harm to the health or safety of human beings or to ecosystems that is not trivial, or
ii. It results in actual or potential loss or property damage of an amount, or amounts in aggregate, exceeding $10,000 (or such other amount as is prescribed by the regulations), and

(b) Loss includes the reasonable costs and expenses that would be incurred in taking all reasonable and practicable measures to prevent, mitigate or make good harm to the environment.

5. Risk Classification, Likelihood Assessment and Pre-emptive Actions

All environmental pollution issues have been assessed in accordance with table 3 below:

Risk Assessment Rankings: **>17 = Extreme** **10 - 16 = High** **5 - 9 = Medium** **1 - 4 = Low**

Table 3 : Pollution Risk Classification

Aspect	Potential Environmental Impact	Initial Risk Rating P X C = Risk	Control Measures to Decrease likelihood	Residual Risk Rating P X C = Risk	Management of Residual Risk
Water Quality, Erosion & Sedimentation					
Sediment laden runoff from construction works leaving site.	Degradation of local watercourses. Increased turbidity in local water ways resulting in impact on aquatic life. Fines for sediment escaping site.	2 3 6	Control Measures as per Soil and Water Management Plan and any Erosion and Sediment Control Plan to be implemented. Install stormwater drainage protection within the project area. Ensure measures are inspected and maintained as the works progress and also prior to and post rainfall events. Provide training and awareness on the need to prevent pollution. Relevant people to undertake Erosion and Sediment Control training.	1 3 3	Undertake regular inspections of work areas pre, during and after works to ensure controls are in good condition.
Stockpiling of vegetation and topsoil.	Wind and water erosion causing weed/seed dispersion offsite. Location of stockpiling next to waterways causing weeds/seeds to disperse from construction site.	2 3 6	Develop Environmental Control Maps to show stockpile areas. Utilise appropriate locations for stockpiling (away from waterways, watercourses, drains where feasible and reasonable). Designated vegetation stockpiling areas. Minimise stockpiling / Use temporary stockpiling Cover stockpiles if left for extended periods.	1 3 3	Implement stockpile controls prior to the work commencing. Undertake regular inspections of work areas pre, during and after works to ensure controls are in good condition.
Non-compliant water from construction works discharged from site	Non-compliant water entering stormwater system waterways (i.e. polluting - not compliant with discharge criteria).	2 3 6	Environmental Manager/representative to approve all water discharges from site. Induction and toolbox talks Toolbox training on site procedures for water discharge Educate site staff on licence conditions and consequences of prosecution	1 3 3	Undertake regular inspections of work areas pre, during and after works to ensure controls are in good condition.

Aspect	Potential Environmental Impact	Initial Risk Rating P X C = Risk	Control Measures to Decrease likelihood	Residual Risk Rating P X C = Risk	Management of Residual Risk
Works with the potential to intercept Ground water table	Ground water entering excavations Without appropriate safeguards onsite could lead to ground water contamination	3 3 9	Induction and toolbox talks Toolbox training on site procedures for water discharge Educate site staff on licence conditions and consequences of prosecution Environmental Manager/representative to approve all water discharges from site	1 3 3	Undertake regular inspections of work areas pre, during and after works to ensure controls are in good condition. Encountering groundwater unlikely in remaining construction scope, no deep excavation or underbore activities anticipated
Groundwater	Ground water entering excavations Without appropriate safeguards onsite could lead to ground water contamination Spreading contamination via groundwater management Settlement due to dewatering	2 2 4	Implement the controls within ERAP 2 - Groundwater Induction and toolbox talks Toolbox training on site procedures for water discharge Educate site staff on licence conditions and consequences of prosecution	1 2 2	Undertake regular inspections of work areas pre, during and after works to ensure controls are in good condition.
Waste					
Waste disposal during construction.	Incorrect disposal of waste, further costs incurred for classifications and disposal, fines may be issued.	3 2 6	Implement the controls within the Waste Management Plan. Identify opportunities to incorporate recovered materials into the permanent works. Provide facilities on site for source separation and recycling. Ensure accurate waste records are retained. Removal of wastes from the site would only be undertaken by a licensed contractor as required by the POEO Act and with appropriate approvals, if required, for contaminated materials, etc. All material to be recovered off-site to be appropriately classified in accordance with the Resource Recovery Exemptions. All material that requires off-site disposal to be appropriately tested and classified against the Waste Classification Guidelines (NSW EPA, 2014)	2 2 4	Undertake regular inspections of work areas pre, during and after works to ensure controls are in good condition. Monitor and ensure reporting of all movements of waste form the worksite

Aspect	Potential Environmental Impact	Initial Risk Rating P X C = Risk	Control Measures to Decrease likelihood	Residual Risk Rating P X C = Risk	Management of Residual Risk
Earthworks spoil disposal.	Incorrect classification of waste (spoil) resulting in incorrect / illegal disposal/re-use.	3 2 6	Inductions, toolbox talks and training on recycling facilities and waste segregation practices. Separation of waste on site. Tracking of disposal processes. All contamination hotspots would be clearly marked in the field (where possible). Hot spots will be shown within contamination mapping and will be included in the Permit to Disturb process.	2 2 4	Regular inspections of work areas Monitor and ensure reporting of all movements of waste form the worksite
Washout of concrete in undesignated areas.	Sediment laden/alkaline water polluting surrounding stormwater system / watercourses.	3 2 6	Concrete washout areas clearly marked on Environmental Control or ESCP Maps and delineated. Inductions on designated concrete washout areas. Subcontractor's agreements to include project compliant waste management principles.	1 2 2	Regular inspections of concrete washout areas and controls
Contamination					
Management of contaminated or untreated materials	Non-compliant material and contaminated water entering surrounding waterways. Decrease in health of nearby ecosystems.	3 3 9	Implement contamination management procedures and protocols from within Soil and Water Management Plan. Identify any contamination hotspots and incorporate procedures for these locations into construction documentation. Develop unexpected finds procedures. Induct personnel on unexpected finds procedure.	1 3 3	Undertake regular inspections of work areas pre, during and after works to ensure controls are in good condition. Monitor and ensure reporting of all movements of waste form the worksite Encountering contaminated or untreated material unlikely due to remaining construction scope.
Potential for discovery of unexpected contaminated spoil during construction.	Health effects resulting from airborne contamination, e.g. asbestos. Complaints received from odours released during excavations. Classification of spoil is changed and disposal options altered, costs incurred associated with disposal of	2 3 6	If contaminated soil is encountered, all works are to stop in the vicinity of the find and investigations commence. Induct personnel on location, type, nature, concentration of contaminants on site if found.	1 3 3	Undertake regular inspections of work areas pre, during and after works to ensure controls are in good condition. Complete regular toolbox talks on how to manage unexpected finds.

Aspect	Potential Environmental Impact	Initial Risk Rating P X C = Risk	Control Measures to Decrease likelihood	Residual Risk Rating P X C = Risk	Management of Residual Risk
	higher classification of waste.				
Encountering asbestos / contaminated material on site.	Transfer of material into previously uncontaminated area (outside work site) causing new contamination.	3 3 9	Inspections of excavated and filled surfaces would be made during construction to determine the presence of visible asbestos. Conduct further site investigations to determine the presence and extent of contamination prior to construction works commencing Contaminated soils would not be stockpiled on the structural fill layer or formation layers to avoid cross contamination.	1 3 3	Undertake regular inspections of work areas pre, during and after works to ensure controls are in good condition. Complete regular toolbox talks on how to manage unexpected finds. Encountering contaminated material unlikely due to remaining construction scope.
Hazardous Materials					
Storage of hazardous substances, leaking plant and equipment and spillage from refuelling.	Localised ground contamination / pollution of stormwater and requiring clean-up and/or receiving fines. Risk of igniting volatile substances. Unauthorised access to site / potential vandalism/damage leading to pollution.	3 3 9	Induction, toolbox talks and training on appropriate handling and storage of liquids. All storm water drains should be identified prior to works and protection installed. Storage areas to be away from sensitive areas and appropriately bunded. SDS approved prior to bringing hazardous substances on site including risk assessment. Plans showing storage locations and associated controls e.g. spill kits, etc. (Environmental Control Maps). Training in use of spill kits. Contingency plans would be developed to deal with any spills which might occur during construction. Clearly label containers. Regular auditing and inspection of storage areas and materials. Make storage areas restricted access areas. Reduce/eliminate need for hazardous substances. Ensure all work sites are secure before leaving the site.	1 3 3	Regular inspections of storage areas.

Aspect	Potential Environmental Impact	Initial Risk Rating P X C = Risk	Control Measures to Decrease likelihood	Residual Risk Rating P X C = Risk	Management of Residual Risk
			All liquids i.e. paint etc. are to be securely locked away at the end of each day.		
Fuel contaminated runoff from construction works leaving site	Fuel contaminated runoff entering stormwater or waterways (i.e. polluting - not compliant with discharge criteria).	3 3 9	All storm water drains should be identified prior to works and controls implemented. Appropriate bunding/storage of substances. Toolbox on site procedures for sediment controls and chemical storage. Educate site staff on project conditions and consequences of prosecution.	1 3 3	Regular inspections of works site to ensure all controls are in good health and working.
Air Quality					
General construction works; site establishment, excavations, piling	Dust activity in close proximity to residential and commercial premises, complaints received.	3 2 6	Implement the controls within the Air Quality Management Plan Toolbox training on Dust and Air Quality Management. Provide dust mitigation measures through water sprays/misting as required. Cover stockpiles that are not to be worked on for a period of greater than 10 days. Erosion and Sediment Control Plans approved before works commence. Controls are then reviewed for maintenance.	1 2 2	Undertake regular inspections of work areas pre, during and after works to ensure controls are in good condition. Due to stage of works, majority of site has been stabilised with permanent ground cover including hardstand and mulch/ revegetation. Minimal stockpiling areas remaining, reducing probability of air quality impacts.
Dust affect to human health	Dust can be an issue to human health dependant on the amount of exposure and composition of the dust.	3 3 9	Implement the controls within the Air Quality Management Plan Toolbox training on Dust and Air Quality Management. Provide dust mitigation measures through water sprays/misting as required. To protect all persons working on site Safe Work Method Statements (SWMS) are in place for specific tasks. Areas within the Plant where PPE is mandated have been identified through a risk assessment, and these areas are clearly signposted. Workers are also aware that additional PPE (in excess of mandated PPE) may be required, and that appropriate PPE should always be	3 2 6	

Aspect	Potential Environmental Impact	Initial Risk Rating P X C = Risk	Control Measures to Decrease likelihood	Residual Risk Rating P X C = Risk	Management of Residual Risk
			considered and selected before undertaking a task		
Exhaust from plant and equipment.	Emissions resulting in air pollution.	3 2 6	Inductions and toolbox training on Dust and Air Quality Management. Well maintained plant/ equipment and pre-start checks and servicing. Non-complaint vehicles removed from site / repaired.	2 2 4	Review plant check list prior to operating on site. Undertake verification checks a required.
Abrasive Blasting Activities	Uncontrolled/uncontained airborne fines from abrasive blasting process resulting in air pollution	3 4 12	Inductions and toolbox training on Dust and Air Quality Management. Encapsulation on abrasive blasting activities Monitoring and inspections of encapsulation	0 2 0	Undertake regular inspections of work areas pre, during and after works to ensure controls are in good condition. Abrasive blasting activites not anticipated due to remaining construction scope
Acid Sulphate Soils					
Disturbance of Potential Acid Sulphate soils and Actual Acid Sulphate Soils during excavations.	Mobilisation of metals within runoff to levels toxic to natural systems. Release of acidic runoff.	2 2 4	Assess risk for acid sulphate soils, and if the risk is determined to be high then implement the Acid Sulphate Soils Procedure. Awareness training in the identification and management of ASS. Provide containment and treatment facility on site. Ensure ASS material is left under the water table, disposed off-site or appropriately treated in a bunded area with sump.	1 2 2	Undertake regular inspections of work areas pre, during and after works to ensure controls are in good condition. Encountering unexpected PASS or ASS unlikely in remaining construction scope, no deep excavation or under bore activities anticipated

6. Inventory of Pollutants

As per the requirements of clause 72(d) (e) and (f), Laing O'Rourke have developed an inventory of potential pollutants that will be kept on the premises. This includes the potential pollutant, approximate quantity, location of storage, current controls and PPE required in the event of an incident. This is listed in Table 4 and will be updated progressively as part of the PIRMP reviews.

Locations of potential hazards (where relevant) are also shown on the Environmental Control Map in Appendix 14.

Hazard	Approximate Quantity	Location	Current / Proposed Control	PPE required in the event of an incident
Diesel/Petrol	600L	Machinery and Vehicles. Within secured container at JHLORJV Canterbury compound and South Terrace Bankstown	Jerry cans, Double bunded tank Spill Kits	Spill Kit, gloves, masks, goggles, disposable overalls, fire extinguishers
Asbestos/qenos pipe	Unknown Once excavated <3 tonnes as per EPL21147 Condition L3.1 waste limits	Site wide, medium risk along the south-west metro alignment	Training on asbestos awareness Use of licensed contractor's. Unexpected finds protocol	Masks, goggles, disposable overalls Specialist removal assistance
Oil	1,000L	Machinery and Vehicles JHLORJV Canterbury compound	200L bunded barrels, appropriate chemical separation	Spill Kit, gloves, masks, goggles, disposable overalls Fire Extinguishers
Petrol	<1,000L	Machinery and Vehicles. Refuelling area	Bunded container, appropriate chemical separation	Spill Kit, gloves, masks, goggles, disposable overalls, fire extinguishers
Other Chemicals	<1,500L	Bunded chemical storage container	Bunded container, appropriate chemical separation	Gloves, masks, goggles, disposable overalls, gumboots

7. Implementation and communication Requirements

a. Internal Emergency Notification Protocol

If a pollution incident occurs in the course of an activity on site so that material harm to the environment (within the meaning of Section 147 PEOA) is caused or threatened, the person carrying out the activity must immediately implement any pollution incident management response that was developed to meet the requirement of the POEO Act.

The steps for managing an incident are shown in Table 5.

Table 5: Implementation Steps

Step	Key items	Description
Step 1	Personnel in immediate vicinity of incident stop work immediately and make the area safe and asses the incident. Stop work immediately and make the area safe and contact Site Supervisor and Site Superintendent. Identify and assess incident severity, determine initial incident level and evaluate response. Site Supervisor/Superintendent to notify the Project Director, Construction Manager and Environmental Manager.	Assess the incident based on its potential to escalate. Initial assessment needs to assess risk and look at impact on: - Environment - Pedestrians - Community - Local Business - Neighbouring buildings - Traffic - Stormwater drains - Other businesses If the incident is defined as an Emergency, follow procedures in the Incident / Emergency Management Plan and Crisis Management Plan as required.
Step 2	Depending on the severity of the incident, the Project Director and Environmental Manager to notify Emergency Services / Hazmat (as required), Sydney Metro the EPA, and other agencies as required. t	The Project Environmental Manager or Laing O'Rourke/John Holland site staff who have been trained and approved to notify relevant authorities, make contact with the relevant agency being: EPA on 131 555 Ministry of Health (contacts as agreed with NSW Health) WorkCover Authority on 13 10 50 Sydney Council 02 92659333 Fire & Rescue NSW on 1300 729 529 Sydney Water 13 20 90 Notify affected persons in immediate area using Sydney Metro communications strategy
Step 3	Establish command and control	The Project Environment Manager to nominate the required Incident Control Review initial situation analysis and assess and confirm incident category (PIRMP Table 6) Appoint additional resources to assist the Site Superintendent and Project Environment Manager at incident site. If the event is defined as an Emergency, the Roles and Responsibilities are detailed in the SSJ Emergency Response Management Plan as required. Manage the incident at site level or escalate to request assistance from relevant authorities
Step 4	Manage the incident Actions to eliminate the immediate risk to	Coordinate the incident at whole Implement Sydney Metro's communications protocols Review and monitor effectiveness of response Review situational analysis and confirm incident category
Step 5	Manage the recovery	Agree recovery objectives Commence debrief procedures Implement close out communications
Step 6	Improvement actions Actions to improve future operations	Debrief following incident in accordance with JHLORJV procedures. Draft Incident Report Update Risk Registers

When notifying authorities that a pollution incident has occurred, the following information must be provided:
1. The time, date, nature, duration and location of the incident
2. The location of the place where pollution is occurring or is likely to occur
3. The nature, the estimated quantity or volume and the concentration of any pollutants involved, if known
4. The circumstances in which the incident occurred (including the cause of the incident, if known)
5. The action taken or proposed to be taken to deal with the incident and any resulting pollution or

threatened pollution, if known.

b. External Government Agency Consultation

As per the requirements for SSI 7400 CoA A41, A42, A43, A44 and the requirement to notify a pollution incident to regulatory agencies (Section 148) is triggered when there is a risk of 'material harm to the environment'.

Table 6 outlines the external government liaison reporting requirements should an incident occurs.

Table 6: External Government Reporting Requirement

Activity or Event	Environmental Issue or Non-compliance	Low Severity incident	Medium Severity Incident	High Severity Incident
	Report to JHLOR Project Manager and Environmental Manager	**Report to Project Environmental Manager and Sydney Metro**	**Must be Reported to Authorities & Environmental Representative and Sydney Metro**	**Must be Reported to Authorities & Environmental Representative and Sydney Metro**
	Potential event that could result in a future incident.	**Unlikely that material environmental harm has occurred**	**Material harm likely to have occurred**	**Material harm has occurred**
General environmental effects	An occurrence or set of circumstances that presents opportunity for improvement or has the potential to cause or lead to an environmental incident (low, significant, moderate or high severity) or non- compliance if not rectified.	Pollution or degradation which has short-term (less than 3 months) and reversible detrimental effects on the environment and/or community.	Pollution or degradation which has persistent (greater than 3 months) but reversible detrimental effects on the environment and/or community	Pollution or degradation which has or may have irreversible detrimental effects on the environment and/or community
Discharges to water	Unplanned discharge from site to stormwater drains Unplanned discharge from the WTP that that does not meet discharge criteria for receiving waters.	Minor / trivial discharge to waters with negligible impact on environment e.g. discharge contained / removed, no impact on receiving environment	Discharge to waters with Moderate term impact on environment e.g. • Oil spill escapes into storm water or watercourse • Minor pollution of groundwater in localised area(s) • Discharge from site not in accordance with EPL discharge criteria. • Concrete slurry enters waters	Major and persistent discharge of pollutant to waters, long term impact on water resources e.g. Sediment trap/gross pollutant trap failure Hydrocarbon / chemical contamination of groundwater or water
Dust emissions to atmosphere	Unplanned discharge from site to atmosphere.	Minor discharge of pollutant to atmosphere e.g. • No visible deposition of dust outside premises • No risk to human or environmental health.	Release of pollutant to atmosphere causes: • Risk to human or environmental health. • Generation of dust causing significant, nuisance or hazard to the community or environment	Major or persistent discharge of hazardous pollutant that involves: • explosion or leak of hazardous gas • possible or actual evacuation of local vicinity • Significant risk to human health or the environment. • Asbestos dust with potential long-term damage to human health

Noise & vibration	Generation of noise outside approved hours & limits Vibration causing property damage Generation of noise or vibration causing community complaints	Generation of noise or vibration causing community complaints	Generation of noise or vibration causing community complaints	Major or persistent generation of noise or vibration causing community complaints
Solids & other wastes	Unapproved waste material leaving the site	Unapproved storage, transport, treatment or disposal of a minor quantity of non-hazardous waste removed to an unlicensed facility	Unapproved storage, transport, treatment or disposal of a significant quantity of non-hazardous waste or minor quantity of hazardous waste easily removed to an approved facility	Unapproved storage, transport, treatment or disposal of a significant quantity of hazardous or non- hazardous waste not easily removed to an appropriate location.

8. Community Notification and Actional Protocol

As a requirement of Clause 72(i) and CoA CSSI 7400 A41, A42, A43 and SSI 8256 A36, A37 , the JHLORJV Communications representative will notify the neighbours and community.

The steps when managing an incident are presented in Table 7:

Table 7

Step	Key items	Description
Step 1	JHLOR to list Notifiable Groups	The list of notifiable organisations is to include the following details: a) The name of the company or organisation b) The buildings address and location in proximity to the site c) The name of the organisation or facility's' contact person. d) The contact person's phone numbers (mobile and landline) and e-mail.
Step 2	Evaluate the Environmental Incident	In the event of an incident or emergency being identified, appropriate personnel will implement response procedures or internal protocols.
Step 3	Make the area safe	The intent of considered Incident Response is to negate or contain adverse environmental impacts resulting from an environmental incident (event or occurrence) or emergency (serious, unexpected or dangerous occurrence).
Step 4	Activate the Sydney Metro Communications Protocol	Contact Sydney Metro communications team
Step 5	Make all contacts	Sydney Metro to make all contacts
Step 6	Report of the process	Complete Environmental Incident and Non-Compliance Report (Appendix C)

9. Availability and Privacy

a. Website Information

As a requirement under Clause 74(1)(2), a copy of this PIRMP document has been uploaded onto the Sydney Metro website at: https://sydenhamstationupgrade.com/sydenhamstationupgrade/

b. Availability and Location of the PIRMP

As a requirement under Clause 74(1), a copy of this PIRMP document will be located at the site office and on JHLOR project drive. In any event, the availability of this PIRMP will be made available by locating printed copies in the same locations that the Environment Protection License (EPL) is located.

c. Privacy Protection

Where components of the PIRMP are considered to contain sensitive private information then only those cleared should be permitted access to the full Plan. Alternative plans with such information removed (e.g., contact phone numbers and names) can be more widely distributed. Full plans will be made available to the relevant government agencies, on request or during an incident response activity.

10. Training

Under the requirements of clause 72 (m) and (e) of the POEO (G) Regulation, training will be provided to ensure the relevant staff and contractors are aware of the key steps to manage an emergency or pollution incident.

The requirements of the PIRMP will be outlined in conjunction with the emergency response procedures in the site induction for all new employees and contractors. A toolbox talk outlining the key components on the PIRMP/emergency response procedures will be presented to all JHLOR staff and contractors as required.

11. Testing

The PIRMP will be tested routinely at least once every twelve months, and if a pollution incident occurred during an activity to which an environment protection license relates, which caused or threatened material harm to the environment as per the requirement of the POEO (G) Regulation. The testing of the PIRMP is to be carried out in such a manner as to ensure that the information included in the plan is accurate and up to date and that each plan is capable of being implemented in a workable and effective manner.

Testing will need to cover all the components of the PIRMP, including the effectiveness of training.

Plans will be reviewed within one month of any pollution incident occurring in the course of an activity to which a license relates to assess, in the light of that incident, whether the information included in the plan is accurate and up to date, and that the plan is still capable of being implemented in a workable and effective manner.

The project will implement rehearsals (drills) to check the relevance and adequacy of the procedure, resources and equipment and may include any of the following:

- Inspection of emergency signs, equipment, facilities and readiness;
- Emergency response drills and rehearsals;
- Test response to likely scenarios that could be faced by the project emergency response personnel; and

Appendix 15 provides a PIRMP test register.

11.1. Purpose of test and Expected Outcome

The purpose of this PIRMP test is to assure that the relevant leads are across the PIRMP and understand their roles and responsibilities. The test should simulate an environment where every participant is challenged based off their current knowledge of the plan, that they are aware of the process and to recommend changes based off the discussions that occur. This test creates an environment allowing each team to understand each other's roles while also raising concerns.

11.2. Template for Test Scenario

Although the scenario should be realistic, the pollution incident should be the main concern. Assure that the pollution incident will cause an adverse effect to the environment and the possibility to pollute is high. The scenario should include;

1. The scene/scenario (I.e excavator tipped over, bunded container spill etc.)
2. Pollution incident and amount of pollutant discharged
3. Time, date, weekday, weekend or public holiday and weather
4. Who is in immediate vicinity of the incident?
5. Who is in the office?
6. Plant and equipment in operation
7. Location and as many descriptors of the topography, zoning and sensitivities
8. Prepare using STAR (Situation, Task Action, Result) response
9. If it is a desktop event, prepare a drawing of the site event is occurring in

11.3. Prompts During Scenario

To assure the scenario is effective, prompt the participants by adding to the scenario, raising concerns and guiding them to have a meaningful outcome. A successful test should include;

1. Participants understanding their roles and responsibilities
2. Participants asking questions and raising concerns as a collective.
3. Creates prompts for the conductor to help understand what was done correctly and what needs to be improved.
4. Creates a meaningful workflow for the next PIRMP test.
5. If it is a desktop event, the participants are to mark on a drawing provided by the participant notable areas of concern, immediate response controls and ongoing controls
6. If the event is out on-site, have them walk around to identify key areas of concern, immediate response controls and ongoing controls
7. Participants to create a reasonable hour by hour timeline, what happens 1, 3, 6, 9, 24, 48 and 72 hours after the incident.

11.4. Other Recommendations

To extract as much value as possible through this test, creating meaningful prompts, documenting the participants responses and ensuring involvement is crucial. Other recommendations to assist this include;

1. Have a mock scenario on-site with a fake spill and have material ready to be used as a temporary fix until they figure out a more fixed solution
2. Assign each participant a role to avoid confusion
3. Provide magnetic answers to be posted on the board (i.e printing out the steps to the process and have the participants number them based on their order)

Appendix 14 : Potential Pollution Hazards

Indicates areas where chemicals are stored, bunded and/or within containers
Chemicals can include: Fuel, concrete cure, bonding agent, hydrochloric acid, paints, oil

Indicates areas where gas cylinders are stores within cages

Potential sensitive receivers of Pollution incident

Spill Kit / Safety equipment / Master Switch

PIRMP and Emergency plans

Stormwater Drain

Flow Contour Lines

Stormwater Culvert Flow Direction

Figure 1: JHLOR Canterbury Office Compound, 15 Close St Canterbury

Figure 2: JHLOR Bankstown Office Compound, 53 North Terrace Bankstown

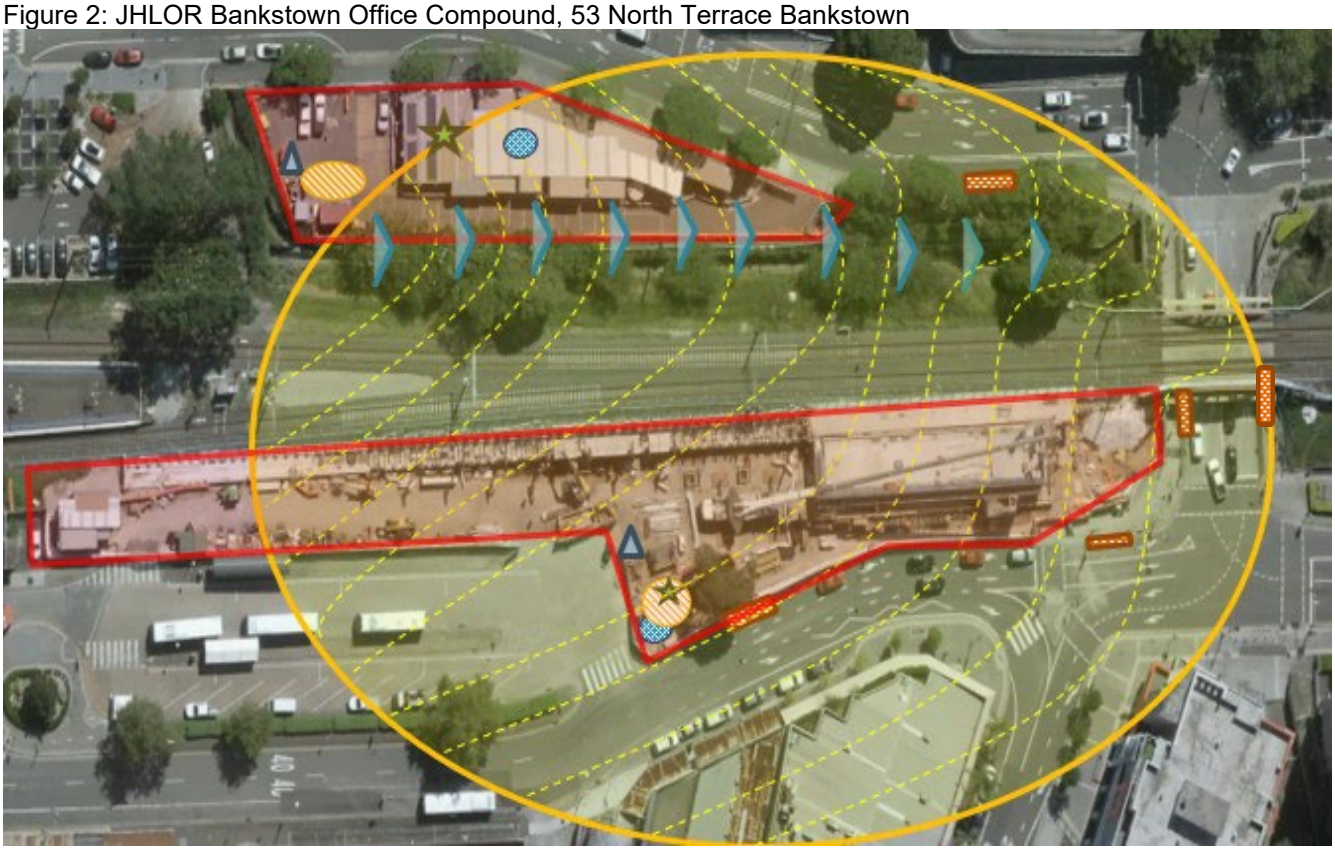


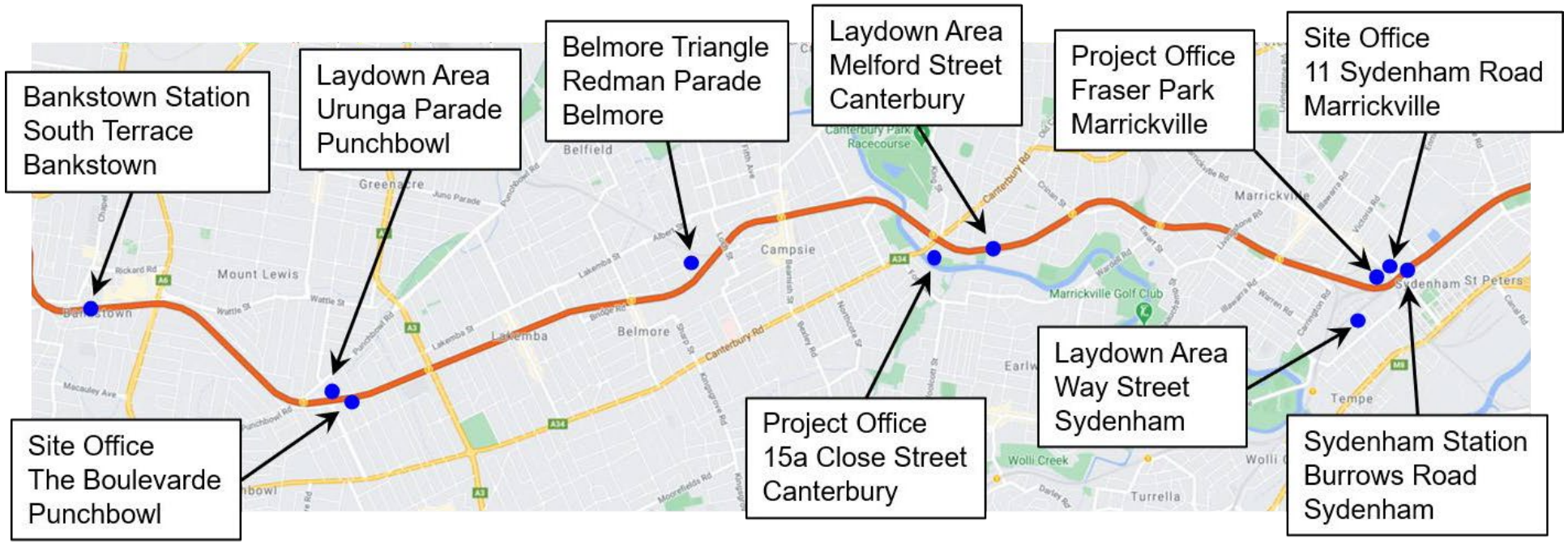
Figure 3: JHLOR Punchbowl Office Compound, opposite 150 The Boulevard Punchbowl

Appendix 15: PIRMP Test Register

Title	Date	Details	Findings	Next Scheduled
Test - excavator working on the drainage at the back of the compound rolled over and caused a diesel/oil spill into the stormwater canal	13/12/2019	Location: Behind Office Compound Event: Oil Spill	Flowcharts in the ERP need updating Notification protocol needs to include contacts for Canterbury Bankstown Council Contact lists need updating	Before Christmas Shutdown 2019
Test – A large item of plant (Excavator or Piling Rig) rolls over after the operator has a suspected medical incident, causing a major fuel spill into an area close to stormwater drainage channel that leads to the Cooks River	30/10/2020	Location: SWMC Site Event: Medical / Environment emergency	The drill went well with all participants having a good understanding of what was required to manage the scenario posed Increase awareness around Fire and Rescue service capabilities for hazmat control – add to Toolbox Talk	Before 30/10/2021
Test Xmas Shutdown: A fuel tanker has been refuelling a piling rig at Wairoa Street, Canterbury. Contact has been made between an excavator bucket and the fuel tank and approximately 300 litres of fuel has spilt. The street drainage within the vicinity of the incident is quite close to the Cooks River. A plume has been observed within the river and members of the public are crowding around. The event has been deemed a “crisis”.	13/10/2021	Location: Waiora St, Canterbury Event: Drill Fuel spill	Team responded in accordance with plan – appropriate actions undertaken. Identified that Christmas time is usually a period when the usual responders may not be contactable – need for Christmas time planning raised Notifications to Agencies, client Media management. Public management	Before 30/10/2022
Test - During a work period an excavator working within the corridor has rolled over and caused a 1000L oil spill. This event occurred at Ewart Street, Dulwich Hill. This spill has begun to enter the stormwater drain. The site is nearby existing residents/sensitive receivers.	21/10/2022	Location: SWMC Site compound Event: Oil spill	Team responded in accordance with plan – appropriate actions undertaken. Team understood their roles and responsibilities and raised concerns by asking extra questions to verify specific concerns. Understood reporting structure including client EPA etc. Safety, environmental and other streams involved in identifying and improving the current system. Team discussed material available on-site and what would be required in said scenario. Team discussed aspects such as up righting the plant depending on what scenario. Raised concerns for agency notifications and having all the contacts consolidated. Assuring that in the event of an incident, one central person will give out updates to the wider team. Need for media and public management.	Before 30/10/2023

Title	Date	Details	Findings	Next Scheduled
Drill – Forklift drives tines into diesel fuel pod spilling 2000 litres. The operator jumps off without applying brake and the forklift moves uncontrolled, drives over operator's foot breaking bones. Diesel leaks onto truck exhaust, starts smoldering with potential fire emergency. Site evacuation initiated	31/10/2023	Location: Close Street compound, Canterbury	The team response was recorded. Eight actions were identified and recorded for action in the Emergency Response Drill Record.	Before end October 2024

Appendix 16: Project Site Map



Appendix 17: Site Incident Management Plan for Sydenham Station

Sydney Trains - SMS-15-TP-4133 Rev 3.2

Available on request – EmergencyPreparedness_SIMP@transport.nsw.gov.au

(Separate document)