

TMC Enviro Emergency Training Procedure



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1. Purpose This procedure outlines the requirements and framework for emergency training for all TMC Enviro staff and subcontractors to ensure preparedness for any emergency situation in accordance with jurisdictional and contract-specific requirements.

2. Scope This procedure applies to all TMC Enviro employees, subcontractors, and visitors engaged in operations on any worksite.

3. Training Objectives

- To ensure all personnel understand how to respond appropriately to emergencies.
- To maintain compliance with occupational health and safety legislation.
- To provide consistent, documented training across the organisation.

4. Training Types

- **Induction Training:** All employees must complete TMC Enviro site-specific inductions before commencing any work. This includes:
 - Emergency contact and escalation procedures
 - First aid and fire safety
 - Evacuation protocols
 - Use of PPE and location of emergency equipment (e.g., spill kits, fire extinguishers)
- **Refresher Training:** Annual updates on emergency protocols, reinforced via toolbox meetings and digital alerts captured within the Fulcrum App.
- **Site-Specific Emergency Training:** Delivered as part of start-up meetings or toolbox sessions, tailored to:
 - Project-specific risks (e.g., tree felling near power lines)
 - Client-specific requirements (e.g., V/Line, Powercor)

5. Training Records All training, including attendance, topics covered, and competency verification, will be recorded and managed using the Fulcrum App. This includes:

- Digital capture of sign-offs and attendance
- Photos of safety equipment
- Videos of emergency drills
- Recordings of toolbox sessions and training briefings

6. Roles & Responsibilities

- **Operations Manager:** Ensures all site staff are trained prior to mobilisation.
- **HS Advisor:** Maintains training records and monitors currency using Fulcrum App.
- **Supervisors:** Deliver on-site refresher and emergency-specific toolbox sessions.
- **Workers:** Participate actively and sign all induction and emergency procedure documentation.

7. Compliance Reference

- Occupational Health and Safety Act 2004 (VIC)
- OHS Regulations 2017
- AS/NZS ISO 45001:2018 Occupational Health and Safety Systems

8. Review and Update This procedure will be reviewed every 12 months or after any major incident, audit feedback, or legislative change.

Approved by: Tom McLoughlan – Managing Director Review Date: March 2026 Version: 1.0 (March 2025)