

MANHARI METALS



Emergency Management Plan

414 SOMERVILLE ROAD, TOTTENHAM VIC 3012

MANHARI INTERNATIONAL PTY LTD
(ABN 60 125 463 354)
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info@manhari.com.au | 1300 EXPORT

**EMERGENCY CONTACTS****Company Details**

Company Name:	Manhari Metals
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Compliance Manager

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Emergency Services

Police:	Dial 000 for all emergencies
Fire:	
Ambulance:	
Local Police:	Footscray Police Station (03) 8398 9800
Local Hospital:	Footscray Hospital (03) 8345 6666
Poisons Hotline:	13 11 36

Government Authorities

EPA Victoria:	1300 372 842
WorkSafe Victoria:	13 23 60

Utilities

Water:	City West Water 13 16 91
Electricity:	Jemena 13 16 26
Gas:	



SITE MAP



SITE PLAN

SCALE: 1:750



Fire Hose



Fire Hydrant



Fire Extinguisher



First Aid Kit



Emergency Exit



Evacuation Assembly Point



EMERGENCY EVACUATION

Any person discovering a fire or any other emergency should:

1. ASSIST ANY PERSON(S) IN IMMEDIATE DANGER, IF SAFE TO DO SO.
2. RAISE THE ALARM BY NOTIFYING THE MANAGER
3. MANAGER WILL ORGANISE ACTION PLAN

EVACUATION ORDER

In the event of an evacuation, you will hear the orders “EVACUATE SITE” repeatedly over the intercom system

EVACUATION PROCEDURES

Upon hearing the EVACUATION ORDER over the intercom system, you should:

1. LEAVE THE BUILDING OR AREA OF WORK USING A DESIGNATED EXIT OR NEAREST SAFE EXIT.
2. PROCEED TO THE EVACUATION ASSEMBLY AREA
3. REMAIN AT ASSEMBLY AREA UNTIL OTHERWISE DIRECTED BY A WARDEN OR EMERGENCY SERVICES.

EVACUATION ASSEMBLY AREA

Primary: Staff Car Park. Use this unless directed otherwise

Secondary: Grassy area near Entry/Exit gates



FIRE

FIREFIGHTING PRECAUTIONS

1. If the fire is small and at an early stage of ignition, it may be feasible to use a portable extinguisher to put it out.
2. Once a fire spreads, however, you should evacuate the area immediately following the fire evacuation procedure.
3. Before attempting to extinguish a fire, always ensure you have a reliable escape route.
4. Make sure the extinguisher is both fully charged and is the correct type for the fuel that is burning. If the extinguisher is not fully charged or is not the correct type, evacuate the area immediately.

FIREFIGHTING EQUIPMENT PROCEDURE

1. Fire Extinguisher and hose reels located at appropriate locations at the workplace as shown on the workplace/facility map.
2. Fire extinguishers/hose reels appropriate for purpose.
3. Fire Extinguishers/hose reels tested and tagged in accordance with relevant AUS/NZ standards.
4. Fire extinguishers restrained to prevent falling by means of a hook, strap, cage or chain.
5. A 1m clearance will be maintained around firefighting equipment and fire exits.
6. Alarm system used to alert all site personnel of a fire/emergency.
7. Extinguish fire only if you have been trained and feel confident and safe to do so

FIRE EXTINGUISHER USE

1. Only attempt to extinguish fire if it can be put out quickly
2. If unsure, evacuate
3. Consider if electricity is involved (DO NOT USE WATER)
4. Select the appropriate fire extinguisher for the material burning
5. Pull pin from handle
6. Aim the nozzle at the base of fire
7. Squeeze handle and move nozzle in a sweeping motion until fire is extinguished.



FIRE EXTINGUISHER TYPE CHART

Type Extinguisher	Fire	CLASS A	CLASS B	CLASS C	CLASS D	Electrical	CLASS F	Comments
		Combustible materials (e.g. paper & wood)	Flammable liquids (e.g. paint & petrol)	Flammable gases (e.g. butane and methane)	Flammable metals (e.g. lithium & potassium)	Electrical equipment (e.g. computers & generators)	Deep fat fryers (e.g. chip pans)	
Water		✓	✗	✗	✗	✗	✗	Do not use on liquid or electric fires
Foam		✓	✓	✗	✗	✗	✗	Not suited to domestic use
Dry Powder		✓	✓	✓	✓	✓	✗	Can be used safely up to 1000 volts
CO2		✗	✓	✗	✗	✓	✗	Safe on both high and low voltage
Wet Chemical		✓	✗	✗	✗	✗	✓	Use on extremely high temperatures

FIRE EMERGENCY EVACUATION

In the event of a fire evacuation, follow the **RACE** principle

R

1. **Rescue** or **Relocate** people in immediate danger if you can do so without endangering yourself
2. Assist persons with special requirements eg. Mobility impaired
3. Exit via a safe exit
4. Do Not use elevators/lifts

A

1. Sound the **Alarm**
2. Call the emergency services if required by dialling 000 from a safe location
3. If in doubt whether the situation is serious, the Fire Brigade should be called
4. Utilise appropriate protective equipment (eg coloured hard hats for wardens)

C

1. **Confine** the fire by closing all doors, windows and other openings, and shutting off the piped and compressed gas as you are evacuating.
2. Ensure no personnel (emergency service personnel excepted) re-enter the building facility until safe.

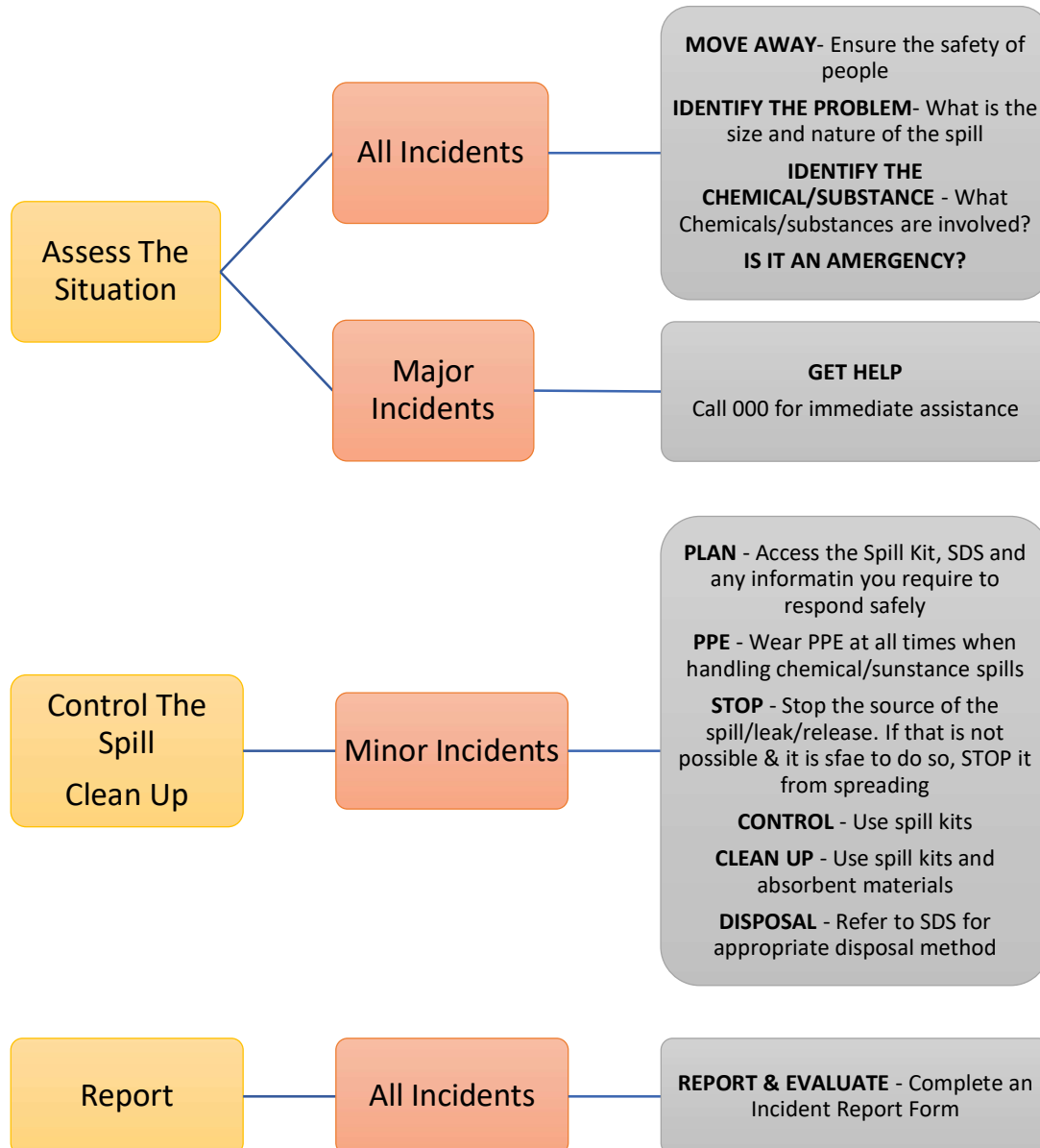
E

1. **Evacuate** the area on direction from the Site Manager or Fire Warden or when it is unsafe to remain in the area. (Extinguish fire only if you have been trained and feel competent and safe to do so. Only small fires are possible to extinguish, so always be prepared to evacuate).
2. Ensure all occupants of the building/premises have been evacuated to assembly area.
3. First aid personnel to organise for first aid equipment to be brought to assembly area.
4. Account for all personnel at the designated assembly areas



HAZARDOUS CHEMICALS/SUBSTANCES EMERGENCY MANAGEMENT

Procedure for management of Chemicals/Substances Emergency





MINOR SPILLS PROCEDURE

1. Make sure you are safe — put on any protective clothing needed (gloves, goggles, respirator etc.) before dealing with the spill.
2. Stop the continued flow of the spill if possible and safe to do so (eg. shut off the valve).
3. For flammable substances remove sources of ignition if it is safe to do so. (Refer to the Safety Data Sheets or call on specialists for advice)
4. Safety data sheets are located at reception and at the Cashier Office
5. Use safety equipment to contain the spill:
 - a) If using dry absorbent material. Cover the spill until the liquid has been absorbed. Shovel all the absorbent material into a container for disposal
 - b) Do not wash spill into storm water drains or onto any soil and water
 - c) If spill has entered a waterway, notify the EPA immediately
6. Do not leave the area unattended if there is a risk of a further spill

MAJOR SPILL PROCEDURE

1. Secure the area
2. Sound the Alarm. Advise others of the situation.
3. Evacuate the area on direction from the Site Manager or when it is unsafe to remain in the area. (E.g. Toxic fumes)
4. Ensure all occupants of the building/facility have been evacuated to assembly area if affected
5. Call the Emergency Services if required by dialling 000 from a safe distance.
6. Identify the danger posed by the spill — only respond if you are trained and feel competent.
7. Only respond if it is safe to do so
8. Put on safety equipment (e.g. overalls, boots, gloves, eye protection).
9. Stop the flow of the spill if possible and safe to do so (eg. shut off the valve).
10. For flammable substances remove sources of ignition if it is safe to do so. (Refer to the Safety Data Sheets or call on specialists for advice)
11. Safety data sheets are located reception and at the Cashier Office
12. Try to contain the spill as best as possible without placing yourself or others in danger.
13. Cover or form mounds of absorbent or impermeable material around any drains or waterways that are close to the spill.



CHEMICAL/SUBSTANCES EVACUATION

In the event of a chemical/substance evacuation, follow the **RACE** principle:

- R**
1. **Rescue or Relocate** people in immediate danger if you can do so without endangering yourself
 2. Assist persons with special requirements eg. Mobility impaired
 3. Exit via a safe exit

- A**
1. Sound the **Alarm**. Advise others of the situation.
 2. Call the emergency services if required by dialling 000 from a safe location
 3. If in doubt whether the situation is serious, the Fire Brigade should be called
 4. Utilise appropriate protective equipment (eg protective clothing for chemical spills)

- C**
1. **Contain** spill/escape if possible or utilise absorbent materials.
 2. **Contain** hazardous material only if you have been trained and feel confident to do so
 3. Ensure no personnel (emergency service personnel excepted) re-enter the area until safe.

- E**
1. **Evacuate** the area on direction from the Site Manager or Fire Warden or when it is unsafe to remain in the area (eg toxic fumes).
 2. Ensure all occupants of the building/premises have been evacuated to assembly area.
 3. First aid personnel to organise for first aid equipment to be brought to assembly area.
 4. Account for all personnel at the designated assembly areas










FIRST AID

First aid is the provision of initial care for an illness or injury and consists of a series of simple and in some cases, potentially life-saving techniques with minimal equipment.

Manhari Metals will appoint and train First Aid Officers (FAO's) as required. Training is performed by registered providers.

All workers will be provided access to first aid equipment and trained first aid personnel. The location of first aid equipment is detailed on the site plan and the list of FAO's is posted on the Notice Board. In the event of an injury, a first aid officer will apply first aid according to the following procedure:

D	DANGER Check for danger to yourself, bystanders and patient.	
R	RESPONSE Check for response, talk and touch.	
S	SEND FOR HELP Call an ambulance on 000 or 112 from mobiles.	
A	AIRWAY Clear and open airway Adult/child – full tilt Infant – neutral head position	
B	BREATHING Look, listen and feel for breathing. If not breathing normally, start CPR.	
C	CPR Perform 30 compressions followed by 2 breaths. <small>If unwilling/unable to perform rescue breaths continue chest compression.</small>	
D	DEFIBRILLATION Attach automatic external defibrillator (AED) as soon as possible and follow it's prompts.	



EMERGENCY RESPONSE — ELECTRIC SHOCK/ELECTROCUTION

If High Voltage is involved - Call 000 immediately - DO NOT APPROACH THE VICTIM - Stay clear of electrical wires and equipment. Wait for Emergency Services to arrive, secure the area — keep others away.

1. Do not be the next victim — if unsure of what to do and how to do it safely to assist an injured person — call for help and **Call 000 immediately.**
2. A person who is being shocked or has been shocked needs to be disconnected from the source of electrical power - **Only if safe to do so.**
3. Locate the power shut off switch and turn it off.
4. If the disconnecting device cannot be located, the victim can be pried or pulled from the circuit by an insulated object such as a dry wood board, piece of non-metallic conduit, or rubber electrical cord - **Only if safe to do so.**
5. Victims need immediate medical response: only when there is NO further risk of electric shock - check the victim for breathing and pulse, then apply CPR as necessary.
6. If a victim is still conscious after having been shocked, they need to be closely monitored and cared for until trained emergency response personnel arrive.
7. **Call 000.**
8. Answer all questions and follow instructions given by Emergency Services operator.
9. **Do Not** hang up until instructed.
10. There is risk of physiological shock, so keep the victim warm and comfortable.
11. Shock victims may suffer heart trouble up to several hours after being shocked. The danger of electric shock does not end after the immediate medical attention.



EMERGENCY RESPONSE — THREATENING SITUATION

A threatening situation is a communicated intent (or belief) that a person's intent is to inflict harm on another person. A threat can be communicated physically, verbally or simply by intent.

1. Remain calm and try to calm the other person. Do not allow the other person's anger to incite your anger
2. **Do Not** glare or appear angry, as this may be seen as a challenge
3. Speak slowly, quietly and confidently
4. **Listen** carefully. **Do Not** interrupt or criticise
5. Try to terminate the conversation if the situation is escalating beyond control
6. **Do Not** tell the person to relax or calm down
7. Acknowledge the person's feelings. Indicate that you can see he or she is upset
8. **Do Not** try to touch the person in any manner and give the person plenty of space
9. **Do Not** allow the person to come between you and the exit if possible
10. If the person comes too near (and you feel threatened), raise your hands slightly in front of your body in a non-threatening, palm out manner. Slowly back away while maintaining a dialog with the person
11. Try to maintain a relaxed posture with hands unclenched
12. If the situation becomes untenable request the person leave the workplace, remove yourself from the site
13. Inform your supervisor or manager immediately
14. Move to a safer location or seek assistance from other people
15. File an incident report

EMERGENCY RESPONSE – PHYSICAL ATTACK

1. Yell or scream as loudly as possible. Try shouting words like **Stop, Help** or even **Fire**
2. Defend yourself by moving away from the person as fast as possible
3. Keep your hands up at least shoulder height to ward off blows
4. Run to the nearest safe place, a safe office or a public place.
5. **Do Not** chase anyone



EMERGENCY RESPONSE - BOMB THREAT

Terror related attacks with the use of explosive devices can be extremely dangerous. If a package is thought to be a bomb, ensure:

1. **Keep Calm**
2. **Do Not** use mobile phone or radio wave receivers
3. **Do Not** ignore or neglect information
4. Inform supervisor immediately
5. Inform everyone nearby about the threat and try not to cause panic
6. Ensure all persons in the vicinity are removed/evacuated immediately,
7. When clear of the area report the threat by calling 000. Provide the following information:
 - a) Name and telephone number
 - b) Type of threat and premises address for the threat (you may be required to provide a detailed description of the premises and suspicious persons/package)
8. Follow orders of emergency services after their arrival

EMERGENCY RESPONSE – ROAD RAGE

Traveling to and from work or traveling on the road as part of your job, exposes you to the chance of a violent encounter with other drivers.

Do not be the cause of a road rage incident:

- Do not cause other drivers to become aggressive towards you because of poor road manners
- Do not drive erratically. Allow enough time to get to your destination
- Take into account delays related to weather or heavy traffic
- Never write or talk on your mobile phone while driving
- Obey all speed limits and traffic signs
- Maintain an awareness of vehicles around you and avoid aggressive drivers
- Be courteous to other road users
- Never make rude gestures, honk horn inappropriately or flash headlights unnecessarily

Sometimes we are confronted by threatening behaviour (road rage) through no fault of our own. If you are threatened:

1. Try to drive away, taking a different route to take yourself away from the incident if necessary
2. If followed, do not stop, particularly at your home or workplace. Continue to drive to the nearest police station or until person stops following.
3. If a police station is not nearby then a public place with lots of people may be the next best thing
4. Stay inside the vehicle at all times. Never exit the vehicle to confront another driver.
5. If you are approached while in the vehicle, ensure windows remain up and doors are locked.
6. Remove seat belt and move to the other side of the vehicle. (this way you may be able to escape from the opposite side door of the vehicle if necessary)
7. If you feel in fear of actual harm call police immediately.



EMERGENCY RESPONSE – ARMED HOLD UP

Remember: The average hold-up lasts only a minute or so although it will seem much longer. You need to ensure your safety and the safety of others around you as much as possible. You can do this by observing the following. Remain calm. Tell yourself to stay calm.

- Be submissive and avoid drawing attention to yourself
- Avoid staring or making eye contact.
- Stand (or sit) still
- Keep your distance from the offender if possible
- Keep your hands where they can be seen
- Do not make any sudden or unexpected movements.
- Speak only when spoken to
- Do not provoke the offender
- When asked to hand over money place it on the counter and take a step back Do exactly what you are told
- Tell the robber exactly what you are doing when responding to them. E.g. "I am getting the money out of the register" Allow the offender to leave
- The sooner they leave the safer you will be. Do not chase the offender.
- Activate the alarm and call police, by calling 000, when it is safe to do so
- You should not hang up until directed by the Police Operator.
- Provide or call for first aid / assistance for any injured / distressed person(s).
- Close the premises
- A notice should be placed on the door, which could state: "Closed Due to Circumstance Beyond Our Control."
- Be aware of where the offender went and what was touched
- Secure the area, any possible evidence and do not touch it yourself
- Ask witnesses to remain inside. (Take names and addresses if they insist on leaving)
- Avoid contaminating the crime scene. Do not touch anything the offender may have handled
- Try to remember a description of the offender and write it down when safe to do so as soon as possible after the incident.



ACKNOWLEDGEMENT

*I acknowledge that I have received a copy of the **Manhari Metals Emergency Management Plan – Tottenham**. I have read the Management Plan and agree to follow the **Management Plan** without exception.*

Employee Name: _____

Manhari Direct Employee: ☐

Labour Hire Contractor: ☐

Labour Hire Agency: _____

Employee Signature: _____

Date: _____

*I acknowledge that the above employee has been guided through the **Manhari Metals Emergency Management Plan – Tottenham**. I am satisfied that the above employee has read and understood the **Management Plan**.*

Manager Name: _____

Manager Signature: _____

Date: _____