

## EMERGENCY PROCEDURES

SITUATION	ONGOING ACTIONS (to prevent or minimise impact of emergency. e.g. training, equipment, maintenance, workplace inspections, etc)	PROCEDURES DURING / AFTER EVENT	DETAILS / RESOURCE INFORMATION	EVACUATION REQUIREMENTS
<b>Seriously injured or ill person requiring medical attention</b>	Certification of first aiders Re-stock first aid kits	1) Phone 111 for an ambulance 2) Alert first aider 3) Attempt to remove sources of further harm if possible	<ul style="list-style-type: none"> <li>• Nominated person to arrange for medical assistance</li> </ul>	Procedure for removal of immobile people from hard to access areas
<b>Fire</b>	Extinguisher training Maintenance of firefighting equipment Inclusion of firefighting equipment checks on inspections  Liaison with other parties e.g. building owners, fire services using the nearest emergency exit and proceed to assembly point	1) Activate nearest fire alarm. Yelling, whistle, vehicle horn 2) Alert all people in the immediate area of the emergency and indicate emergency exits	<ul style="list-style-type: none"> <li>• Fire and Emergency NZ</li> <li>• Site Safety Supervisor</li> <li>• Fire safety companies</li> <li>• Extinguisher available in the vicinity if conducting hot works</li> <li>• Staff who have been trained in the use of a fire extinguisher</li> </ul>	Delegate person to wait for and direct emergency services
<b>Earthquake</b>	Carry out emergency drills specifically for earthquake situations Conduct a professional structural assessment  Place an item on inspections for potential; hazards in an earthquake e.g. electrical generators secured properly wall and ceiling fittings secured appropriately	1) Move away from windows – take shelter under doorway or solid furniture 2) <b>Do not:</b> <ul style="list-style-type: none"> <li>• Use Lifts</li> <li>• Run</li> <li>• (if evacuated) <u>do not</u> return to your work area until the all clear is given by the Supervisor</li> </ul> 3) Contact appropriate utility companies where damage has occurred. Do not re-occupy until the all clear is given by the Site Safety Supervisor	<ul style="list-style-type: none"> <li>• Civil defence</li> <li>• Utility companies</li> <li>• Fire and earthquake Commission</li> </ul>	Follow instructions from emergency representatives (this may include staying put or varying levels of evacuation depending on other associated hazards e.g. fire, gas leaks, unstable structures etc.

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<b>Hit by Vehicle</b>	<p>Segregated/designated areas for vehicles and people</p> <p>Use of spotters in awkward or difficult areas</p> <p>Licensed vehicle drivers only – at all times</p> <p>Advise all people to site that moving vehicles are on this site</p> <p>Vehicles to have reversing warnings</p> <p>Forklifts/MEWP's to have flashing lights</p> <p>Reverse parking if possible or where required.</p>	<ol style="list-style-type: none"> <li>1) Stop and secure vehicle</li> <li>2) Secure area</li> <li>3) Call 111 – ambulance</li> </ol> <p style="padding-left: 40px;">First Aider to attend to victim</p>	<ul style="list-style-type: none"> <li>• Ambulance</li> <li>• Signage in area</li> <li>• Cone off walkway</li> <li>• Add to hazard board and register</li> </ul>	<p>Ensure victim has privacy, is made as comfortable as possible and provide reassurance</p> <p>Delegate person to wait for and direct emergency services</p>
<b>Fall from height</b>	<p>JSA for all height work prior to works</p> <p>Work from the ground using extension equipment if possible</p> <p>Sub-contract out to specialists</p> <p>Make up on the ground and use a crane</p> <p>Use reputable companies for erection of scaffold – ensure weekly checking, handing over of certificate, ongoing register is over 5 metres, weekly update on scaffold tagging, copy of WorkSafe notification</p> <p>Self-inspection of scaffolds – mobile and ladders.</p> <p>Harness and rigging checks</p> <p>Rescue training and ongoing drills</p> <p>Site Safe training in scaffold compliance</p>	<ol style="list-style-type: none"> <li>1) Call 111 – ambulance</li> <li>2) Delegate person to meet emergency services</li> <li>3) Do not move victim – apply appropriate 1<sup>st</sup> Aid</li> <li>4) Use MEWP to instigate rescue plan if a fall arrest system is involved or Fire Brigade</li> <li>5) Keep victim warm/sheltered and private</li> <li>6) Delegated person/s for height rescue</li> </ol>	<ul style="list-style-type: none"> <li>• 111 Ambulance and Fire and Emergency NZ</li> <li>• Best practice guidelines for scaffold/rigging</li> <li>• Best practice guidelines for working at height (WorkSafe)</li> <li>• Ladder protocol (site safe, WorkSafe)</li> <li>• MEWP – ACOP</li> </ul>	<p>Delegate person to wait for and direct emergency services</p>

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<b>Electrocution</b>	<p>Industrial RCDs Electrical tools tagged 3-monthly by trained/competent person Replace equipment which is sub-standard Always do visual inspection prior to use No electrical cords in moist/wet places Elevated Leads Ensure isolation of area working on Use tag out and isolation procedures Verify disconnection has been successful prior to performing a task Utility company included in emergency contact list Communication of scheduled works to company prior to starting work.</p>	<ol style="list-style-type: none"> <li>1) <b>Separate the Person from the Source of Current:</b> To turn off power: - unplug an appliance if plug is undamaged or shut off power via circuit breaker, fuse box, or outside switch.</li> <li>2) If you can't turn off power: - Stand on something dry and non-conductive, such as dry newspapers, telephone book, or wooden board.</li> <li>3) Try to separate the person from current using non-conductive object such as wooden or plastic broom handle, chair, or rubber doormat</li> <li>4) If high voltage lines are involved: The local power company must shut them off.</li> <li>5) Do not try to separate the person from current if you feel a tingling sensation in our legs and lower body. Hop on one foot to a safe place where you can wait for lines to be disconnected.</li> <li>6) If a power line falls on a car, instruct the passengers to stay inside unless explosion or fire risk is imminent</li> </ol>	<ul style="list-style-type: none"> <li>• Fire – 111</li> <li>• Ambulance - 111</li> <li>• Call manager / supervisor</li> <li>• Local power company</li> </ul>	<p>Delegate person to ensure all other people are in a safe location.</p> <p>Delegate person to wait for and direct emergency services</p> <p>Delegate person for traffic control if required</p>

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<b>Laceration, amputation</b>	<p>Competent people on tools Guards always on Adequate First Aid kits on site First Aid trained persons on site Pre-start checks</p>	<ol style="list-style-type: none"> <li>1) First Aider to attend</li> <li>2) Emergency Services called</li> <li>3) Person to meet services at entrance</li> <li>4) Person to secure the scene of incident – no one is to interfere with the scene</li> <li>5) Person to conduct crowd control – preserve victim privacy</li> </ol>	<ul style="list-style-type: none"> <li>• 111 Ambulance</li> <li>• Call Manager / Site Manger</li> </ul>	<p>Delegate person to wait for and direct emergency services</p>
<b>Service Cable Strike</b>	<p>Ensure training into (safety task specific) SWMS for Excavation has been carried out Identify services and have site plan available on site at all times. Use soft dig techniques Experienced operators and adequate Supervision in place. Always work in pairs – spotter available Permit to dig/ excavate complied when required Pre-starts on machinery and plant used</p>	<ol style="list-style-type: none"> <li>1) Treat the cable as live – jump well clear and get back at least 10 metres</li> <li>2) Evacuate the immediate area</li> <li>3) If you are in a machine stay there</li> <li>4) If you are at serious and immediate risk from another hazard such as fire and must leave the machine jump well clear</li> <li>5) Do not touch the metal surfaces or machine and ground at the same time</li> <li>6) In the event of electric shock don't touch the victim until you are certain the source of electricity has been removed.</li> </ol>	<ul style="list-style-type: none"> <li>• 111 Ambulance</li> <li>• Call Manager</li> <li>• Call WorkSafe ASAP</li> </ul>	<p>Delegate person to wait for and direct emergency services</p>