

SITE EMERGENCY DRILL REPORT

OBSERVERS CHECKLIST

LOCATION Main sales floor

DATE OF DRILL 18 / 05 / 2022

DRILL TYPE Safety Environmental

- NOTES
- Appropriate debriefing records and communication records are required to demonstrate evidence of drills as well to identify any gaps in drill implementation.
 - Drills are to be used to
 - test the site emergency plan
 - test site evacuation process and response to site emergency
 - Site **MUST** cover both **SAFETY** and **ENVIRONMENTAL** elements in one or more drills annually.
 - For NSW EPA licensed sites reference **MUST** be made to the check and use the PIRMP
 - List of people involved in the drill is to be kept. Refer to page 3

EVACUATION SEQUENCE	TIME	COMMENTS
Alarm Sounded	11.00	Emergency Emergency Emergency called via Chanel 24
Wardens Respond	11.02	
Wardens check their designated areas	11.09	
Evacuation Commenced		EVERYONE TO HOLD POSITION
Wardens Report designated areas clear	11.11	
Issue assessed and response instigated	11.12	
Mobility impaired persons accounted for	11.11	Light vehicle operator
Arrive at assembly point		
Evacuation completed		
Roll call completed	11.35	
RESPONSE TO SCENARIO		
Issue assessed	11.03	
Response instigated	11.05	
Responsibility allocated	11.10	
Equipment available to address issue		
People able to use required equipment		
Issue addressed		
Site emergency plan used		
Exercise terminated	11.40	

SCENARIO (notes can be attached)
Rigid truck collision with light vehicle resulting in injured light vehicle driver and 500L diesel spill
(Notes attached)

ASSIGNED DUTIES AND ACTIONS:
Chief warden-Chris Cooke
Deputy Warden- Damien Johnston
Emergency escort- Carolyn Mcrae
Site Guard-Darryl Southwell First aid -Chris Cooke

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REVIEW OF DRILL/SUGGESTED IMPROVEMENTS
Notes attached

Please circle one answer

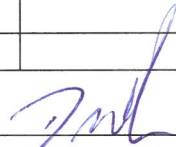
1. Will the site emergency plan and / or site map need to be updated? YES NO NA
Note Must be reviewed at least every 12 months
2. Did you have the required equipment available during the drill? YES NO NA
3. Will training be required for the use of emergency plan and / or equipment for this site as a result of this drill? YES NO NA
4. Were chemicals involved in this drill? If so was the SDS available and referenced? YES NO NA
5. Are site personnel aware of the site emergency plan Yes No

SUMMARY OF ACTIONS REQUIRED

ACTION REQUIRED	ACTION BY	DATE REQUIRED	IRIS Report Event #
Alarm Lights in Buildings			
Emergency plan and contacts need updating			
Red emergency response cards to be issued to all			
Better signage when entering sales floor			

COMPLETED BY: Damien Johnston

Print full name


Signature

Instruction

1. The Site Supervisor / Manager **MUST** table the completed checklist at the next available site meeting. It is essential that all employees and contractors:
 - have read and understood the document
 - have been given the opportunity to discuss the issues
 - have been allowed to propose actions or solutions improve emergency drill on the site
 - have been encouraged and permitted to actively participate in the resolution of any actions arising
2. Where actions or improvements have been identified an IRIS -Risk report **MUST** be raised to ensure that the action is followed up and closed out.
3. Copy of the completed Site Emergency Drill report **MUST** be uploaded to IRIS/Upload Meeting Document



SITE EMERGENCY DRILL REPORT

OBSERVERS CHECKLIST ATTENDANCE RECORD

LOCATION EAST GUYONGI

DATE OF DRILL 18, 5, 22

PLEASE PRINT CLEARLY NAME OF EMPLOYEE / CONTRACTOR NO NICKNAMES – FULL NAME REQUIRED		Please state if Contractor, Casual or Visitor	SIGNATURE
SURNAME	FIRST NAME		
COOKE	CHRIS		
Howard	Jason		
Totman	Josh		
Clarke	Acean		
Southwell	Darryl		
Canty	Sam		
Lane	Stephen		
CONSTANT	PHIL		
HUMPHRIES	PETER		
McRae	Carolyn		
JACKSON	EMMA		
JOHNSTON	DAMIEN		

Site Emergency Drill Break Down - 18th May 2022 – Easy Guyong Quarry

- 11:00am light vehicle with fuel pod in tub and Trinidad Truck collided on sales floor near DGS40 stock pile
 - Light Vehicle Driver sustained minor injuries
 - Damien (Quarry Supervisor) made call out on channel 24 Radio advising everyone to remain stationary and hold positions
 - Damien swap to channel 25 to advise of the emergency, remain stationary and to move to channel 24 for further instruction
 - Chris Cooke (Quarry Manager) to scene of incident
 - Damien identified individuals involved in collision – driver of light vehicle being Sam
 - Chris Cooke directed Darryl Southwell to top entrance gate to prevent traffic flow
 - Darryl to top entrance gate to prevent traffic flow down to the sales floor and incident
 - Comfort Sam, first aid applied as necessary
 - Damien called 000 to advise of which emergency services are needed and of situation which has happened.
 - Damien directed Carolyn to take closest available vehicle to top gate to be escort vehicle for emergency services.
 - Chris Cooke made call to Jackson Carter (Area Manager) to advise of the incident which has occurred
 - Damien and Chris disconnect triton batteries
 - Damien identified diesel spill from Triton Ute
 - Damien call Adam over in loader to bring dust to contain diesel spill with FEL
 - Damien called Stephen to bring markers over to create non disturbance of scene
 - Carolyn as escort take most direct line to incident followed by emergency service vehicles
 - Non Disturbance of scene in place for investigation
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- Everyone in quarry called into a de-brief meeting to discuss any issues which have arisen during drill

Issues Discussed in De-Brief Meeting

- Steve not sure about alarm – siren?
 - Phil and Jason didn't hear
- Alarm in plant
- Muster point? Corner of carpark and board room
- First Aid kit in every vehicle
- Emergency plan out of date – need to be updated
- 2 Channels call 25 to change to 24
- Better UHF radio
- Alarm in toilets or lights so that all people are aware a situation is happening
- No positive communications (Pos Coms)
- Call point: Stop Sign
 - Wrong Channel
- Inductions need to be improved and sometimes re-visited
- Better signage at workshop
 - Stop Sign x 3
- Move tank – It is in Truck parking area near sales floor
- Safety Data Sheet location
- Blue Tooth in car affecting communication with Jackson
- Red emergency response card, Need to be handed out to everyone on site for instructions.
- Spoken about where dumpsite for contaminated dust is to be stored.