



## **EMERGENCY RESPONSE PROCEDURES**

# Emergency Response Procedure

Version Date:	1 <sup>st</sup> Sept 2012	Revision date:	12 <sup>th</sup> Nov 2015	Version 5
Document Owner:	OHS & Compliance Leader	Approved by:	EPC	

## TABLE OF CONTENTS

1	FLOWCHART FOR EMERGENCY RESPONSES.....	6
2	PURPOSE OF EMERGENCY PLANS.....	7
3	IDENTIFIED POTENTIAL EMERGENCIES.....	8
3.1	Phase 1 - Employee Emergency Reporting (Including Contractors & Visitors).....	8
3.2	Phase 2 – Emergency Response Team Activation.....	9
3.3	Phase 3 – Escalation of an Incident.....	9
4	EMERGENCY PREVENTION & PREPAREDNESS.....	10
4.1	Prevention.....	10
4.2	Preparation.....	10
5	EMERGENCY RESPONSE STRUCTURE – KEY RESPONSIBILITIES.....	11
5.1	Emergency Response Co-ordinator (Chief Warden).....	11
5.2	Emergency Response Team.....	12
5.3	All Employees, Contractors & Visitors.....	12
5.4	Gatehouse (Business hours only).....	12
5.5	Steam Plant Operator (Communications Officer).....	13
5.6	Shift Tradespeople/WWTP operator.....	13
5.7	Shift Manager(SM).....	13
5.8	Mill Manager.....	13
5.9	Environment & Business Development Manager.....	14
5.10	OHS & Compliance Leader.....	14
5.11	Incident Support Team.....	14
5.12	Incident & Repair Team.....	14
5.13	Communications Team.....	15
5.14	Investigation Team.....	15
6	EMERGENCY RESPONSE CHECKLISTS – KEY POSITIONS & ALL EMPLOYEES.....	16
6.1	Emergency Response Co-ordinator (Chief Warden).....	16
6.2	Emergency Response Team.....	17
6.3	All Employees, Contractors & Visitors.....	17
6.4	Gatehouse Administration (when manned).....	18
6.4.1	All Emergencies.....	18
6.4.2	Site Evacuation.....	19
6.5	Steam Plant Operator.....	19
6.6	Shift Trades people/WWTP operator.....	20
6.7	Mill Manager.....	20
6.8	Environment & Business Development Manager.....	21
6.9	OHS & Compliance Leader.....	21
6.10	Incident Support Team.....	22
6.11	Incident & Repair Team.....	22
6.12	Communications Team.....	23
6.13	Investigation Team.....	23
7	EMERGENCY ALARMS.....	24
7.1	General.....	24
7.2	Fire Alarm.....	24
7.3	Gas Deluge System Alarm.....	25
7.4	Chlorine Alarm.....	27
7.5	Site Evacuation Alarm.....	28
8	TYPES OF EMERGENCY RESPONSE.....	30
8.1	Fire Emergency & Explosion, Chemicals, MVA, LPG, Gas Incidents & Hazardous Materials.....	30

## Emergency Response Procedure

Version Date:	1 <sup>st</sup> Sept 2012	Revision date:	12 <sup>th</sup> Nov 2015	Version 5
Document Owner:	OHS & Compliance Leader	Approved by:	EPC	

8.2	Bomb Threat.....	30
8.3	Suspicious Parcels & Letters.....	31
8.4	Confined Space Rescue.....	32
8.5	Environmental Harm.....	32
8.6	Medical Emergency Plan.....	32
8.7	Ettamogah Dam Safety Plan.....	33
9	EMERGENCY PROCEDURES.....	34
9.1	Fire (Excluding Bushfire).....	34
9.1.1	Dangers from fire.....	35
9.1.2	Raise the Alarm.....	35
9.1.3	Fire Fighting.....	35
9.1.4	First Aid.....	35
9.1.5	Specialist Advice.....	35
9.2	Work at Heights Rescue.....	36
9.2.1	Work At Heights.....	36
9.2.2	Rescue Plans.....	36
9.3	Chlorine.....	37
9.3.1	Gas Leaks.....	38
9.3.1.1	Evacuation.....	38
9.3.1.2	Action by trained, equipped personnel.....	38
9.3.2	Liquid Leaks and Spills.....	39
9.3.2.1	Essential requirements.....	39
9.3.2.2	Action to be taken.....	39
9.3.3	Fire.....	39
9.3.3.1	Dangers from fire.....	39
9.3.3.2	Steps to be taken.....	39
9.3.4	First Aid.....	39
9.3.5	Specialist Advice.....	39
9.4	Sodium Hydrosulphite.....	40
9.4.1	Action by trained, equipped personnel in case of emergency.....	41
9.4.2	Leaks and Spills.....	41
9.4.3	First Aid.....	41
9.4.4	Specialist Advice.....	41
9.5	Diesel.....	42
9.5.1	Fire fighting measures.....	42
9.5.2	Spills.....	42
9.5.3	First Aid.....	43
9.5.4	Specialist Advice.....	43
9.6	Hydrogen Peroxide.....	44
9.6.1	Spill/Leak Procedure.....	45
9.6.2	Fire.....	45
9.6.3	Decomposition.....	45
9.7	LP Gas.....	46
9.7.1	Fire Fighting Measures.....	46
9.7.2	Leaks.....	47
9.7.3	First Aid.....	47
9.7.4	Specialist Advice.....	47
9.8	Petrol.....	48
9.8.1	Evacuation.....	49
9.8.2	Action by trained, equipped personnel in case of fire and explosion.....	49
9.8.3	Leaks And Spills.....	49
9.8.4	First Aid.....	49

## Emergency Response Procedure

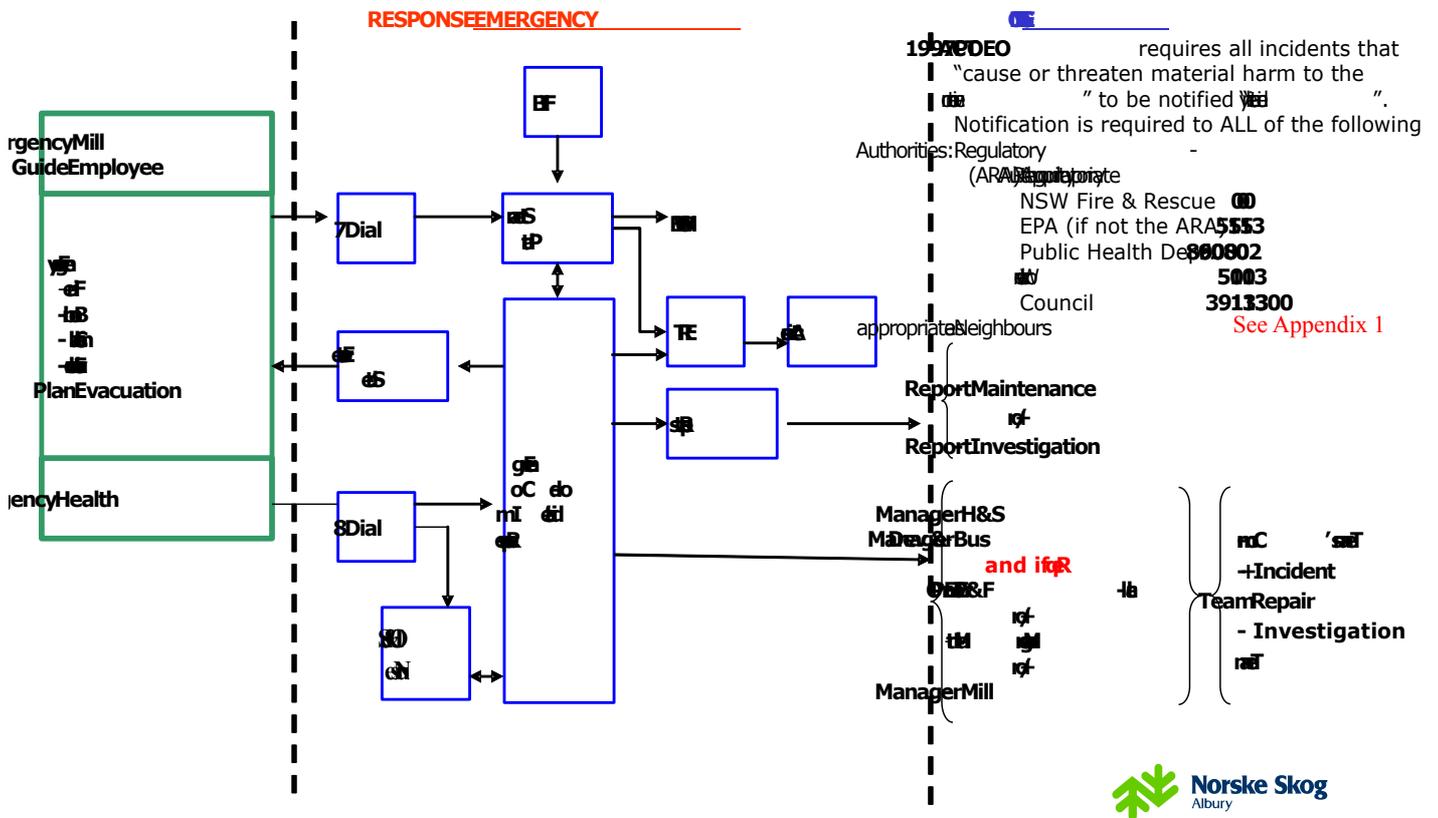
Version Date: 1 <sup>st</sup> Sept 2012	Revision date: 12 <sup>th</sup> Nov 2015	Version 5
Document Owner: OHS & Compliance Leader	Approved by: EPC	

9.8.5 Specialist Advice.....	49
9.9 Other Chemicals.....	50
9.9.1 Escalation.....	50
9.9.2 Spills.....	50
9.9.3 First Aid.....	50
9.9.4 Specialist Advice.....	50
9.10 Stormwater.....	51
10 Document Record.....	52
11 Appendix 1 - Mill Location Map.....	53
12 Appendix 2 Risk Log.....	54
13 Appendix 3 DG Manifest.....	55
14 Appendix 4 Maryvale & Rosevale Fire Plan.....	56



Version Date:	1 <sup>st</sup> Sept 2012	Revision date:	12 <sup>th</sup> Nov 2015	Version	5
Document Owner:	OHS & Compliance Leader	Approved by:	EPC		

## 1 FLOWCHART FOR EMERGENCY RESPONSES



Version Date:	1 <sup>st</sup> Sept 2012	Revision date:	12 <sup>th</sup> Nov 2015	Version 5
Document Owner:	OHS & Compliance Leader	Approved by:	EPC	

## 2 PURPOSE OF EMERGENCY PLANS

The purpose of this Emergency Plan is to provide a mechanism to contain and control an emergency incident so as to minimise the effects on people and facilities in the built and natural environment and the effects on business continuity and/or viability.

This plan describes the organisation and infrastructure of the Albury Mill Emergency Response Plan and provides a methodology for the management of emergency incidents. The plan will:

- Ø Control or limit the effect an emergency or potential emergency situation might have on personnel, facilities and the environment
- Ø Provide a mechanism for the initial response to an emergency situation and facilitate the early calling of outside emergency services when required
- Ø Ensure the provision of first aid for injured persons in an effort to conserve human life
- Ø Ensure the efficient communication between emergency services and Albury Mill in an emergency situation

The Emergency Plan incorporates a Risk Register (see Appendix 2)

Version Date: 1 <sup>st</sup> Sept 2012	Revision date: 12 <sup>th</sup> Nov 2015	Version 5
Document Owner: OHS & Compliance Leader	Approved by: EPC	

### 3 IDENTIFIED POTENTIAL EMERGENCIES

All emergency incidents which occur at Albury Mill are classified into one of 3 levels which are:

#### 3.1 Phase 1 - Employee Emergency Reporting (Including Contractors & Visitors)

It is important that all incidents are reported promptly to assist in minimising the risk to personnel, equipment and the environment. For Immediate Response & Help involving:

- Ø Fire
- Ø Explosion
- Ø Bomb Threat
- Ø Suspicious Parcels & Letters
- Ø Chemical, Fuel, LPG & Gas Incidents
- Ø Hazardous Materials
- Ø Confined Space Rescue
- Ø Environmental Harm
- Ø Working At Heights Rescue
- Ø Medical

#### **Phone Dial 7**

**Then Contact Emergency Response Team Co-ordinator by Radio Channel 1**

For:

***Medical Emergencies***

#### **Phone Dial 8**

**Then Contact the Health Centre or Shift Manager (outside business hours) by Radio Channel 1**

Version Date:	1 <sup>st</sup> Sept 2012	Revision date:	12 <sup>th</sup> Nov 2015	Version 5
Document Owner:	OHS & Compliance Leader	Approved by:	EPC	

### 3.2 Phase 2 – Emergency Response Team Activation

On receiving an emergency alarm, the Emergency Response Co-ordinator will attend the scene to size up the incident, respond whatever resources that are required from the Emergency Response Team, manage and return the situation to its normal state.

### 3.3 Phase 3 – Escalation of an Incident

If the emergency has the potential to injure personnel, cause equipment damage, cause major environmental harm, significant interruption to production or the utilisation of external authorities, the incident is required to be escalated within the mill management in order to support the Emergency Response Co-ordinator and provide expertise. In principle the following people will be initially contacted, who will then form the Incident Support Team:

- Ø OHS & Compliance Leader
- Ø HR/H&S Manager
- Ø Shift Manager, and if required
- Ø P&F or PEE On-Call, and/or
- Ø Maintenance Manager, and/or
- Ø Mill Manager

The Incident Support Team will instigate three teams as appropriate to support the emergency and recovery processes, being

- Ø Incident & Repair Team
- Ø Investigation Team
- Ø Communications Team

If the incident is ascertained to require a Phase 3 escalation, both in either internal or external resources and/or management, a clear protocol needs to be followed, see Table 1. The Emergency Co-ordinator and ERT remain the active emergency agency supporting external resources until relieved or the issue does not require that level of support.

Version Date:	1 <sup>st</sup> Sept 2012	Revision date:	12 <sup>th</sup> Nov 2015	Version 5
Document Owner:	OHS & Compliance Leader	Approved by:	EPC	

## 4 EMERGENCY PREVENTION & PREPAREDNESS

### 4.1 Prevention

The fundamental principle of emergency preparedness is implemented at the Albury Mill, which is to prevent all emergencies through planning, maintenance and procedures. The Albury Mill maintains these principles through the implementation of various 'best practice' methods including, Hot Work Permits, regular housekeeping audits (SAM), the carrying out of risk assessments for all tasks, routine maintenance activities and the development of the Norske Skog Operating Standard (NSOS).

### 4.2 Preparation

The Albury Mill maintains preparedness for any unforeseen emergency by various systems and processes including:

- Ø The maintaining of a skilled Emergency Response Team including a minimum hours training as described in the Collective Workplace Agreement (CWA). The Emergency Response Co-ordinator will liaise with the OHS & Compliance Leader to develop an annual training plan which covers the competency requirements for the ERT.
- Ø The regular maintenance and testing of fire protection systems to the relevant Australian Standards
- Ø Annual Evacuation drills.
- Ø Maintenance of OHS Competencies as required by individual.

Version Date:	1 <sup>st</sup> Sept 2012	Revision date:	12 <sup>th</sup> Nov 2015	Version 5
Document Owner:	OHS & Compliance Leader	Approved by:	EPC	

## 5 EMERGENCY RESPONSE STRUCTURE – KEY RESPONSIBILITIES

### 5.1 Emergency Response Co-ordinator (Chief Warden)

The Emergency Response Co-ordinator is empowered by the Albury Leadership Team to take whatever action is required in controlling an emergency incident involving fire emergencies, explosion, bomb threat, suspicious parcels & letters, chemical, LPG & gas incidents, hazardous materials, confined space rescue and environmental harm. This authority remains until the incident is either brought under control or the incident is handed over to the relevant statutory authority at which time the Emergency Response Co-ordinator will adopt a support role to that authority. Table 1 provides the expected minimum response and also a means of escalation to obtain more assistance.

Upon the receipt of an alarm or mill emergency, the Emergency Response Co-ordinator will immediately proceed to the location, investigate the cause of the alarm, take all necessary action to resolve the incident and if necessary respond the ERT, other mill personnel and other external authorities.

At the conclusion of the incident the Emergency Response Co-ordinator will instigate repairs to any defects to fire detection equipment, provide a report to the OH&S Leader and be involved in any subsequent investigation.

The Emergency Response Co-ordinator is accountable for ensuring that all emergency equipment is cleaned and stowed away correctly, that any defects are reported immediately, the fire truck is operational and the water tank is filled. The Emergency Response Co-ordinator will also ensure that the fire protection and reporting systems are operational and at the correct levels at all times.

Version Date:	1 <sup>st</sup> Sept 2012	Revision date:	12 <sup>th</sup> Nov 2015	Version 5
Document Owner:	OHS & Compliance Leader	Approved by:	EPC	

### 5.2 Emergency Response Team

The role of the Emergency Response Team (ERT) at the Albury Mill is to provide a prompt and efficient response in the event of an emergency that may arise from time to time. It is the responsibility of the ERT to prevent or reduce injury to personnel, minimise damage to equipment and minimise any environmental harm until relieved by the appropriate civil emergency authority that arrive on site. That authority will then assume the statutory control and the ERT will transfer to a support role during the emergency.

In specific circumstances where an approaching fire is threatening the immediate mill site, (meaning the site where the operational buildings are contained), the ERT can conduct fire fighting activities adjacent to the site in order to prevent loss of life and property. It needs to be recognised that the ERT is not a statutory fire fighting entity. The ERT authority does not extend to the Ettamogah property.

The ERT is managed by the OHS & Compliance Leader and is to consist of a minimum of 10 people per shift crew who will report to the Emergency Response Co-ordinator during any emergency and for emergency training purposes.

An additional role within the mill that is paramount to the operation of the ERT is the Communications Officer (Steam Plant Operator). The Steam Plant Operator is the communication link between the on site automatic fire reporting systems, the Emergency Response Co-ordinator and the NSW Fire Brigades/Emergency services.

### 5.3 All Employees, Contractors & Visitors

In the event of an emergency, all employees are to remain at their work places and continue work unless required to evacuate the mill on the sounding of the Evacuation Alarms or directed otherwise by the Emergency Response Co-ordinator.

### 5.4 Gatehouse (Business hours only)

During business hours the Gatehouse personnel are required to supervise the mill main entrance and may provide an additional communications point with emergency services as required. In the event of a total mill evacuation alarm Gatehouse personnel will allow no access to site (with the exception of emergency personnel) and provide the Emergency Co-ordinator with the a list of all contractors and visitors on site at the time of the emergency. Outside of business hours the site is secured and this role is deferred to the Steam Plant operator.

Version Date:	1 <sup>st</sup> Sept 2012	Revision date:	12 <sup>th</sup> Nov 2015	Version 5
Document Owner:	OHS & Compliance Leader	Approved by:	EPC	

### 5.5 Steam Plant Operator (Communications Officer)

The Steam Plant Operator is to provide immediate communications to fire brigades/emergency services at the time of the alarm and relay any ongoing messages with the fire brigades. The Steam Plant Operator will provide continuous monitoring of the Steam Plant automatic fire indicator board panel unless directed by the Emergency Response Co-ordinator to vacate the Steam Plant.

### 5.6 Shift Tradespeople/WWTP operator

The primary role of the shift tradespeople is to provide instant technical and practical trade resources to the Emergency Response Co-ordinator during the initial stages of the emergency and ongoing support as required. The shift tradespeople will be available to provide emergency response activities.

### 5.7 Shift Manager(SM)

The SM will continue to have responsibility for the general site operations and perform the function of Emergency Response Co-ordinator and allocate whatever available resources are required.

### 5.8 Mill Manager

The Mill Manager will respond to the emergency if required to by the Emergency Response Co-ordinator or Emergency Support Team. On arrival, get regular updates as to the status of the emergency and be fully conversant with the nature and progress of the emergency. Via the Communications Team ensure that regular reporting to external authorities is carried out and that the Regional/Corporate Management Team are appraised of the emergency as appropriate.

In the event of a Death or Serious Injury, ensure that the Norske Skog Policy in the event of death is enacted.

The Mill Manager will consider the impact of the emergency on the ability to conduct core business and with members of the Incident & Repair Team, develop a business recovery strategy. He will ensure updates of the emergency events are communicated to Albury Mill employees and contractors (ie. Stand downs, down time)

Version Date:	1 <sup>st</sup> Sept 2012	Revision date:	12 <sup>th</sup> Nov 2015	Version 5
Document Owner:	OHS & Compliance Leader	Approved by:	EPC	

## 5.9 Environment & Business Development Manager

The Emergency Response Co-ordinator is to inform as soon as practicable the Environment and Business Development Manager of all environmental emergency response escalations (normally via Steam Plant due to time constraints at the beginning of an emergency). The Environment and Business Development Manager will provide advice to the Emergency Response Team on all environmental matters and in alignment with the OHS & Compliance Leader liaise with applicable government departments for notification and reporting.

## 5.10 OHS & Compliance Leader

The Emergency Response Co-ordinator is to inform as soon as practicable the OHS & Compliance Leader of all Phase 3 emergency response escalations (normally via Steam Plant due to time constraints at the beginning of an emergency). The OHS & Compliance Leader will provide advice to the Emergency Response Team on all safety matters and in alignment with the Communications Team liaise with applicable government departments for notification and reporting.

## 5.11 Incident Support Team

The Incident Support Team's prime accountabilities are:

- Ø Respond immediately to the incident area and provide all support and resources as requested by the Emergency Response Co-ordinator
- Ø Dependant of the situation, initiate the formation of the Incident & Repair Team, the Communications Team and the Investigation Team.

## 5.12 Incident & Repair Team

- Ø Continue to support the Emergency Co-ordinator in bringing the incident under control.
- Ø Establish the teams required to review the status of the mill and what actions are required to bring the mill back to normal operations.
- Ø Take whatever actions are required to resource the action plan from within the mill, Norske Skog or external to the mill.
- Ø Ensure that our suppliers are supporting the team with maximum resource and effort
- Ø Ensure that a team is liaising with our customers, managing the stock inventory and liaising with Sales & Marketing.

Version Date:	1 <sup>st</sup> Sept 2012	Revision date:	12 <sup>th</sup> Nov 2015	Version 5
Document Owner:	OHS & Compliance Leader	Approved by:	EPC	

### 5.13 Communications Team

Develop the appropriate communications strategies specific to the incident, which will address:

- Ø Appropriate employee communications, feedback & dialogue
- Ø Liaise with the Albury Leadership Team, the Incident & Repair Team and the Investigation Team
- Ø Customers
- Ø Neighbours who may be directly affected by the incident
- Ø Community
- Ø Appropriate regulatory bodies
- Ø Media releases and responses and other external requirements

### 5.14 Investigation Team

- Ø Set up and investigate the reasons for the incident establishing the root causes and recommended actions to prevent any repeat occurrence.
- Ø Recommend any others requirements to prevent any repeat occurrence.

Version Date: 1 <sup>st</sup> Sept 2012	Revision date: 12 <sup>th</sup> Nov 2015	Version 5
Document Owner: OHS & Compliance Leader	Approved by: EPC	

## 6 EMERGENCY RESPONSE CHECKLISTS – KEY POSITIONS & ALL EMPLOYEES

### 6.1 Emergency Response Co-ordinator (Chief Warden)

Action Req'd Y/N	Action	Time done	By Who	Action Comp
	∅ Respond to call from the Steam Plant Operator and immediately attend the incident scene			
	∅ Make initial assessment of the scene and respond the appropriate resources: ∅ Emergency Response Team ∅ NSW Fire Brigades ∅ Site First Aid ∅ Ambulance ∅ Border Rescue Club ∅ Police			
	∅ Ensure that Emergency Response Team has appropriate PPE required by the incident			
	∅ Maintain personal safety of Emergency Response Team and other people in adjacent areas			
	∅ If escalated to a Phase 3 incident, mobilise the required Norske Skog Incident Support Team via Security			
	∅ Arrange for a member of the Emergency Response Team to meet external agencies at front gate to direct resources to the appropriate location. If resources are unavailable, utilise Security for this function			
	∅ Communicate directly with any external emergency resources			
	∅ Continue to monitor and adapt plans if the incident escalates			
	∅ Declare a site evacuation if the incidents requires this action			
	∅ If a site evacuation is declared, ensure that a valid head count is carried out and instigate appropriate actions the head count does not tally			
	∅ Make appropriate updates to the Incident Support Team			
	∅ In consultation with the Incident Support Team, declare when the area is all clear when the emergency is concluded			
	∅ Ensure that all emergency equipment is re-stowed or replaced			

## Emergency Response Procedure

Version Date: 1 <sup>st</sup> Sept 2012	Revision date: 12 <sup>th</sup> Nov 2015	Version 5
Document Owner: OHS & Compliance Leader	Approved by: EPC	

### 6.2 Emergency Response Team

Action Req'd Y/N	Action	Time done	By Who	Action Comp
	Ø On receiving an emergency response request, members of the Emergency Response Team are to proceed to the scene of the incident ensuring that they have all their emergency PPE			
	Ø Carry out the required emergency actions as directed by the Emergency Response Co-ordinator			

### 6.3 All Employees, Contractors & Visitors

Action Req'd Y/N	Action	Time done	By Who	Action Comp
	Ø In the event of any emergency, all employees, contractors and visitors are to remain at their place of work unless directed by the Emergency Response Co-ordinator			
	Ø In the event of a millwide evacuation alarm, all employees are required to: <ul style="list-style-type: none"> <li>○ enact their emergency shutdown procedures of plant or equipment</li> <li>○ notify any person in the immediate vicinity that the millwide evacuation alarm has sounded</li> <li>○ proceed immediately to the designated mill evacuation point in the employee car park and await further instruction</li> </ul>			

## Emergency Response Procedure

Version Date: 1 <sup>st</sup> Sept 2012	Revision date: 12 <sup>th</sup> Nov 2015	Version 5
Document Owner: OHS & Compliance Leader	Approved by: EPC	

### 6.4 Gatehouse Administration (when manned)

#### 6.4.1 All Emergencies

The function of Gatehouse Administration in all emergencies is to ensure:

Action Req'd Y/N	Action	Time done	By Who	Action Comp
	θ That the main gate is secure and only allow relevant traffic flow			
	θ Ready access for any arriving emergency vehicles and direct them to the incident scene.			
	θ That the Dangerous Goods manifest and other documentation is available to the Emergency Response Co-ordinator and other emergency agencies			
	θ Provide a hard copy MSDS as requested by emergency personnel			
	θ Provide assistance as required by the Emergency Response Co-ordinator			
	θ Contact the Incident Support Team on the direction of the Emergency Response Co-ordinator			
	θ Media personnel are not allowed access but put in contact with the Albury Mill public relations team			
	θ All incoming phone calls, ensuring that no information is conveyed to the caller. Refer calls involving the incident to either the Emergency Response Co-ordinator or the support people who have been contacted			
	θ Maintain a log of all emergency personnel entering the site during the emergency			
	θ Communications as directed.			

## Emergency Response Procedure

Version Date: 1 <sup>st</sup> Sept 2012	Revision date: 12 <sup>th</sup> Nov 2015	Version 5
Document Owner: OHS & Compliance Leader	Approved by: EPC	

### 6.4.2 Site Evacuation

Action Req'd Y/N	Action	Time done	By Who	Action Comp
	⊖ Upon the sounding of the Mill Evacuation Alarm, immediately lock down the site by closing all vehicle access gates leaving only the main mill entrance access open.			
	⊖ If the Emergency Response Co-ordinator requests that any alternate mill evacuation assembly area is required, assist wherever possible			
	⊖ Print out the lists which documents the employees, contractors and visitors that are currently on site. Make this list available to the Emergency Response Co-ordinator and ERT when requested.			
	⊖ Assist Emergency Response Co-ordinator in confirmation of evacuation tally counts			
	⊖ Communications as directed.			

### 6.5 Steam Plant Operator

Action Req'd Y/N	Action	Time done	By Who	Action Comp
	⊖ On the activation of a Fire Alarm, the Emergency Response Co-ordinator is contacted immediately and all relevant information is conveyed including location, nature of the alarm, if a Code Red is activated			
	⊖ Remain in the Steam Plant Control Room to provide Emergency Response Team communications			
	⊖ Contact NSW Fire Brigade if requested by the Emergency Response Co-ordinator			
	⊖ Print out the lists which documents the employees, contractors and visitors that are currently on site. Make this list available to the Emergency Response Co-ordinator and ERT when requested.			

## Emergency Response Procedure

Version Date: 1 <sup>st</sup> Sept 2012	Revision date: 12 <sup>th</sup> Nov 2015	Version 5
Document Owner: OHS & Compliance Leader	Approved by: EPC	

### 6.6 Shift Trades people/WWTP operator

Action Req'd Y/N	Action	Time done	By Who	Action Comp
	θ On receiving a request to attend a site emergency, provide electrical and mechanical expertise as requested by the Emergency Response Co-ordinator or external agency			
	θ Assist in the emergency as requested by the Emergency Response Co-ordinator or external agency			
	θ Monitor quantity of water and other contaminants flowing to the stormwater ponds system and take corrective action in co-operation with the Emergency Response Co-ordinator			

### 6.7 Mill Manager

Action Req'd Y/N	Action	Time done	By Who	Action Comp
	θ Respond to the emergency if required to by the Emergency Response Co-ordinator or Emergency Support Team			
	θ On arrival, be fully conversant with the nature and progress of the emergency			
	θ Ensure regular reporting to external authorities is carried out			
	θ Get regular updates as to the status of the emergency			
	θ Ensure the Regional Leadership/Corporate Team are appraised of the emergency as appropriate			
	θ In the event of Death or Serious Injury, ensure that the Norske Skog Policy in the event of death is enacted			
	θ Consider the impact of the emergency on the ability to conduct core business			
	θ With members of the Incident & Repair Team, develop a business recovery strategy			
	θ Ensure updates of the emergency events are communicated to Albury Mill employees and contractors (ie. Stand downs, down time)			

## Emergency Response Procedure

Version Date: 1 <sup>st</sup> Sept 2012	Revision date: 12 <sup>th</sup> Nov 2015	Version 5
Document Owner: OHS & Compliance Leader	Approved by: EPC	

### 6.8 Environment & Business Development Manager

Action Req'd Y/N	Action	Time done	By Who	Action Comp
	θ Provide environmental advice at the Albury Mill during the life cycle of the incident in consultation with the Emergency Response Co-ordinator			
	θ Provide overall environmental advice during the emergency			

### 6.9 OHS & Compliance Leader

Action Req'd Y/N	Action	Time done	By Who	Action Comp
	θ Ensure the overall safety of all personal at the Albury Mill during the life cycle of the incident in consultation with the Emergency Response Co-ordinator			
	θ Make contact with NSW Workcover/EPA and other Regulatory Authorities if required by the nature of the incident			
	θ Provide overall OH&S advice during the emergency			
	θ Co-ordinate an incident investigation of the events that led to the emergency			

## Emergency Response Procedure

Version Date: 1 <sup>st</sup> Sept 2012	Revision date: 12 <sup>th</sup> Nov 2015	Version 5
Document Owner: OHS & Compliance Leader	Approved by: EPC	

### 6.10 Incident Support Team

Action Req'd Y/N	Action	Time done	By Who	Action Comp
	θ Respond immediately to the incident area and provide all support and resources as requested by the Emergency Co-ordinator			
	θ Dependant of the situation, initiate the formation of the Incident & Repair Team, the Communications Team and the Investigation Team			

### 6.11 Incident & Repair Team

Action Req'd Y/N	Action	Time done	By Who	Action Comp
	θ Continue to support the Emergency Co-ordinator in bringing the incident under control			
	θ Establish the teams required to review the status of the mill and what actions are required to bring the mill back to normal operations			
	θ Take whatever actions are required to resource the action plan from within the mill, Norske Skog or external to the mill			
	θ Ensure that our suppliers are supporting the team with maximum resource and effort			
	θ Ensure that a team is liaising with our customers, managing the stock inventory and liaising with Sales & Marketing			

Version Date: 1 <sup>st</sup> Sept 2012	Revision date: 12 <sup>th</sup> Nov 2015	Version 5
Document Owner: OHS & Compliance Leader	Approved by: EPC	

### 6.12 Communications Team

Action Req'd Y/N	Action	Time done	By Who	Action Comp
	θ Develop the appropriate communications strategies specific to the incident, which will address:			
	θ Appropriate employee communications, feedback & dialogue			
	θ Liaise with the Albury Leadership Team, the Incident & Repair Team and the Investigation Team			
	θ Requirements to the Australasian Regional Office			
	θ Corporate Office			
	θ Customers			
	θ Identifying the best methods to notify neighbours which may be affected by the incident in co-operation with regulatory bodies such as the Police and SES			
	θ Ensuring the notification of neighbours takes place at appropriate intervals during the incident. Refer to contact details in the Neighbours Contact Plan			
	θ Community			
	θ Appropriate regulatory bodies			
	θ Media releases and responses and other external requirements			

### 6.13 Investigation Team

Action Req'd Y/N	Action	Time done	By Who	Action Comp
	θ Set up and investigate the reasons for the incident establishing the root causes and recommended actions to prevent any repeat occurrence.			
	θ Recommend any others requirements to prevent any repeat occurrence.			

Version Date:	1 <sup>st</sup> Sept 2012	Revision date:	12 <sup>th</sup> Nov 2015	Version 5
Document Owner:	OHS & Compliance Leader	Approved by:	EPC	

## 7 EMERGENCY ALARMS

### 7.1 General

The Albury Mill is equipped with many alarms, most which warn operational personnel of equipment failure and process variations, and are usually specific to a plant area. There are however, four alarms that are general to the site and warn of danger to personnel or equipment and you will be required to be familiar with these alarms and the responses required ensuring your safety. The four alarms are:

- Ø Fire Alarm
- Ø Gas Deluge System Alarm
- Ø Chlorine Alarm
- Ø Site Evacuation Alarm

### 7.2 Fire Alarm

All fire alarms at the Albury Mill are bells, which can be activated in a number of ways:

- Ø Break Glass alarms
- Ø Smoke in the vicinity
- Ø The activation of a sprinkler system
- Ø A drop in pressure in the mill fire ring main supply

Once a fire alarm is activated, an alarm will be brought up in the Steam Plant control room indicating the area of the alarm

**No Fire in Area:** If an alarm bell sounds and no fire is evident in your vicinity, then remain in your work area unless advised by the Emergency Co-ordinator

**Fire in Area:** If a fire is discovered in your work area then you must:

Firstly raise the alarm by using the **break glass alarm located normally located adjacent to building exits or by phone (Dial 7)**

If by phone, provide the following information:

- Ø Building & location
- Ø Type of fire
- Ø If safe to do, get an appropriate extinguisher or hose reel and attempt to fight the fire
- Ø If the fire is unsafe or out of control, leave the area shutting the doors behind you
- Ø Remain in an adjacent area to advise the Emergency Co-ordinator

Version Date:	1 <sup>st</sup> Sept 2012	Revision date:	12 <sup>th</sup> Nov 2015	Version 5
Document Owner:	OHS & Compliance Leader	Approved by:	EPC	

### 7.3 Gas Deluge System Alarm

#### **Control Rooms**

In some control rooms gas deluge extinguisher systems have been fitted. The systems consist of pressurised Carbon Dioxide or Inergen which is discharged into the room or equipment in order to suppress the fire.

The gas deluge system is connected to smoke and combustion detectors. The activation of one detector causes the fire alarm in the room to sound and also activates the alarm in the Steam Plant. On the activation of the second detector, an evacuation sign is illuminated and the gas is discharged into the room 30 seconds later. All Gas Deluge protected control rooms have a stop gas switch fitted that can be used to prevent the system from discharging even when the sensors are activated. This can only be used when no fire is apparent. When the stop gas switch is activated a red indicator lights and a "Beep, Beep, Beep" alarm sounds until the switch is returned to the normal position. The control rooms are also fitted with an illuminated "Evacuate Area" sign

**No Fire in Area:** If you are in a control room protected by the Gas Deluge System when an alarm sounds and there is no evidence of fire in your area, you must:

Activate the stop gas switch  
 Maintain a watch for evidence of a fire  
 Wait for instruction from the Emergency Co-ordinator

**Fire in Area:** If a fire is discovered in your work area then you must:

- Ø Carryout the emergency shut down procedure for your area
- Ø Check that the area is clear of all personnel
- Ø Leave the room shutting all doors
- Ø Do not re-enter the room until the area has been declared safe by the Emergency Co-ordinator

Version Date:	1 <sup>st</sup> Sept 2012	Revision date:	12 <sup>th</sup> Nov 2015	Version 5
Document Owner:	OHS & Compliance Leader	Approved by:	EPC	

### **Switchrooms**

In some switchrooms and other process rooms, which contain electronic equipment, gas deluge extinguisher systems have been fitted within the cabinets. The systems consist of pressurised Carbon Dioxide or Inergen which is discharged into the equipment in order to suppress the fire.

The gas deluge system is connected to smoke and combustion detectors. The activation of one detector causes the fire alarm in the room to sound and also activates the alarm in the Steam Plant. On the activation of the second detector, an evacuation sign is illuminated and the gas is discharged into the cabinet.

**No Fire in Area:** If you are in a room protected by the Gas Deluge System when an alarm sounds:

- Ø Be aware that a second detector may discharge the gas
- Ø Move to an area away from the cabinet
- Ø Maintain a watch for evidence of a fire
- Ø Wait for instruction from the Emergency Co-ordinator

**Fire in Area:** If a fire is discovered in a cabinet then you must:

- Ø Check that the immediate area is clear of all personnel
- Ø Move to an area away from the cabinet
- Ø Wait for instruction from the Emergency Co-ordinator

Version Date:	1 <sup>st</sup> Sept 2012	Revision date:	12 <sup>th</sup> Nov 2015	Version 5
Document Owner:	OHS & Compliance Leader	Approved by:	EPC	

### 7.4 Chlorine Alarm

The Water Treatment Plant, Irrigation and the Ettamogah Dam Pumphouse utilise Chlorine to treat water systems to allow water to be used for mill processes and human consumption. Chlorine is a highly toxic, yellow-green gas and contact with it needs to be avoided wherever possible. Chlorine gas detectors are fitted in all areas where chlorine is used and if the concentration of gas exceeds a set level the detector is activated. The chlorine alarms are local and sound only in the area where the detector is triggered. On activation the alarm consists of a yellow flashing light and a varying tone "Wee, Waa, Wee, Waa" siren.

Chlorine Alarm Sounds: If you are in an area and the Chlorine Alarms sounds, then you must:

- Ø Firstly move well away from the area
- Ø Raise the alarm by using the **phone (Dial 7)**

Provide the following information:

- Ø Building
- Ø Location
- Ø Type of incident
- Ø Follow any directions from the operator
- Ø Remain in an adjacent area to advise the Emergency Co-ordinator
- Ø Do not re-enter the area until it is declared safe by the Emergency Co-ordinator

Version Date:	1 <sup>st</sup> Sept 2012	Revision date:	12 <sup>th</sup> Nov 2015	Version 5
Document Owner:	OHS & Compliance Leader	Approved by:	EPC	

### 7.5 Site Evacuation Alarm

It is conceivable that in some instances the entire mill may have to be evacuated to ensure the safety of all personnel, for instance:

- Ø Major fire
- Ø Bomb threat
- Ø Severe air pollution
- Ø Risk of explosion
- Ø Natural disaster
- Ø Medical emergency

To warn personnel of a required evacuation, a series of radio activated evacuation alarms have been installed around the site. These units consist of a blue strobe light and a warning siren which when activated the strobe light flashes and a loud wailing siren sound. The system is activated via the Steam Plant or the Fire Station and can only be activated on the direction of the Emergency Co-ordinator. The system is tested by Gatehouse on the first Monday of each month at 0900hrs for approximately one minute.

#### **Do Not React To This Monthly Test Alarm**

**Evacuation Alarm Sounds:** When the evacuation alarm sounds (outside of a test) you must carryout the following procedures:

- Ø Carryout any emergency shut down procedures for your area
- Ø Check that all personnel in your area have heard or seen, and are reacting to the alarm
- Ø Confirm that your area is clear of personnel and leave
- Ø Walk quickly and calmly to the main mill car park
- Ø Assemble near your department sign at the east side of the car park
- Ø Remain at your assembly area until directed by the Emergency Response Co-ordinator (SM)
- Ø **If you were involved in any Hot Work prior to the Evacuation, inform SM**

Under normal circumstances, exit the site via the main mill entrance gate. If it is unsafe to exit via the main mill entrance gate, the Emergency Co-ordinator (SM) or Emergency Team member will direct you to an alternate exit point and assembly area.

## Emergency Response Procedure

Version Date: 1 <sup>st</sup> Sept 2012	Revision date: 12 <sup>th</sup> Nov 2015	Version 5
Document Owner: OHS & Compliance Leader	Approved by: EPC	

**TABLE 1**

<b>INCIDENT</b>	<b>REQUIRED MINIMUM CONTACT</b>
Fire Explosion Chemical, LPG & Gas Incident Hazardous Materials	ERT NSW Fire Brigade OHS & Compliance Leader Shift Manager and if required P&F or PEE on-call
Suspicious Parcels or letters	NSW Fire Brigade NSW Police Service OHS & Compliance Leader Shift Manager and if required P&F or PEE on-call
Bomb Threat	Initially consult with OHS & Compliance Leader Shift Manager and if required P&F or PEE on-call
Environmental Incident	For Category 3 Incidents and above: ERT and area operator OHS & Compliance Leader Shift Manager and if required P&F or PEE on-call
Medical Emergency	NSW Ambulance Health Nurse OHS & Compliance Leader Shift Manager and if required P&F or PEE on-call

Version Date:	1 <sup>st</sup> Sept 2012	Revision date:	12 <sup>th</sup> Nov 2015	Version 5
Document Owner:	OHS & Compliance Leader	Approved by:	EPC	

## 8 TYPES OF EMERGENCY RESPONSE

### 8.1 Fire Emergency & Explosion, Chemicals, MVA, LPG, Gas Incidents & Hazardous Materials

Any incident that involves fire or threat of fire and/or explosion, chemicals, LPG or natural gas or Hazardous Materials to any property within the Albury Mill site, are treated as emergencies and will be responded to by the ERT. The ERT is trained in the appropriate response to these emergency situations.

Natural gas will quickly dissipate in naturally ventilated external areas and pose a limited risk of fire or explosion. Despite this, whenever you can smell gas in an external area:

- ⊖ Do NOT smoke
- ⊖ Do NOT introduce any other ignition sources (eg. naked flame, sparking devices, electrical equipment)
- ⊖ Do NOT use a mobile phone in the immediate area.

### 8.2 Bomb Threat

- ⊖ It has been the experience of some industries to receive information of the presence of an explosive device or objects of a similar nature on the premises
- ⊖ In the event of such a call to an employee, the following procedure is to be followed:
- ⊖ Treat the call as authentic
- ⊖ Act calmly and record all the information received
- ⊖ After termination of the call, immediately contact the Emergency Response Co-ordinator
- ⊖ The ERT Co-ordinator will take the appropriate action to manage the situation. The ERT Co-ordinator is to immediately contact:
- ⊖ OHS & Compliance Leader
- ⊖ and if required
- ⊖ P&F or PEE on-call
- ⊖ Dependant on the nature of the call, the following escalation could be necessary:
- ⊖ Incident Support Team to contact Mill Manager
- ⊖ Contact NSW Police
- ⊖ Contact NSW Fire Brigades

Version Date:	1 <sup>st</sup> Sept 2012	Revision date:	12 <sup>th</sup> Nov 2015	Version 5
Document Owner:	OHS & Compliance Leader	Approved by:	EPC	

### **8.3 Suspicious Parcels & Letters**

Given the number of incidents in Australia and overseas involving letters and parcels containing suspected biochemical hazards, it is prudent to provide some guidelines for any employee or contractor who opens a letter or parcel that contains a suspicious substance. It is also our understanding that we are a low risk target.

The essential focus is not to spread any potential contamination, to look after the health of all people and to let the trained emergency services manage the situation.

#### ***IF A LETTER / PACKAGE IS UNOPENED.***

- Ø Immediately place the unopened item in a safe place in the immediate vicinity.
- Ø Move to a safe area.
- Ø Contact the Emergency Co-ordinator on Ext. 3244 or by Radio.

#### ***IF A LETTER / PACKAGE IS OPENED WHICH CONTAINS SUSPICIOUS SUBSTANCE***

- Ø Immediately place down in a safe place in the immediate vicinity.
- Ø Contact the Emergency Co-ordinator on Ext. 3244 or by Radio.
- Ø Move to an adjacent room or location.
- Ø Keep people away from the area and yourself.
- Ø Have the Emergency Co-ordinator arrange a water source to wash your hands and face, etc.
- Ø Do not leave the area.

#### ***EMERGENCY CO-ORDINATOR***

- Ø On receipt of a call to a letter / package that is opened which contains a suspicious substance;
- Ø Ensure the area is evacuated.
- Ø Ensure the person and area contaminated is isolated.
- Ø Call the NSW Fire Brigade immediately.
- Ø Call the NSW Police Service immediately.
- Ø Arrange for a water source for the contaminated person to wash hands and face, etc.
- Ø Arrange for Steam Plant operator to contact the following mill personnel;
  - OHS & Compliance Leader
 and if required
  - P&F or PEE On-Call
- Ø Assist NSW Fire Brigade with HAZMAT procedures.

Version Date:	1 <sup>st</sup> Sept 2012	Revision date:	12 <sup>th</sup> Nov 2015	Version 5
Document Owner:	OHS & Compliance Leader	Approved by:	EPC	

### 8.4 Confined Space Rescue

The Confined Space 'Safe System of Work' program is developed to eliminate the need for emergency response or rescue by systematically and proactively identifying and eliminating or reducing risk of exposure to all foreseeable hazards associated with confined space work.

In the event of unforeseeable circumstances that an emergency occurs, the ERT Co-ordinator will respond to the alarm, assess the situation and commence rescue operations. The ERT Co-ordinator is expected to seek assistance from the NSW Fire Brigades as soon as possible and then support the agency upon their arrival.

The escalation of the incident will be via the protocol described in Section 3 of this procedure.

### 8.5 Environmental Harm

In order to minimise environmental harm, during any emergency, the Emergency Response Co-ordinator is to take all necessary action to prevent environmental harm to stormwater drains, waterways, land contamination, air emission (via either noise or odour) and waste residues from such an emergency.

This may include actions such as:

- θ Closure of discharge valves from stormwater ponds
- θ Containing, bunding, neutralising of environmental incident in plant areas
- θ Closure of stormwater grate covers
- θ Use of spill containment equipment from spill kits and spill trailer
- θ Evacuation of area or mill site

### 8.6 Medical Emergency Plan

In the event of a medical emergency the emergency action plan shall be followed. This plan as set below and recognises the need for instant evaluation of the safe operating requirements that the first aid responder is required to follow to ensure the prevention of personal injury, whilst ensuring the safety of the casualty and other bystanders.

The designated people to respond to the first aiders request is the occupational health nurse during the hours 0900 – 1530 Mon - Thurs phone 8 or 3188 and/or the Shift Manager by mill radio. There are additional personnel who are trained in First Aid at level 3. These trained people are to respond with the appropriate medical equipment held in the health centre. If additional help is required, they can request for backup from the ERT or any external agency (ambulance service).

1. Assess the scene: ensure the safety from danger for yourself, the casualty and others.
  - θ Dangers include: body fluids especially blood, aggressive behaviour, needle stick injury, vehicles, equipment, back injuries, equipment failure, chemical fumes, fire or explosion, electrocution and burns.
  - θ Protect yourself with equipment such as gloves and glasses
  - θ Phone for assistance – Health Centre 8 or 3188, security 3181, ambulance 000.
2. Assess the casualty: check response and vital signs.
  - θ **D**anger, **R**esponse, **S**end for help, **A**irway, **B**reathing, **C**ompressions, and **D**efibrillation

## Emergency Response Procedure

Version Date:	1 <sup>st</sup> Sept 2012	Revision date:	12 <sup>th</sup> Nov 2015	Version 5
Document Owner:	OHS & Compliance Leader	Approved by:	EPC	

3. Assess what to do next: obtain consent if the casualty is conscious and provide treatment.
  - θ Commence treatment – look for signs of injury and signs you observe about the casualty's condition. Is the casualty pale? Is the casualty sweaty? Is the casualty bleeding? Is the casualty suffering chest pain? Have the casualty, if conscious, to tell you about their symptoms. Are they in pain? Do they feel sick, dizzy or faint.
  - θ Provide an examination
  - θ starting at the neck. Ask does the casualty have a sore neck? And pins and needles in hands or feet? Any weakness to any of the limbs? Can the casualty move all 4 limbs?
  - θ Move to the top of the head. Look over the head, face, nose for swelling, deformity, bleeding, fluid coming out of the ears, or loose teeth
  - θ Consider any injury to the chest. Look for the rise and fall of the chest, rate of breathing, listen for noisy breathing, enquire about pain on movement or breathing
  - θ Ask about the stomach. Observe for bleeding
  - θ Look at the casualty's limbs. Look for loss of movement, swelling, deformity, bleeding or bruising, equal strength in all limbs, enquire about sensations such as numbness, coldness or tingling
  - θ Look at the casualty's back. Whilst supporting the head and neck, roll them over and look for deformity, swelling, bleeding or bruising
  - θ Provide confidence and reassurance. Be calm, firm and compassionate.
4. If required to transport the casualty, firstly assess them and ask if they are able to walk with your assistance. They should be taken to the health centre and to lie on the bed or sit in a chair with arms. The first aid responder to stay with them at all times. If the casualty is unable to walk and needs to be moved prior to further assessment or treatment the first aid responder shall follow the below:
  - θ Apply a collar while maintaining neutral head position – place the chin support well under the chin. Do not adjust the collar while on the casualty
  - θ In the health centre is a stretcher which shall be used by further first aiders or bystanders to assist.
  - θ Reasons for moving a casualty prior to assessment or treatment – fire or threat of fire, explosives or other hazards, electrical wires, toxic fumes, unable to properly treat the casualty without moving them eg a person requires CPR
  - θ If the casualty is awaiting the arrival of an ambulance and is comfortable in the area they are in, leave them!
5. Undertake debrief and self evaluation after the event. Record the event and any treatment given to the casualty.
6. The initial responder to stay with the casualty at all times, even while been treated by other trained personal.

### 8.7 Ettamogah Dam Safety Plan

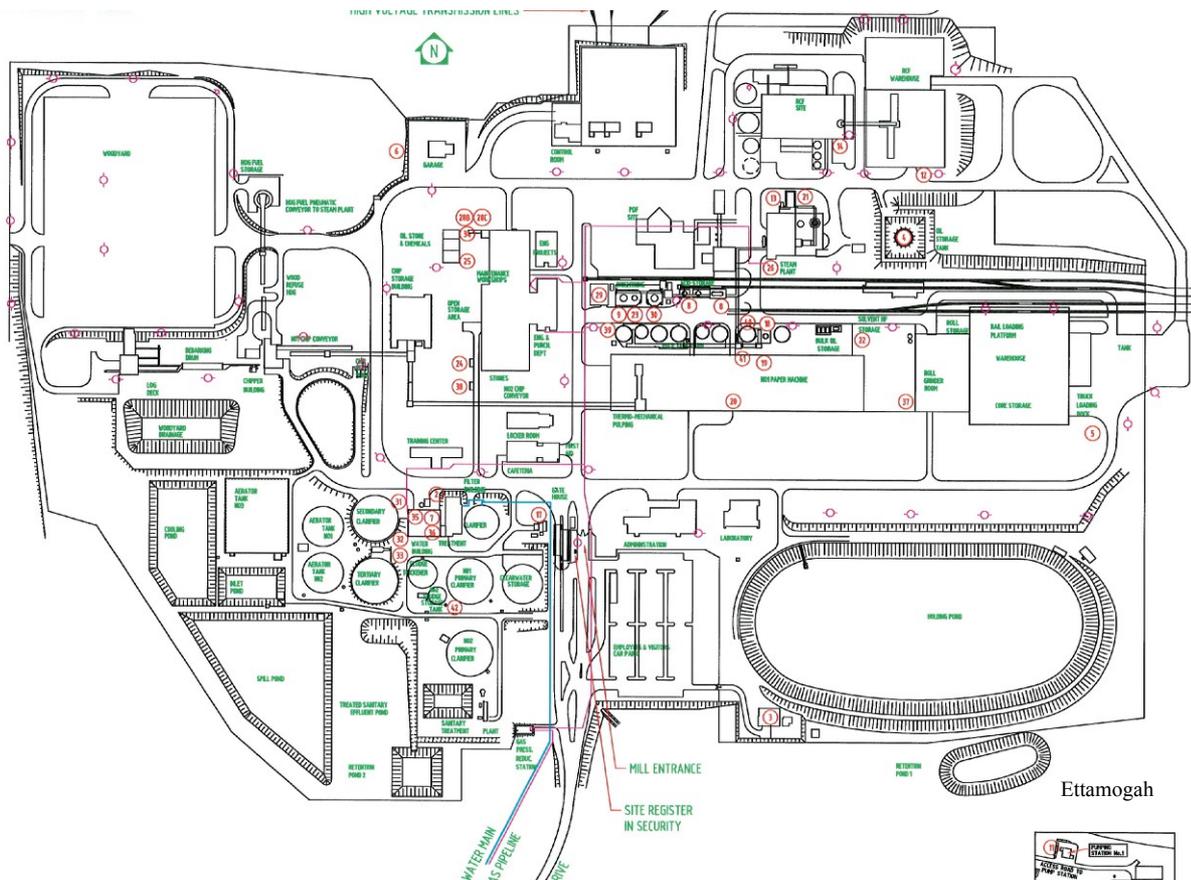
Refer to Dam Safety Plan

Version Date:	1 <sup>st</sup> Sept 2012	Revision date:	12 <sup>th</sup> Nov 2015	Version 5
Document Owner:	OHS & Compliance Leader	Approved by:	EPC	

## 9 EMERGENCY PROCEDURES

### 9.1 Fire (Excluding Bushfire)

For any incident that involves fire or the threat of fire to any property and within the Albury Mill site is treated as an emergency. All fires require a formal investigation as per our WHS Incident Investigation Policy.



### PREVENTION

The best solution to stop a fire is to prevent it from starting. Some examples of prevention that the mill employ are:

- 0 Hot work permit procedure
- 0 Hot work competence training
- 0 Induction and training for contractors
- 0 'No smoking' site
- 0 Adequate housekeeping and maintenance programs
- 0 Maintenance contract with local fire company to test and maintain fire systems

### DETECTION

Smoke Detection systems in place.  
Alarms locally and in Control Room.  
Code red

Version Date:	1 <sup>st</sup> Sept 2012	Revision date:	12 <sup>th</sup> Nov 2015	Version 5
Document Owner:	OHS & Compliance Leader	Approved by:	EPC	

VESDA systems

### RESPONSE

'Code Red' alarm to Albury fire brigade with 15 minute response time.

Familiarity training for Albury fire brigade

The mill has a trained Emergency Response Team, fire fighting systems/equipment and emergency procedures to address fires.

Fire fighting and alarm competence training for all employees

### EMERGENCY PROCEDURES

#### 9.1.1 Dangers from fire

Smoke and toxic gases can be as deadly as heat and flames. The majority of people that die or get injured in fires is because of exposure to hazardous smoke and toxic gases and not actual burns. In addition, smoke often obscures vision and thereby decreases the ability of fire victims to escape. Carbon monoxide poisoning is the major cause of death following smoke inhalation.

#### 9.1.2 Raise the Alarm

Call "7" on internal phone system or  
Break Glass Alarm

#### 9.1.3 Fire Fighting

Attempt to contain fire if safe to do so.

ERT will respond as quickly as possible.

Local Fire Brigade will be on site within 15mins.

#### 9.1.4 First Aid

Keep burns cool - this will reduce the severity of the final injury.

- θ Remove clothing if not sticking to the skin and wrap the burn loosely in clean cloth.
- θ Get medical care for all burns.
- θ Refer to SDS for specific treatment of chemical burns

#### 9.1.5 Specialist Advice

**Fire Brigade 000**

Version Date: 1 <sup>st</sup> Sept 2012	Revision date: 12 <sup>th</sup> Nov 2015	Version 5
Document Owner: OHS & Compliance Leader	Approved by: EPC	

## 9.2 Work at Heights Rescue

### 9.2.1 Work At Heights

All Work At Heights is carried out in accordance with the site WHS Working At Heights Policy. This policy details specific requirements regarding pre-planning of a Rescue Plan when using fall arrest equipment. The Norske Skog Working At Heights Permit is to be used to ensure risks of falls are managed and adequate rescue plans developed. The Permit Issuer must be trained, competent and have a good understanding of the task.

### 9.2.2 Rescue Plans

Rescue plans are to consider:

- Provision of a means for calling for help.
- Provision for possible self-recovery
- The need to rescue an incapacitated person
- The possible need to pre-deploy rescue system.
- The possible need to render urgent first aid and the need to get injured person to ground as quickly as possible.
- The need to manage possible suspension trauma.

Rescue should not be solely reliant on emergency services.

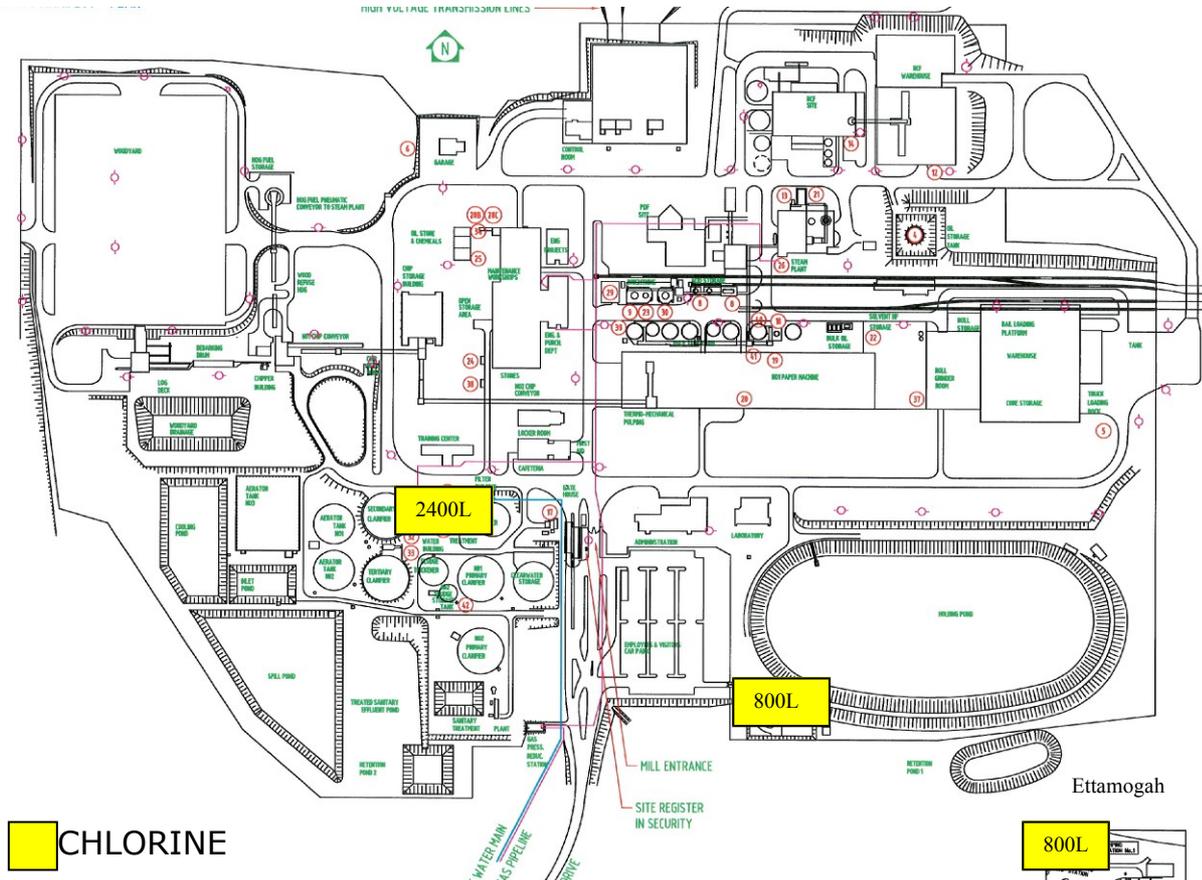
Rescue should not endanger rescuers or others.

Rescue should not depend on any action by the person being rescued.

The onsite Emergency Response Team has been trained in Working at Heights Rescue. The ERT co-ordinator (Shift Manager) is the primary response to any rescue following a fall from height. First Aid will be provided by the OHS Nurse when on site and by the ERT co-ordinator (Shift Manager) out of hours.

Version Date:	1 <sup>st</sup> Sept 2012	Revision date:	12 <sup>th</sup> Nov 2015	Version 5
Document Owner:	OHS & Compliance Leader	Approved by:	EPC	

## 9.3 Chlorine



### Hazard Statements

- Causes skin irritation.
- Causes serious eye irritation.
- Toxic if inhaled.
- May cause respiratory irritation.
- Very toxic to aquatic life.

Hazchem Code **2XE**

- 2** Water Fog (or fine water spray if fog unavailable)
- X** Full protective clothing including Self Contained Breathing apparatus.
- E** Evacuation of people in the vicinity of the incident should be considered.

### Prevention

- Leak Detection system in place.
- Alarms locally and in Control Room
- Operators trained in Chlorine handling and emergency procedures.

Version Date: 1 <sup>st</sup> Sept 2012	Revision date: 12 <sup>th</sup> Nov 2015	Version 5
Document Owner: OHS & Compliance Leader	Approved by: EPC	

## Emergency Procedures

### 9.3.1 Gas Leaks

#### 9.3.1.1 Evacuation

The evacuation procedure outlined below should be followed:

1. Sound the alarm immediately a leak is detected. If the size of the leak is known, report this to the person in charge on the installation.
2. Evacuate any people likely to be in danger to upwind of the source of the leak.
3. Personnel should be moved across-wind until clear on the gas-laden air, then upwind to a position of greater safety. Wind direction should be closely monitored throughout the emergency.
4. When moving through an area affected by chlorine, only shallow breaths should be taken and a water-wetted cloth pad should be held over the nose and mouth.
5. If it is impossible to leave the area, advise personnel to remain indoors, with doors and windows tightly closed. Gaps under doors and windows should be blocked with wet towels and all ventilation or air conditioning systems, or gas heaters, should be turned off.
6. Use emergency gas marks, if available, but strictly for escapes purposes only. They are not suitable for use where concentrations of chlorine exceed 1%, or where oxygen levels are depleted, unless they are of the air bottle type. All emergency masks are only suitable for short periods of use.

#### 9.3.1.2 Action by trained, equipped personnel

The procedure outlined below should be carried out by trained personnel, who are provided with adequate personal protective equipment and clothing:

1. Wear SCBA and, at least, protective gloves and overalls. Covers all areas of exposed skin.
2. Shut off the chlorine supply at the container, if it is safe to do so.
3. Shut off any other values required to isolate the leaking section on the plant.
4. Use fire hoses fitted with fog nozzles to disperse the gas cloud. Fog nozzles should be aimed across the wind direction and upwards. Water should not be sprayed directly onto the leak or the leaking chlorine container.
5. If the leak cannot be stopped, continue to use fog nozzles to disperse the vapour, and contact the chlorine supplier immediately. Tell the supplier-
  - Ø The customer's name, complete address and telephone number;
  - Ø The name of the contact person, who should stay near the telephone;
  - Ø The type of container involved;
  - Ø Whether the chlorine is still escaping, and how serious the escape is;
  - Ø The location of the leak, e.g. cylinder valve, cylinder body, tank valve, or similar; and
  - Ø Whether the police or fire brigade has been notified

Version Date:	1 <sup>st</sup> Sept 2012	Revision date:	12 <sup>th</sup> Nov 2015	Version 5
Document Owner:	OHS & Compliance Leader	Approved by:	EPC	

### 9.3.2 Liquid Leaks and Spills

#### 9.3.2.1 Essential requirements

The following requirements are essential for dealing with emergencies involving liquid chlorine:

- Ø Wear SCBA and protective clothing.
- Ø Obtain outside assistance.
- Ø Limit the spread of the liquid chlorine by use of barriers such as sand or soil.

#### 9.3.2.2 Action to be taken

Leaks of the liquid chlorine should be initially be dealt with as in paragraphs 1.1 and 2.1. If the liquid leak is directly from a moveable container and cannot be stopped by closing the valve, the container should be turned so that the area of leakage is uppermost and gas escapes instead of the liquid.

Large liquid chlorine spills should be blanketed with a sheet of polyethylene film.

**NOTE This technique can only be applied to the very large spills, as small spills will boil off before any film can be applied.**

### 9.3.3 Fire

#### 9.3.3.1 Dangers from fire

The main danger from fire in chlorine storage or handling areas is that containers could rupture at high temperatures and a major chlorine escape could occur. In a similar way, holes can develop from local hot spots on the containers due to accelerated corrosion. Gas escapes that occur during a large fire will usually be dispersed by the updraught from the fire.

#### 9.3.3.2 Steps to be taken

The steps to be taken if there is a fire in chlorine storage or handling area are:

1. Isolate the chlorine supplies leading to the fire area.
2. If safe to do so, remove chlorine containers before the fire reaches the storage area.
3. Keep chlorine containers cool by spraying water on them from fire hoses or fixed sprinklers.
4. If the containers cannot be kept cool, ensure that all fire fighting personnel remain at a safe distance.

#### 9.3.4 First Aid

Refer to MSDS

#### 9.3.5 Specialist Advice

Contact ORICA 24/7  
1800 033 111

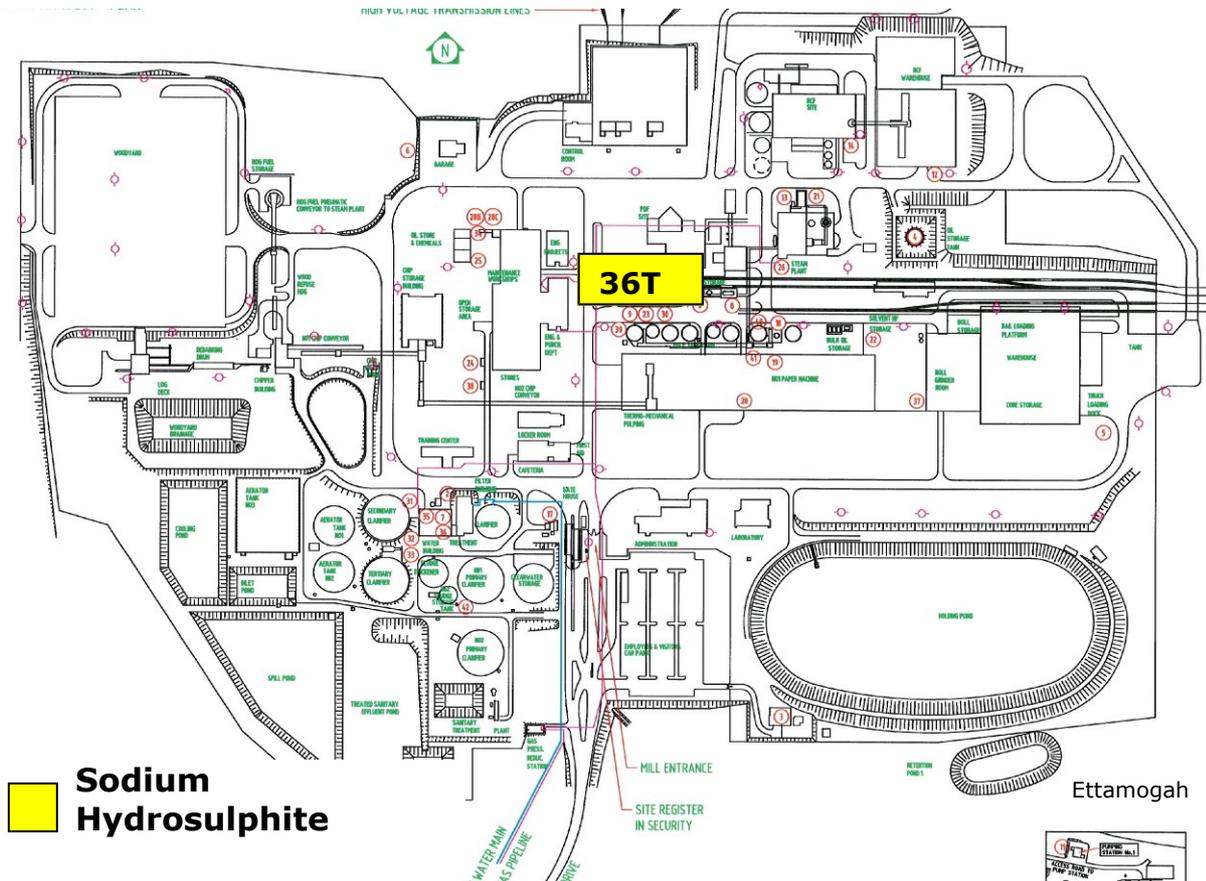


## Emergency Response Procedure

Version Date:	1 <sup>st</sup> Sept 2012	Revision date:	12 <sup>th</sup> Nov 2015	Version 5
Document Owner:	OHS & Compliance Leader	Approved by:	EPC	

Version Date:	1 <sup>st</sup> Sept 2012	Revision date:	12 <sup>th</sup> Nov 2015	Version 5
Document Owner:	OHS & Compliance Leader	Approved by:	EPC	

## 9.4 Sodium Hydrosulphite



### Hazard Statements

May cause fire.  
 Harmful if swallowed.  
 Do not breathe dust.  
 Avoid contact with skin and eyes.  
 Potential to cause adverse health effects

**Hazchem Code 1Y**

**DG Class Spontaneously Combustible**

**1**—Water Jets

**Y**-- Self Contained Breathing apparatus and protective gloves.

Version Date:	1 <sup>st</sup> Sept 2012	Revision date:	12 <sup>th</sup> Nov 2015	Version 5
Document Owner:	OHS & Compliance Leader	Approved by:	EPC	

### Prevention

Operators trained in Sodium Hydrosulphite handling and emergency procedures.  
 Stable under recommended conditions of storage.  
 Avoid contact with incompatible substances. Incompatible with small quantities of water and air.

### Emergency Procedures

Evacuate area and call emergency services:

1. Toxic gas maybe evolved in a fire situation
2. Remain upwind.
3. Notify those downwind from hazard
4. All appropriate measures taken to prevent this product from entering the environment.

#### 9.4.1 Action by trained, equipped personnel in case of emergency

The procedure outlined below should be carried out by trained personnel, who are provided with adequate personal protective equipment and clothing:

1. Wear SCBA and, and full protective equipment
2. Contact Fire Brigade and other emergency required personnel.
3. Use waterfog to cool intact containers and nearby storage areas.
4. If fire situation use Dry agent carbon dioxide or foam.
5. Prevent contamination of drains and waterways

#### 9.4.2 Leaks and Spills

##### Essential requirements

The following requirements are essential for dealing with emergencies involving Sodium Hydrosulphite spillages:

1. Wear SCBA and protective clothing.
2. Contact emergency service
3. Ventilate area where possible.
4. Eliminate all ignitic dust
5. Contain spillage, absorb with non-combustible material(vermiculite/sand)
6. Collect and place in suitable containers for disposal

#### 9.4.3 First Aid

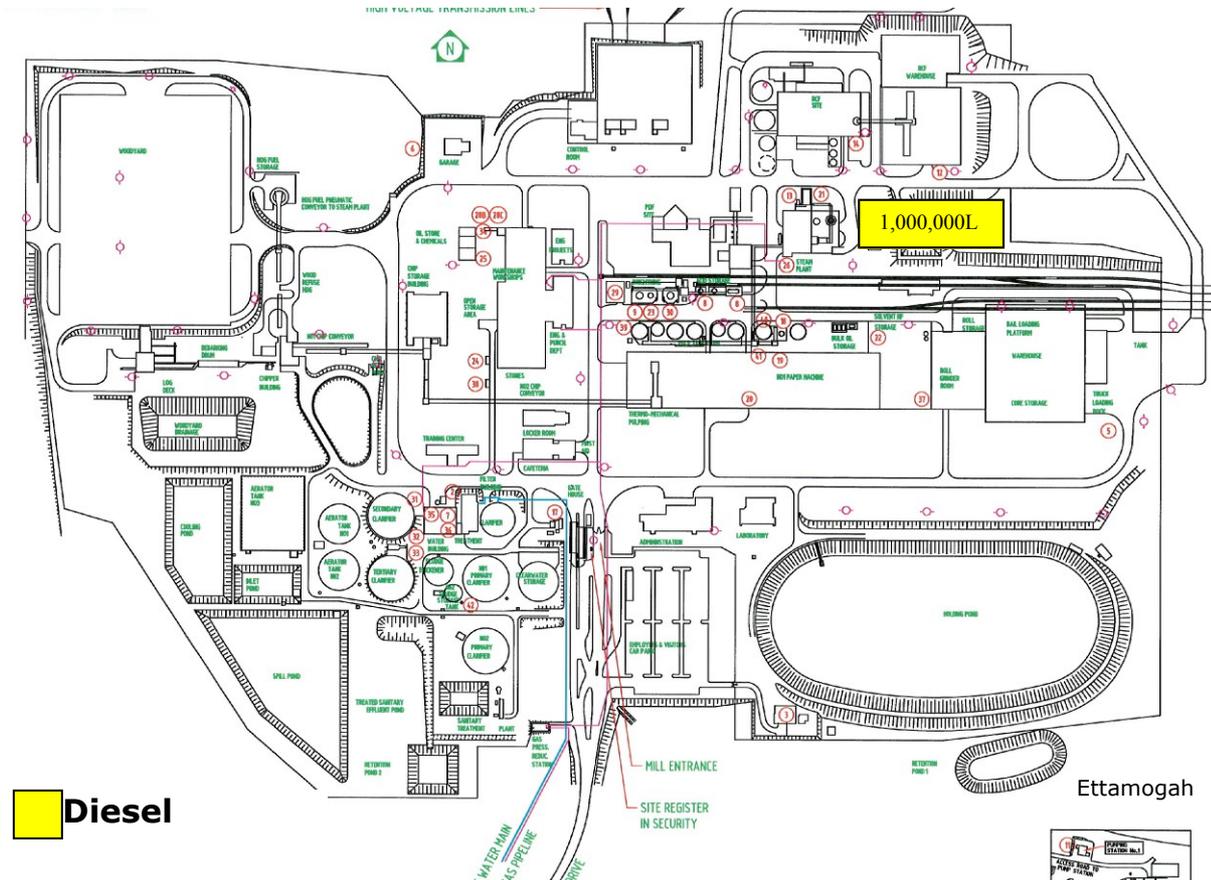
Refer to MSDS. Poison information centre 131126

#### 9.4.4 Specialist Advice

**Orica Australia**  
**1 Nicholson street Melbourne Victoria Australia**  
**(03)96657111, 1300132082**  
**Emergency—1800 033 111.**

Version Date:	1 <sup>st</sup> Sept 2012	Revision date:	12 <sup>th</sup> Nov 2015	Version 5
Document Owner:	OHS & Compliance Leader	Approved by:	EPC	

## 9.5 Diesel



### Hazard Statements

Moderate skin irritation.  
 Causes eye irritation.  
 Moderate toxicity and cause nausea if swallowed  
 Inhalation may cause low/moderate toxicity-irritant

**Hazchem Code None      DG Class None**

#### 9.5.1 Fire fighting measures

1. **Flammability**--Combustible. May evolve toxic gases
2. **Fire & Explosion**--Evacuate area and call emergency services
3. **Extinguishing**--Dry agent, carbon dioxide and foam
4. **Environment**--.Prevent contamination of drains and waterways

#### 9.5.2 Spills

Version Date:	1 <sup>st</sup> Sept 2012	Revision date:	12 <sup>th</sup> Nov 2015	Version 5
Document Owner:	OHS & Compliance Leader	Approved by:	EPC	

The following requirements are essential for dealing with emergencies involving Diesel spillages:

1. Wear SCBA and protective clothing.
2. Obtain outside assistance.
3. Ventilate area where possible and contain spillage.
4. Absorb spill with non combustible absorbent material
5. Collect and place in suitable containers for disposal

### **9.5.3 First Aid**

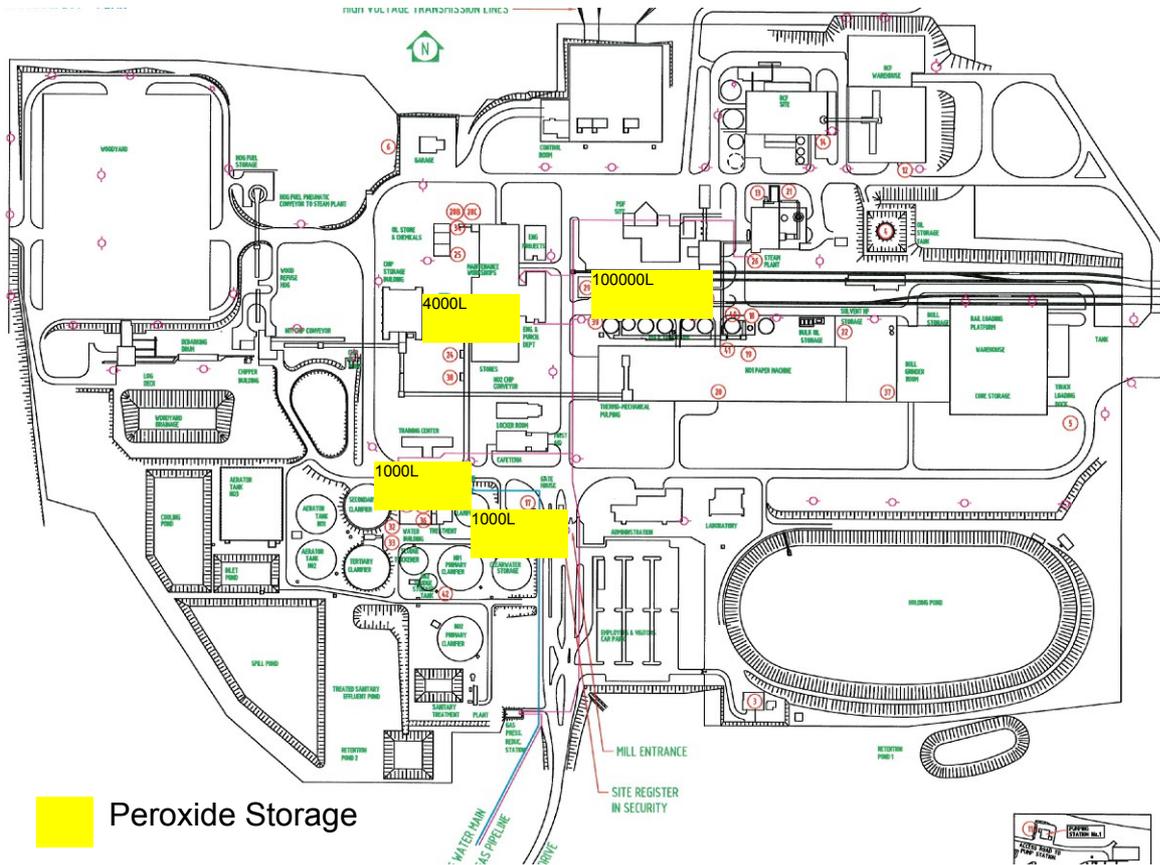
Refer to MSDS

### **9.5.4 Specialist Advice**

**LIBERTY OIL**  
**LEVEL 4, 580 ST KILDA ROAD, MELBOURNE, VIC, 3004.**  
**03 8530 3500**

Version Date:	1 <sup>st</sup> Sept 2012	Revision date:	12 <sup>th</sup> Nov 2015	Version 5
Document Owner:	OHS & Compliance Leader	Approved by:	EPC	

## 9.6 Hydrogen Peroxide



### Hazard Statements

- Will accelerate burning when involved in a fire.
- May explode from heating, shock, friction or contamination,
- May ignite combustibles (wood, paper, clothing etc.)
- Fire may produce irritating, poisonous and/or corrosive gases.
- Containers may explode when heated.
- Runoff may create fire or explosion hazard.
- May decompose explosively when heated or involved in a fire.
- Harmful by inhalation and if swallowed.
- Causes severe burns.

Hazchem Code **2P**

**2** Water Fog (or fine water spray if fog unavailable)

**P** Full protective equipment including Self Contained Breathing apparatus.

### Prevention

- Tank temperature alarms.
- Safe unloading procedures.
- Operators, Maintenance and ERT trained in Peroxide handling and emergency procedures.

Version Date: 1 <sup>st</sup> Sept 2012	Revision date: 12 <sup>th</sup> Nov 2015	Version 5
Document Owner: OHS & Compliance Leader	Approved by: EPC	

### 9.6.1 Spill/Leak Procedure

- ⊖ The hazard and energy release potential of Hydrogen Peroxide is significantly reduced by dilution with water.
- ⊖ Small spillages should be flushed to drain with plenty of water.
- ⊖ Large spillages, if contained, should be diluted to less than 1% w/w Hydrogen Peroxide and flushed to drain.
- ⊖ Do **NOT** attempt to collect spilled hydrogen peroxide (even diluted material).
- ⊖ Do **NOT** return spilled hydrogen peroxide to its tank.

**NOTE: LOCAL AUTHORITIES MAY HAVE TO BE INVOLVED**

Empty containers to be thoroughly washed out with water and labels removed or defaced prior to recycling or disposal

### 9.6.2 Fire

- ⊖ Hydrogen peroxide is neither flammable nor explosive, but, as an oxygen source, can dramatically increase the fire risk with combustible materials such as wood, paper, cardboard, and rags, and can form explosive mixtures with organic materials.
- ⊖ Fire involving peroxide materials are best controlled by copious quantities of water, delivered in the form of a spray.
- ⊖ If an extinguisher is used, the area of hydrogen peroxide contamination must be washed down thoroughly to prevent hydrogen peroxide from reigniting the fire.

### 9.6.3 Decomposition

Decomposition of Hydrogen Peroxide in a tank can lead to lethal injury due to:

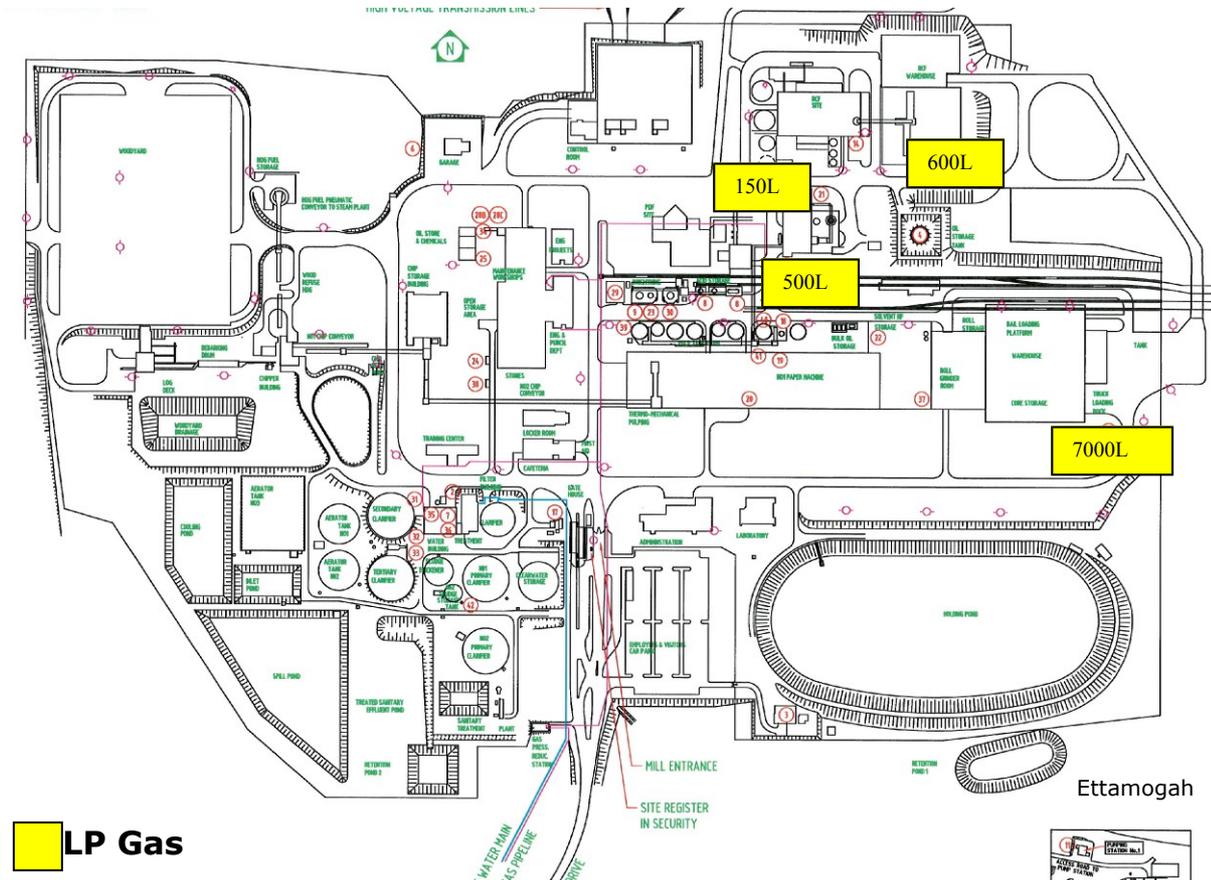
- ⊖ ejection of boiling and corrosive liquid;
- ⊖ blast effects or flying fragments if pressurisation exceeds the venting capacity of the pressure relief system.

The first indication of decomposition is that the temperature of the tank contents will start to rise above ambient. If a tank shows signs of self heating the first action is to try to **cool by spraying the outside** surface with plenty of cold water from a protected position 25m upwind from the tank. Avoid getting water into the tank as raw water may contain contaminants.

If cooling of the tank is not effective in controlling the decomposition, dumping of the contents of the tank may be required. If not, the temperature of the contents will continue to increase, decomposition can be rapid and the evolution of gas is likely to result in foaming, and spraying of hot liquid over a wide area. Full protective clothing must be worn when combating these conditions.

Version Date:	1 <sup>st</sup> Sept 2012	Revision date:	12 <sup>th</sup> Nov 2015	Version	5
Document Owner:	OHS & Compliance Leader	Approved by:	EPC		

## 9.7 LP Gas



### Hazard Statements

Eyes-May result in cold burns.

Inhalation-Asphyxiat acts as a displacement of oxygen in lungs.

Skin-May cause cold burns

Ingestion-Will cause severe cold burns to mouth and throat.

**Hazchem Code- 2T**

**DG Class- Non flammable gas**

**2**--Water fog or water spray if fog not available

**T**-- Self Contained Breathing apparatus and protective gloves.

### 9.7.1 Fire Fighting Measures

- 1. Flammability**--Exposure to fire may cause rupture/explosion
- 2. Fire & Explosion**--Evacuate area and call emergency services
- 3. Extinguishing**--Cool by applying water. Stop flow gas if safe to do so.

Version Date: 1 <sup>st</sup> Sept 2012	Revision date: 12 <sup>th</sup> Nov 2015	Version 5
Document Owner: OHS & Compliance Leader	Approved by: EPC	

### 9.7.2 Leaks

The following requirements are essential for dealing with emergencies involving LP Gas leaks:

1. Evacuate area of personnel
2. Inform manufacture or supplier of leak.
3. Use personal protective equipment.
4. Stop gas or flow supply to leak.

### 9.7.3 First Aid

Refer to MSDS

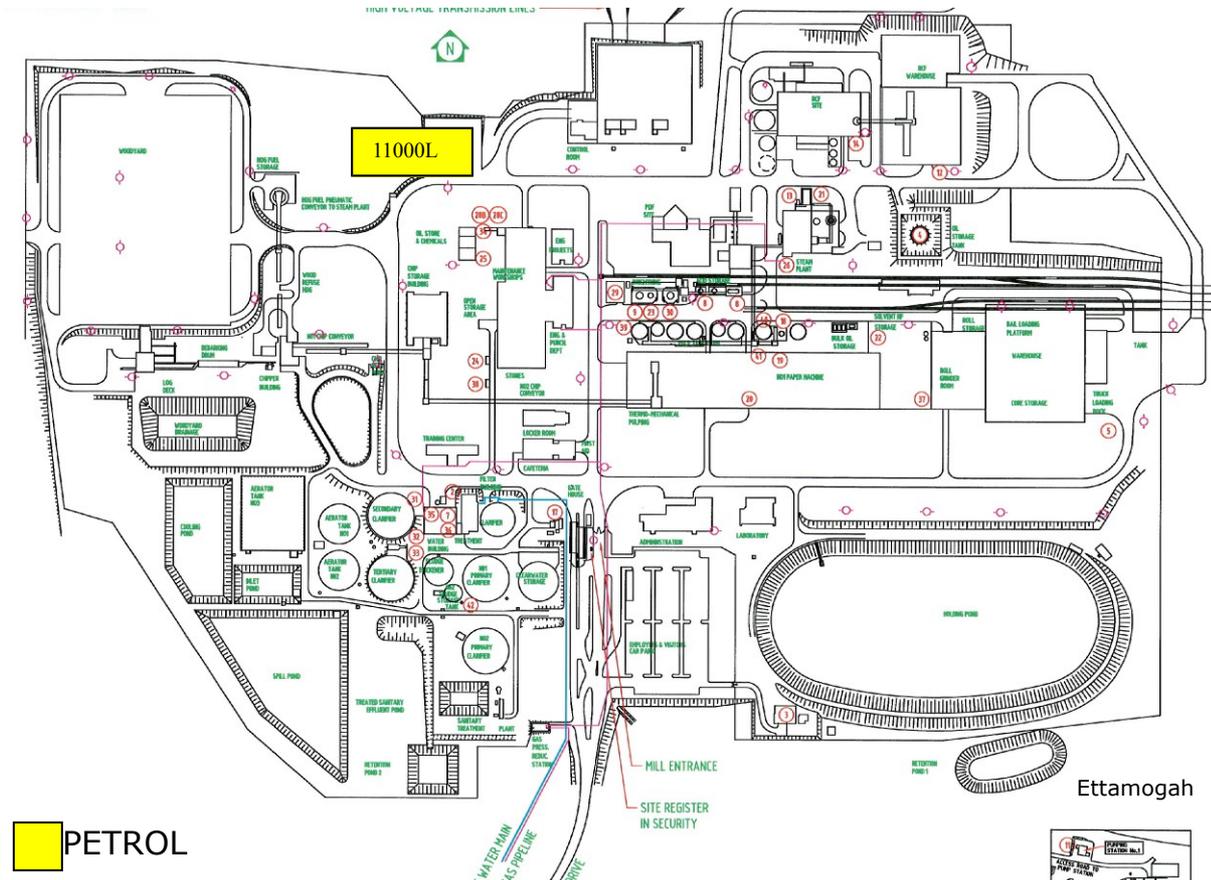
### 9.7.4 Specialist Advice

#### **KLEENHEAT GAS**

**PO BOX 4184, MYAREE BUSINESS CENTRE, WA, 6960.  
132180**

Version Date:	1 <sup>st</sup> Sept 2012	Revision date:	12 <sup>th</sup> Nov 2015	Version 5
Document Owner:	OHS & Compliance Leader	Approved by:	EPC	

## 9.8 Petrol



### Hazard Statements

- Causes skin irritation.
- Causes eye irritation.
- Toxic if inhaled.
- May cause respiratory irritation.
- Potential to cause adverse health effects

**Hazchem Code 3YE      DG Class Flammable Liquid**

**3--** Foam

**Y--** Self Contained Breathing apparatus and protective gloves.

**E--** Evacuation of people in the vicinity of the incident should be considered.

Version Date:	1 <sup>st</sup> Sept 2012	Revision date:	12 <sup>th</sup> Nov 2015	Version 5
Document Owner:	OHS & Compliance Leader	Approved by:	EPC	

## Prevention

Operators trained in Petrol handling and emergency procedures.

## Emergency Procedures

### 9.8.1 Evacuation

The evacuation procedure outlined below should be followed:

1. Sound the alarm immediately if large spill is detected. Report this to the person in charge of Emergency response.
2. Eliminate all ignition sources.
3. .Evacuate any people likely to be in danger in the vicinity
4. All appropriate measures taken to prevent this product from entering the environment.

### 9.8.2 Action by trained, equipped personnel in case of fire and explosion

The procedure outlined below should be carried out by trained personnel, who are provided with adequate personal protective equipment and clothing:

1. Wear SCBA and, and full protective equipment
2. Contact Fire Brigade and other emergency required personnel
3. Evacuate area toxic gases may evolve in a fire situation.
4. Remain upwind when fighting fire.
5. Use fire hoses fitted with fog nozzles to cool containers and nearby storage areas. Extinguish fire with Dry Agent carbon dioxide or Foam
6. Prevent contamination of drains and waterways

### 9.8.3 Leaks And Spills

#### Essential requirements

The following requirements are essential for dealing with emergencies involving Petrol spillages:

1. Wear SCBA and protective clothing.
2. Obtain outside assistance (Fire Brigade).
3. Ventilate area where possible and contain spillage.
4. Absorb spill with non combustible absorbent material
5. Collect and place in suitable containers for disposal

### 9.8.4 First Aid

Refer to MSDS

### 9.8.5 Specialist Advice

**LIBERTY OIL**



## Emergency Response Procedure

Version Date: 1 <sup>st</sup> Sept 2012	Revision date: 12 <sup>th</sup> Nov 2015	Version 5
Document Owner: OHS & Compliance Leader	Approved by: EPC	

**LEVEL 4, 580 ST KILDA ROAD, MELBOURNE, VIC, 3004.  
03 8530 3500**

Version Date: 1 <sup>st</sup> Sept 2012	Revision date: 12 <sup>th</sup> Nov 2015	Version 5
Document Owner: OHS & Compliance Leader	Approved by: EPC	

## 9.9 Other Chemicals

There are number of chemicals other than those above which are used on-site. They are normally supplied in concentrated form. Please refer to the list below for the typical chemicals used on-site.

**NOTE:** An up to date list can be obtained from the Supply Department. (or Chemaalert)

### Prevention

Operators trained in chemical handling and emergency procedures.

### Hazard Statements

***Always implement the highest level of response until certain of the hazard that is present***

Refer to Safety Data Sheets

## Emergency Procedures

### 9.9.1 Escalation

- Ø Sound the alarm immediately if large spill is detected. Report this to the person in charge of Emergency response.
- Ø Eliminate all ignition sources.
- Ø .Evacuate any people likely to be in danger in the vicinity
- Ø All appropriate measures taken to prevent this product from entering the environment.

### 9.9.2 Spills

The following requirements are essential for dealing with emergencies involving chemical spillages:

- Ø Cordon off the area to prevent entry by other people
- Ø Refer to the MSDS for the most appropriate response
- Ø Wear protective equipment and clothing
- Ø Obtain outside assistance.
- Ø Ventilate area where possible and contain spillage.
- Ø Absorb spill with non combustible absorbent material
- Ø Collect and place in suitable containers for disposal

### 9.9.3 First Aid

Refer to MSDS



## Emergency Response Procedure

Version Date: 1 <sup>st</sup> Sept 2012	Revision date: 12 <sup>th</sup> Nov 2015	Version 5
Document Owner: OHS & Compliance Leader	Approved by: EPC	

### 10 Document Record

Document Id.	WHS Emergency Response Procedure
Document Title	Emergency Response Procedure
Authorised By	OHS & Compliance Leader
Date	1 <sup>st</sup> Sept 2012
Revision	Annual
Revision Due Date	November 2016
Revision Prepared By	David Pithers
Current Version Number	
Current Version Date	November 2015

Issue	Date	Amendment Description	Prepared by
1	1 <sup>st</sup> Sept '12	Draft document to conform to new legislative requirements.	EPC (DP, NV, JMc, MM)
2	11 <sup>th</sup> March '13	Document updated following EPA audit on the 22 <sup>nd</sup> Nov '12. Actions implemented as required by EPA	EPC (DP, NV, JMc, MM)
3	26 <sup>th</sup> August '13	Annual Review. Update nurse hours	EPC (DP, NV, JMc, MM)
4	17 <sup>th</sup> Nov '14	Annual Review, Update site map, update Risk Log, update DG manifest ( Appendix 3), Add reference to Ettamogah Dam Safety plan	EPC (DP, NV, JMc, MM)
5	12 <sup>th</sup> Nov '15	Annual Review, Update Risk Log, Update DG Manifest, Add Neighbours contacts to Appendix 1, Add Maryvale and Rosevale Fire Plan as Appendix 4, Add section 9.2 Working At Heights Rescue	EPC (DP, NV, JMc, MM)

Version Date:	1 <sup>st</sup> Sept 2012	Revision date:	12 <sup>th</sup> Nov 2015	Version	5
Document Owner:	OHS & Compliance Leader	Approved by:	EPC		

## 11 Appendix 1 - Mill Location Map



Name	Address	Phone
Overall Forge	RW Henry Drive	02 60256777
Ettamogah Rail Hub	Interchange Rd	02 60250133
Maryvale Homestead	Hume Highway	0409 321 134
Ettamogah Dam Office	Hume Highway	02 60583040



# Emergency Response Procedure

Version Date: 1 <sup>st</sup> Sept 2012	Revision date: 12 <sup>th</sup> Nov 2015	Version 5
Document Owner: OHS & Compliance Leader	Approved by: EPC	

## 12 Appendix 2 Risk Log

No	Item	Probability	Safety Consequence	Environmental Consequence	Financial Consequence	Risk Level	Contingency / Action response
1	There is no alternative to Biosolid spreading and Delany Quarry	1	1	1	2	Low	Negotiate with EPA and NSW Government
2	Noise. There is noise-attenuating equipment at the Woodmill that needs to be operated and maintained. For example the silencer at the atlas, the acoustic air inlets of the chipper building, the hood around the debarking drum, the cover over the hog hammers.	5	1	1	1	Medium	Should be easy to resolve, education and follow up req'd. No cost.
3	Fumes or fire from Hydros (Sodium Hydrosulphite) due to moisture ingress.	3	5	4	3	High	Implement emergency plan
4	Spill of Hydros (Sodium Hydrosulphite) to ground from the packaging while handling.	3	5	3	3	High	Highly dependent on location and possible moisture causing fire
5	Stormwater and drains contaminated by emergency incident such as a chemical spill or fire retardant and stormwater capacity is exceeded	1	2	5	2	High	Institute clean-up and recovery. Possible contamination of natural water courses will require neighbour notification
6	Stormwater and drains contaminated by emergency incident such as a chemical spill or fire retardant.	2	2	2	1	Medium	Test and recover or release based on test results
7	Stormwater Drainage. Stormwater and drains are not being maintained. Drains are filled with dirt and debris so that stormwater is not being collected efficiently.	5	1	1	1	Low	Regular cleaning required
8	Pollution of Soil and Stormwater from a spill from a primary or secondary clarifier or scum pit and there is evidence that the spill has flown to the stormwater channel.	1	1	4	2	Medium	Institute clean-up and recovery. Possible contamination of natural water courses will require neighbour notification
9	Spill of diesel from bowser. Potential for leak and spill to unsealed ground and for stormwater runoff to become contaminated.	2	3	4	2	Medium	Maintain bowser pump and handpiece.
10	Spill of diesel from mobile equipment and browser. Potential for leak to cause fire	1	5	3	2	High	Implement emergency plan
11	Boiler ash. Area for containment must be maintained.	3	2	2	1	Low	Regular cleaning required
12	Boiler must be operated in a proper and efficient manner. Pollution measures include Particulates, Smoke and NOx. Bag filters and cyclones are part of the pollution control equipment.	2	1	3	1	Low	Regularly monitored as part of EPL 1272
13	Spill of Petrol from bowser or vehicle. Potential for leak and spill to unsealed ground and for stormwater runoff to become contaminated.	2	5	5	1	High	Risk of combustion is very high. Implement Emergency Plan
14	Leaking pipe to ground. Not maintaining plant and equipment.	5	3	1	1	Low	Safety is dependent on contaminant and temperature
15	Mill odour generates public complaints and possible bad press.	4	1	3	1	Medium	Continue to monitor and correct any increase in sulphide levels in WWTP when they approach a reading of 1.0 Report complaints to the EPA.
16	Maintain control over the Ettamogah Dam level	2	1	2	1	Low	Operate in accordance with EPL 1272
17	Monitor Ettamogah Dam	1	5	4	3	High	There is a separate Ettamogah Dam Safety Plan in accordance with NSW Dams Safety Committee requirements. This is available from Norske Skog, NSW Dams safety Committee and Albury SES.
18	Fire in any plant area	3	3	4	3	High	Implement emergency plan
19	Spill to ground of flammable materials such as kerosene, solvents, grease and oils.	4	1	3	1	Medium	Regularly reinforce handling and cleaning up requirements.
20	Spill to drain of flammable materials such as kerosene, solvents, grease and oils.	2	4	4	4	High	Implement emergency plan
21	Legionella outbreak in any of the cooling towers	3	2	2	1	Low	Continue with monitoring and early warning program.
22	Pandemic such as swine flu	2	3	1	1	Low	Institute early warning program to prohibit employees contaminating others.
23	Chlorine leak due to faulty cylinder, connection to the cylinder or pipeline	1	5	4	1	High	Implement emergency plan
24	Chlorine leak due to mishandling of cylinders	1	5	4	1	High	Implement emergency plan
25	LP gas leak due to faulty cylinder, connection to the cylinder or pipeline	1	5	4	1	High	Implement emergency plan
26	Failure of the mill sewerage system	1	2	2	1	Low	Hire portable toilets until the problem is fixed.
27	Defoamers, biocides, retention aids and polymers are designed for use with water applications but are supplied concentrated.	4	2	3	1	Medium	This is generically included in the emergency plan even though not a high risk. Refer to product specific MSDS.
28	Hydrogen peroxide will accelerate burning when involved in a fire and may decompose explosively when involved in a fire.	1	5	4	1	High	Implement emergency Plan
29	Bomb Threat received by any form of communication device	1	5	4	3	High	Implement emergency Plan
30	Suspicious parcels or letters received at the mill	1	5	2	2	High	Implement emergency Plan
31	Confined space rescue	1	5	1	1	High	Implement emergency Plan
32	Interruption to Mill water system which causes loss of water at the Mill site	1	1	1	1	Low	Access potable water or shut the Mill until water is restored
33	Dusty conditions, especially in summer	5	1	2	1	Medium	Minimise any dust impact by maintaining roads and equipment
34							

Version Date:	1 <sup>st</sup> Sept 2012	Revision date:	12 <sup>th</sup> Nov 2015	Version	5
Document Owner:	OHS & Compliance Leader	Approved by:	EPC		

### 13 Appendix 3 DG Manifest

Norske Skog Paper Mills (Australia) Ltd  
 Albury Mill

<b>Part 1, General Information</b>		
<b>Occupier of Premises:</b>	Norske Skog Paper Mills (Australia) Ltd	
<b>Address of Premises:</b>	117 RW Henry Drive, Ettamogah, NSW	
<b>Manifest Prepared On:</b>	12 <sup>th</sup> November 2015	
<b>Part 2, Emergency Contacts</b>		
<b>Emergency Contact Name:</b>	David Pithers	
<b>Emergency Contact Number:</b>	02 6058 3111 0438 583 958	
<b>Part 3, Dangerous Goods Summary Information:</b>		
<b>Maximum quantity of:</b>	<b>L</b>	<b>Kg</b>
class 2.1	9,250	
class 2.2	5,100	
class 2.3	4,000	
class 3 PGI		
class 3 PGII	1,0000	
class 3 PGIII	1,500	
class 4.1		
class 4.2		36,000
class 4.3		
class 5.1 PGI		
class 5.1 PGII	108,000	
class 5.1 PGIII		
class 5.2		
class 6.1 PGI		
class 6.1 PGII	1,500	
class 6.1 PGIII		
class 8 PGI		
class 8 PGII	288,000	
class 8 PGIII	130,600	
class 9		
C1 combustible liquids	1,000,000	

Version Date: 1 <sup>st</sup> Sept 2012	Revision date: 12 <sup>th</sup> Nov 2015	Version 5
Document Owner: OHS & Compliance Leader	Approved by: EPC	

### 14 Appendix 4 Maryvale & Rosevale Fire Plan

#### **IN CASE OF FIRE CALL 000**

##### **NORSKE SKOG EMERGENCY CONTACTS**

- |                            |              |
|----------------------------|--------------|
| 1. Norske Skog Steam plant | 02 6058 3244 |
| 2. Des Quinlivan           | 0407 943 109 |
| 3. Michael Machin          | 0418 124 951 |
| 4. Dave Pithers            | 0438 583 958 |

##### **ANNUAL DUTIES**

1. **PROVIDE UPDATED FIRE PLAN**
2. **PROVIDE SITE REFERENCE MAP SEE APPENDIX #1**
3. **SPRAY AND MAINTAIN ALL FIRE BREAKS MAY AND SEPTEMBER EACH YEAR SEE APPENDIX #2 AND #3**
4. **GRASS SLASHING INTERNAL ROAD SIDES , DAM AREA INCLUDING DAM WALL , SPILLWAY, OFFICE AREA AND POWER LINE EASMENTS**
5. **GRAZE CREEK LINES WHERE POSSIBLE**
6. **CHECK AND MAINTAIN FIRE TRUCK AND PUMPING EQUIPMENT**
7. **SETUP FIRE UNIT ON BACK OF UTE IN OCTOBER**
8. **CHECK PERSONAL PPE**

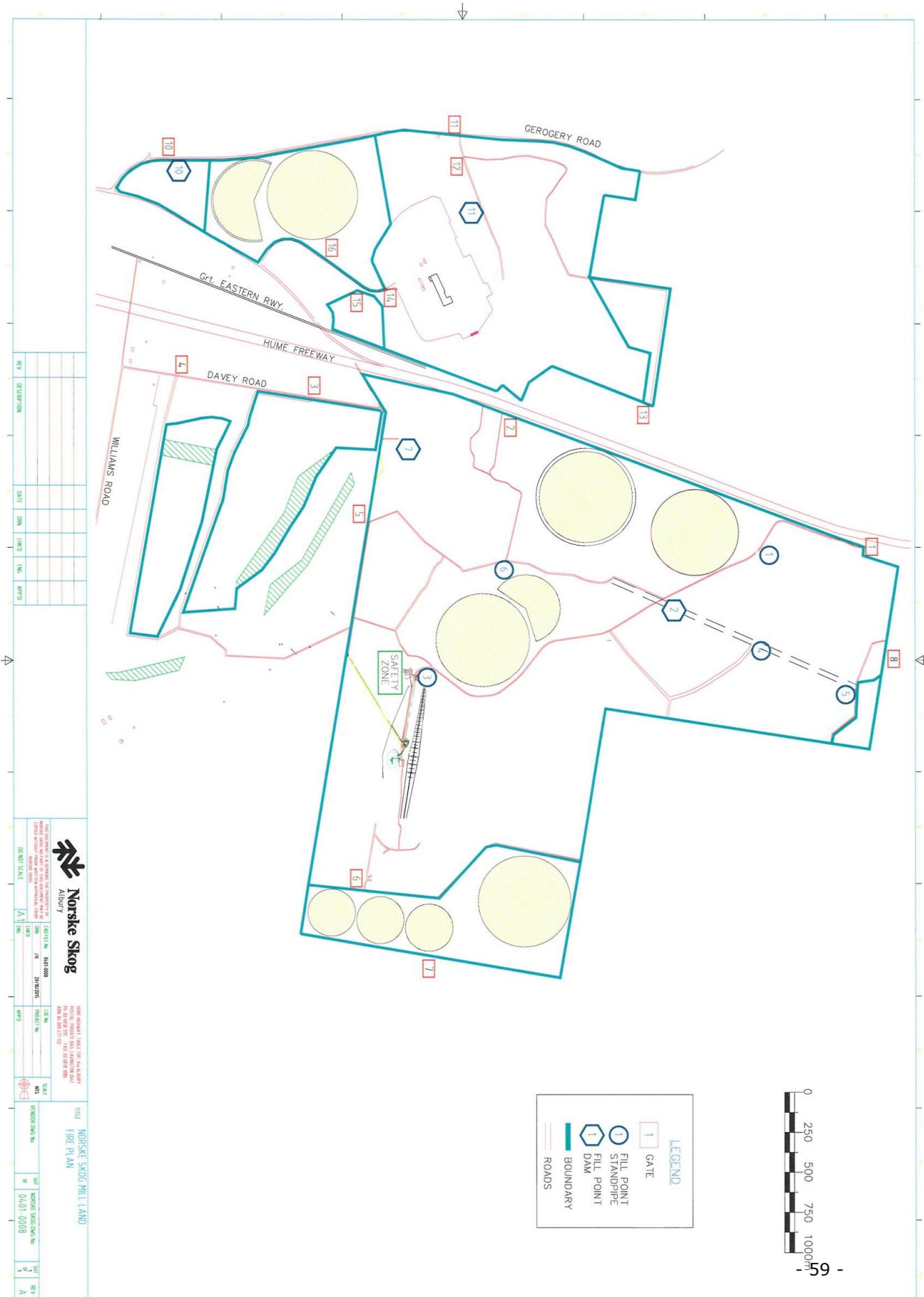
##### **NORSKE SKOG PERSONNEL**

##### **IN THE CASE OF A FIRE NORSKE SKOG PERSONNEL INVOLVEMENT**

1. **ASSIST THE RFS WHERE POSSIBLE EXCLUDING THE FIRE GROUND**
2. **MAINTAIN WATER SUPPLY TO STAND PIPES**
3. **BE AVAILABLE TO ASSIST WITH DIRECTION ONSITE**



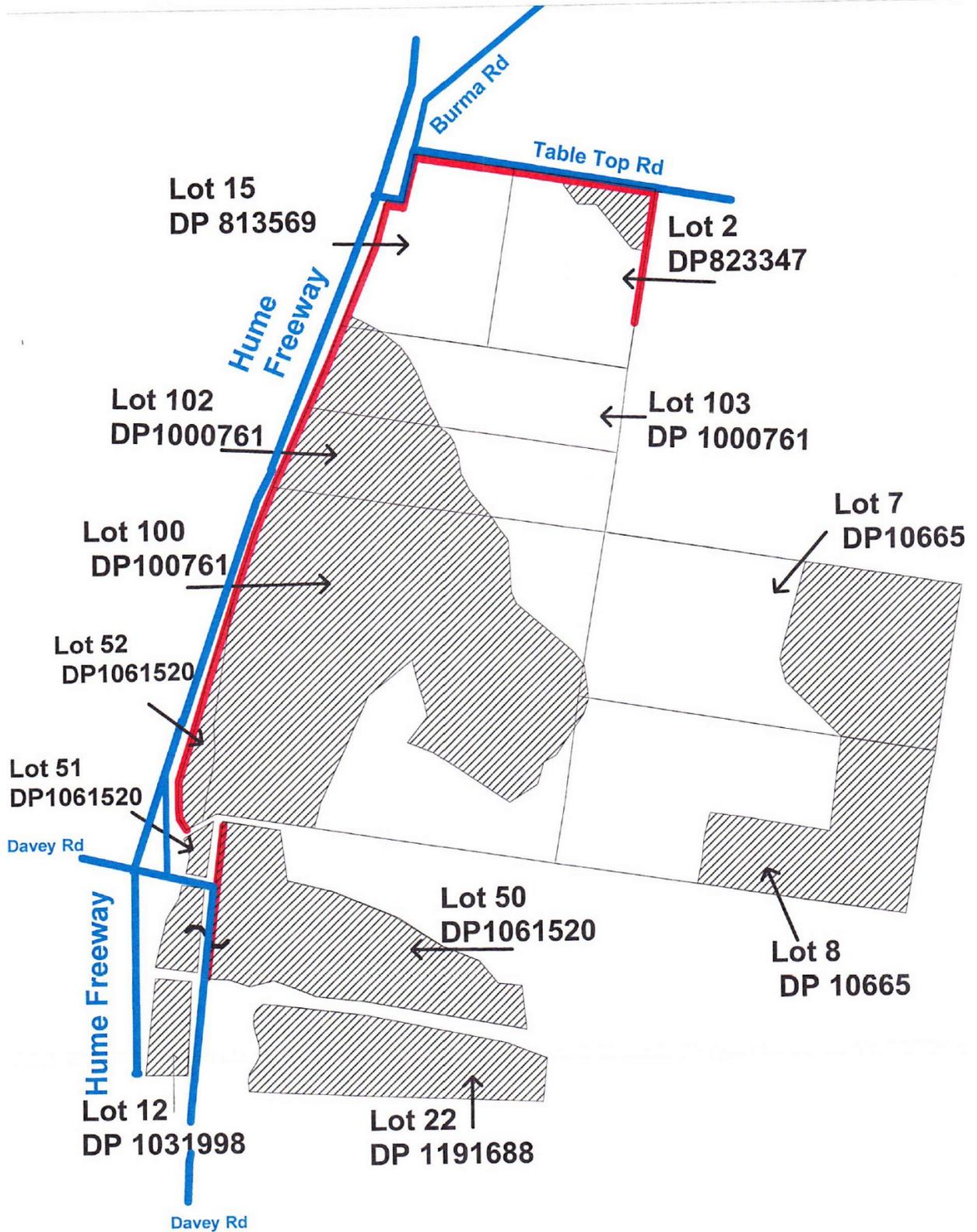
Version Date:	1 <sup>st</sup> Sept 2012	Revision date:	12 <sup>th</sup> Nov 2015	Version	5
Document Owner:	OHS & Compliance Leader	Approved by:	EPC		





Version Date:	1 <sup>st</sup> Sept 2012	Revision date:	12 <sup>th</sup> Nov 2015	Version 5
Document Owner:	OHS & Compliance Leader	Approved by:	EPC	

# Maryvale Property



**- Leasehold area -**

Version Date:	1 <sup>st</sup> Sept 2012	Revision date:	12 <sup>th</sup> Nov 2015	Version 5
Document Owner:	OHS & Compliance Leader	Approved by:	EPC	

# Rosevale Property

