

TRANSPORT EMERGENCY RESPONSE PLAN

The Core Objectives of the Transport Emergency Response Plan (TERP) are to

- Minimise adverse effects on employees and the general public, damage to property, or harm to the environment during an emergency
- Facilitate a rapid and effective response and recovery from an incident
- Provide assistance to emergency services
- Communicate vital information to relevant persons- both internal and external to the company

This TERP is produced in line with Regulation 14.5 of the Road Transport Reform (Dangerous Goods) Regulations 1997, and the Australian Dangerous Goods Code 7th Edition.

Section 1 Plan Activation

Internal Alert

- In the event of an incident / accident or event requiring emergency response, primary contact with the Company is to be made to either:

o Managing Director	Gregory Plevy	0411 105 214	02 9523 0527
o Transport Ops Manager	Michael Anning	0417 429 400	02 6761 5375

Situation Reporting

- In the event of an incident / accident or event requiring emergency response, the Incident and/or Accident Report (Appendices 1, 2) is to be completed in full and submitted to Michael Anning as soon as possible, and within 24 hours of the incident
- Once received, the report shall be discussed between the Managing Director, the Transport Operations Manager, and the Administrator to determine whether any modifications are to be made to Camlin incident / accident policy and/or procedure.
- The report shall then be discussed with the Supply Chain Manager of the Principle Contractor to recommend any modifications to Contractor SOPs. These shall then be incorporated within Camlin Policy.
- At all times, Camlin Employee's shall follow Camlin Accident Procedures (Appendix 4), and those procedures of Coregas at relevant depots, and the procedures of the customers of Coregas (as contained in Drivers Folder), where specific instructions and procedures have been issued to Camlin.

Authority / Resource Mobilisation

- **In a Containable Incident** – Gregory Plevy or Michael Anning to whom the incident has been reported will make the decision whether to call in external assistance. Drivers shall be advised to follow Action on Spills or Accident Procedures (Appendices 3, 4), and report using CANVAS.
- **In an Emergency Situation**, the driver of the vehicle involved with the incident shall be responsible for calling emergency assistance, as the first point of call to 000. (see Section 2 – Response Tasks)

Section 2 Response Tasks

External Alert

- **In a Containable Incident** – Gregory Plevy or Michael Anning to whom the incident has been reported will make the decision whether to call in external assistance. Quote UN Number of Goods being carried to determine appropriate action.
- **In an Emergency Situation**, the driver of the vehicle involved with the incident shall be responsible for calling emergency assistance, as the first point of call to 000, supplying full details about load being carried – Specific DG, Class, Volume, UN/Hazchem Number.

Emergency Action / Containment / Clean Up

- All employees are to follow the directions of Emergency Services attending the scene of an accident / incident, providing full details on the load being carried

- Prior to Emergency Services arrival on the scene, Employees are to follow Action on Spills and Accident Procedures in the event of an incident.
- Where the incident involved a toxic spill / venting, the driver is to suit up in full PPE gear before exiting the vehicle (Appendix 5)
- Where the accident / incident is minor, the employee involved is to use the CANVAS application on the provided iPad to capture details and pictures of the scene, to assist in development of Policy and Procedure to ensure the incident is avoided in the future.

Section 3 Resources

Contact List

Tamworth Depot	Michael Anning	0417 429 400	02 6761 5375
Head Office	Gregory Plevey	0411 105 214	02 9523 0527

Communications

- Drivers mobile phone should be used in the first instance to make contact to Emergency Services, then to Camlin Management
- In situations where mobile coverage is not available, UHF radio is to be used to contact Emergency Services or to contact persons in the area who have telephone service ability.

Equipment

- Full PPE gear required during emergency accident or incident
- Hazard Triangles to be placed, where appropriate to alter nearby traffic or people to the hazard
- Use of SCBA where toxicity is a possibility – for escape purposes only.
- Torch, as required
- Safety Bag equipment is audited 6 monthly, as outlined below
- Fire Extinguisher annual service plan is actioned
- HazChem Emergency Action Code Contained within Fatigue Management and Emergency Response Policy.

Media

- Drivers are not permitted to talk to media, and all enquires are to be directed to Gregory Plevey.

Section 4 Preparation for Emergency Response

Risk Assessment

- Extensive driver training in all product to be carried, including hazards
- Policy and Procedures / Product Fact Sheets / Drivers Folder are updated at least 6 monthly, and circulated to all employees
- SOPs of customers form an integral part of Camlin Policy & Procedures, and are updated at the customer's request, and are followed in conjunction with Camlin Procedure

Training / Auditing

- 2-3 Week on the job training undertaken with every employee to ensure knowledge of product carried, potential risks and procedure at each customer site, incorporating customer TERP and SOPs for emergency.
- 6 monthly auditing of procedure to ensure performance standards are maintained

Maintenance

- In addition to PPE and safety gear maintenance, all Camlin vehicles and trailers have a fortnightly maintenance schedule

Follow Up

- The follow up to an incident or accident is as follows:

No.	Action	Responsibility
1	Incident Report / Accident Report submission via CANVAS within 24 hrs	Driver / Employee
2	Review of Report / Discussion with Driver / Determination of Policy and / or Procedure review required	Gregory Plevey / Michael Anning
3	Summary of Event and Action to be taken submitted to Client	Gregory Plevey
4	Procedure Document Updated, circulated to all staff. Independent Safety Memo circulated via CANVAS if required.	Jemima Craven

Appendices

- Incident Report**
- Accident Report**
- Action on Spills**
- Accident Procedures**
- Safety Bag PPE Checklist**



Camlin Investments

ABN 18 082 736 945

Head Office Ph: 02 9523 0527

Depot Ph: 02 6761 5375

www.camlin.com.au

Appendicies

1. Incident Report (Available on CANVAS / Drivers Folder Inclusion)

INCIDENT REPORT

LOCATION: _____

NAME OF INVOLVED PERSONNEL: _____

FLEET REGO : _____

DATE AND TIME OF INCIDENT: _____

DESCRIBE WHERE THE INCIDENT OCCURRED: _____

DESCRIBE HOW THE INCIDENT OCCURRED: _____

DESCRIBE WHAT THE EMPLOYEE WAS DOING AT TIME OF THE INCIDENT: _____

LIST REASONS FOR THIS INCIDENT: _____

INVESTIGATION/PREVENTION

WHAT HAS ALREADY BEEN DONE TO PREVENT THIS KIND OF INCIDENT? _____

WHAT ELSE CAN BE DONE? _____

BY WHOM? _____ BY WHEN? _____

SIGNED: _____ Date: _____

2. Accident Report (Available on CANVAS / Drivers Folder Inclusion)

MOTOR VEHICLE ACCIDENT REPORT

Insurance Company for Camlin Investments Fleet is - NTI Insurance

INFORMATION			
Date of Accident		Time of Accident	
Name of Driver			
Vehicle Rego		Weather Cond	
Outbound Location		Load Carried	
Inbound Location		Speed (Yours/Theirs)	
Accident Location			
OTHER PARTY DETAILS			
Name of Driver 1		Contact Phone	
License Number		Expiry Date	
Vehicle Rego		Make/Model	
Insurance Company		Policy Number	
Name of Driver 2		Contact Phone	
License Number		Expiry Date	
Vehicle Rego		Make/Model	
Insurance Company		Policy Number	
WITNESS DETAILS			
Name of Witness			
Contact Details (Phone)			
Police Details	Name / Station		
Attend Scene? Y or N	Contact Phone		
INJURED PERSONS			
Name of Injured Person			
Details of Injury			
Ambulance Required?			
DETAILS OF ACCIDENT – NB: Under no circumstances is guilt or liability to be indicated in statements below			

SKETCH OF ACCIDENT – Please draw a sketch of the accident

NORTH



PROVIDE A BRIEF DESCRIPTION OF DAMAGE TO OTHER PARTY

Drivers Signature:	Date of Report:
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3. Action On Spills (Drivers Folder Inclusion)

ACTION ON SPILLS

THE ACTION TAKEN WITHIN THE FIRST FEW MINUTES CAN MEAN THE DIFFERENCE BETWEEN
DIASTER AND THE QUICK RETURN TO NORMAL OPERATIONS

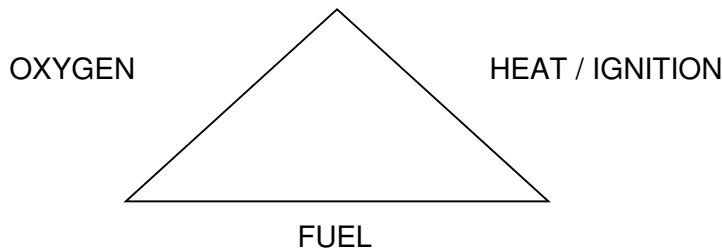
INITIAL JUDGEMENT IN AN EMERGENCY SITUATION –

- FIND OUT WHAT KIND OF HAZARDOUS MATERIAL IS INVOLVED
- TAKE NECESSARY ACTION TO CONTROL THE INCIDENT.

WHEN DEALING WITH HAZARDOUS MATERIALS, THERE ARE SEVERAL THREATS

1. FIRE AND FLAMABILITY

THERE MUST BE THREE ELEMENTS PRESENT TO CREATE A FIRE -



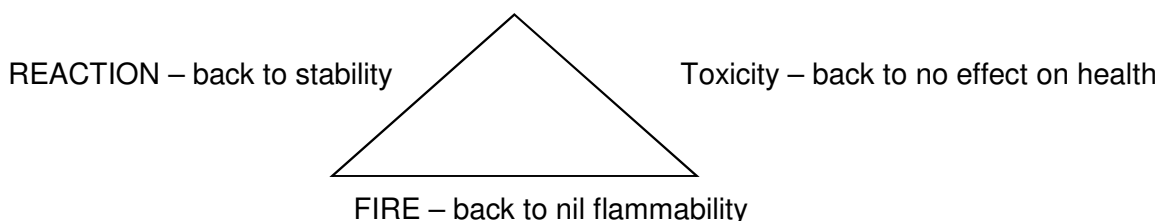
2. REACTIVITY

THAT IS A VIOLENT REACTION WHEN THE HAZARDOUS MATERIAL IS EXPOSED TO AIR, WATER, HEAT OR FIRE

3. TOXICITY

TOXICITY AND THE EFFECT ON HEALTH ARE AS IMPORTANT AS THE FIRST TWO THREATS

EACH THREAT MUST BE DEALT WITH IN ITS OWN WAY TO OBTAIN A NIL THREAT



4. Accident Procedures (Drivers Folder Inclusion)

ACCIDENT PROCEDURES WHEN CARRYING DANGEROUS GOODS

If the vehicle is driveable, the load carrying section is intact and the freight is not spoiled or damaged, the vehicle must be immediately moved as far away from the traffic flow as possible.

Should the vehicle be immobilised or rolled over, and the freight disturbed or damaged, the driver must take the following steps, provided he is unhurt and capable of doing so:

1. Stop the engine and switch off ignition
2. Switch off all lights (including flashers)
3. Disconnect batteries (isolator switch if fitted)
4. Do everything possible to secure the accident scene and prevent other traffic from becoming involved
5. Notify Police and Emergency Services, quoting the emergency code and the class relative to the DG being carried, and the condition of the highway
6. Move any injured persons to the upwind side of the accident scene
7. Clear the road as much as possible but avoid contact with Dangerous Substances, or the effect of toxic fumes which maybe produced by the DG
8. If the DG being carried are known to produce toxic fumes, use all available means to warn traffic and people away from the down wind side of the accident scene
9. Obey all directions from the Police and Emergency Services
10. Notify Management and carry out accident procedures according to Camlin Policy (ie: Information collection from other parties)

BREAKDOWN PROCEDURES WHEN CARRYING DANGEROUS GOODS

Get the Vehicle off the road if possible. If impossible, then:

1. Switch on four way flashers. If not fitted, switch on park and clearance lights
2. Place warning triangles (double sided) as required by law (50-150m to the front and rear and one along side vehicle)
3. Investigate breakdown and notify Management
4. Notify Police and Emergency Services of class of DG carried
5. If instructed to do so, arrange for vehicle to be towed to safe areas for repair
6. If the vehicle can't be moved into a parking area, then driver must take all precautions to reduce risk of accident and arrange for the vehicle to be towed to a safe area for repair.

THE ABOVE RULES APPLY WHILE EVER THE VEHICLE REMAINS ON ANY PART OF THE HIGHWAY OR EDGES OF SAME. THE PROCEDURES ARE IN ADDITION TO CAMLIN POLICY AND PROCEDURE.

NEVER LEAVE VEHICLE UNATTENDED

5. **Safety Bag PPE Checklist (Available on CANVAS / Drivers Folder Inclusion)**

SAFETY BAG EQUIPMENT- PPE CHECKLIST

Equipment	Checked For Inclusion
Torch	
PPE - Goggles	
PPE - Safety Glasses	
Plastic Gloves	
PPE - Cryo Gloves	
First Aid Kit	
PPE - Coveralls	
PPE - Hard Hat	
PPE - Face Shield	
PPE - Ear Plugs / Muffs	
Fire Extinguisher with Tag Intact	

Issued To: _____ Date: _____

Checked By: _____ Date: _____