

EMERGENCY PREPAREDNESS & RESPONSE

ALUMEX SAFETY SYSTEMS

VERSION 2.0

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Emergency Preparedness and Response Plan

Document No: QAL/EHS/05
Issue No: 02
Date of issue: 02-06-2024

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1.0 Scope

This procedure is applicable to employees, contractors and visitors at the Alumex PLC and neighboring businesses.

This document covers the management of all emergency scenarios at the site with the potential to have an adverse EHS impact/risk including:

- Medical
- Fire
- Confined Space
- Work at Heights
- Natural Disaster
- Neighboring Site Fire/Explosion
- Neighboring Site Chemical Spill
- Terrorist Threat/Bomb Threat
- Ammonia Leak/LPG leakage
- Electrocution
- Civil Disturbance
- Dust explosion

2.0 Objective

To ensure the site prepares for and responds to abnormal operating conditions, emergency situations and events, that may have an adverse EHS impact/risk and to eliminate or otherwise minimize such impacts/risks.

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3.0 Emergency Preparedness and Response - Overview

3.1 Requirements

Alumex PLC shall maintain an Emergency Management Plan that includes emergency preparedness and response procedure(s), for each emergency scenario that is relevant to the site and defines how each of the emergency situations should be managed.

The Emergency Management Plan shall be reviewed at intervals not greater than 24 months, or in the event of an emergency situation and if necessary, revised and re-issued. In establishing Emergency Management Plan and associated procedure(s), the site shall risk assess:

- The nature of on-site aspects/hazards (e.g., flammable liquid, storage tanks, compressed gases and measures to be taken in the event of spillages or accidental releases);
- The most likely type and scale of an emergency situation or event;
- The potential for (an) emergency situation(s) or event(s) at a nearby facility (e.g. plant, road, power electrical line);
- The most appropriate method(s) for responding to an accident or emergency situation, including identification of emergency response personnel and/or teams;
- The actions required to minimize EHS damage;
- Training of emergency response personnel;
- Technological failure including power, communications and computer systems;
- Emergency organization and responsibilities;
- Evacuation routes, assembly points and associated signage;
- A list of key personnel and aid agencies, including contact details (e.g. fire department, spillage clean-up services);
- The possibility of mutual assistance from neighboring organizations;
- Internal and external communication plans;
- Mitigation and response action(s) to be taken for different types of accident or emergency situation(s);
- Need for process(es) for a post-accident evaluation to establish and implement corrective and preventive actions;
- Periodic (at least annual) and documented testing of emergency response procedure(s);

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- Information on hazardous materials, including each material's potential impact on the environment, and measures to be taken in the event of accidental release;
- Training plans and testing for effectiveness, including training programs for personnel liaising with the media and the public;
- All personnel with responsibilities within the Emergency Management Plan, the Business Continuity or Crisis Management Plans shall be aware of, trained in and competent to initiate such responsibilities; and
- Process for post-accident evaluation to define corrective and preventive actions.

All potential emergency situations will be identified, risk assessed and emergency procedures documented for preventing and mitigating the associated illness and injury as well as the impact on plant, environment and the community. This process will include consultation with relevant employees.

Minimum training requirements for all internal response groups will be defined and training provided. Emergency response equipment and facilities based on risk assessments will be provided to support the activities required in responding to an emergency situation.

Procedures will be in place for the operation of emergency response equipment and for its inspection, testing and maintenance.

A dangerous goods/hazardous chemicals manifest or inventory system will be established for the site.

The plan shall be developed in consultation with the relevant fire authority and made available to each of the local emergency services / authorities.

Furthermore, each of the local emergency services shall be consulted as to the scope and adequacy of the Emergency Management Plan, and this consultation shall be formally documented.

The response to each emergency shall include functions such as:

- Damage containment;
- Control and minimization of adverse impact
- Rescue and first aid of personnel;
- Internal and external communication;
- Evacuation of personnel;
- Coordination and cooperation with emergency services, such as the police, fire brigade, and ambulance services, etc.

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4.0 Emergency Preparedness and Response - Planning

4.1 EPC & Emergency Control Organization

Alumex has an Emergency Planning Committee (EPC) that has designated responsibility for managing emergency situations, the EPC meets every six months period to review the emergency preparedness and response plans and any incidents and consists of:

Include who is a member or partner providing input into emergency planning, this could include:

- Emergency Respond Team Leader(s)
- Divisional Emergency Respond Team
- Manager - Environment, Safety & Health
- Deputy General Manager HR & Administration
- Deputy General Manager – Facility
- General Manager – Manufacturing
- General Manager - SCM
- Executive Director

4.2 Roles & Responsibilities

4.2.1 Duties of Environment, Safety & Health Manager

- Make sure all the plant activities are going on in accordance with safety procedures.
- Verify the emergency preparedness arrangement, site security arrangement, first aid facilities & functionality of communications facilities.
- Prepare & Maintain documents related to the Emergency Response
- Organize Safety & Emergency response training for plant staff.

In case of an Emergency

- Proceed to the area of incident & make sure the ground control is taking place in exact order
- Check & make sure any casualties have been evacuated from effected area
- In case of hazardous material release, Manager EHS or his representative should guide the team to mitigate environmental incursions as much as possible & make sure released hazardous

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material is collected safely & disposed according to the procedure.

4.2.2 Duties of Emergency Respond Team Leader

- Communicate any difficulties of operating Emergency Response Plan to the EPC
- Make sure the availability of ERT members & Maintain the Fire Prevention equipment & tools
- Immediately respond & manage incidents to minimize harm to the employees, environment and properties of the company
- Report near misses, incidents, hazards to the shift manager and to the EHS Manager.
- Participate all trainings and mock drills conduct by EHS division

In Case of an Emergency

- Proceed to main security room & confirm the area(s) effected by incident
- Immediately proceed to the place of incident & arrange all facilities according to the situation.
- Handle the ERT to mitigate the emergency situation & communications with the appropriate assistants
- Notify the emergency services as appropriated
- Notify other plant authorities & build effective communication during the incident take place
- Confirm the all employees & other visitors, evacuated from all areas.
- Take immediate actions to remove valuable equipment, documents & highly flammable materials from the affected area
- Direct all casualties for proper medical attention & follow up
- All clear declaration after terminating the emergency

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4.2.3 Duties of Emergency Respond Team Members

- Immediately proceed to the Emergency Assembly point & Inform headcounts to ERT Leader
- Follow the instructions given by ERT Leader during the incident
- Handle ERT to manage the casualties & direct them for medical treatments

4.2.4 Duties of Security Officer

- Maintain accurate head count of visitor & other contract employees
- Follow the instructions of ERT Leader during an emergency
- Access control during an emergency
- Guide emergency services to the location of the incident

4.2.5 Duties of Divisional ERT Leaders

In case of an emergency

- Immediately report to the Fire Team Assembly point & aware about location of emergency
- Follow the instructions given by ERT Leader
- Regularly check & maintain Fire Equipment, First aid facilities in the plant
- Communicate with ground ERT & assist them for a rescue operation if required
- If victim found, do the appropriate first-aid treatments and ensure safety of casualties
- Communicate with ERT Leader if hospitalization required.

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5.0 Emergency Procedures

5.1 Fire

- When a fire or smoke is detected, activate nearest “Fire Call Point” & switch on the fire Alarm
- Try to extinguish the fire considering the status. He / She should give priority to his safety & if he / she could judge that fire could be extinguished by himself, extinguish the fire
- On hearing the fire alarm, ERT team should assemble at the “Fire Team Assembly point” front of security guard room. (ERT members at the effected area should take immediate actions to manage the incident, without report to the Fire Team Assembly Point)
- ERT Leader should confirm the location which activated the Fire Alarm & proceed to the location of fire. (Security OIC to be informed to stop the alarm) Take steps to extinguish the fire with the appropriate fire extinguishers.
- Divisional ERT Leaders should immediately close all fuel lines, remove flammable materials and shut-down critical machineries to secure the effected location
- If the ERT Leader to decide whether the fire can be effectively controlled with internal facilities.
- If the fire unable to control using our own facilities, ERT Leader to inform security OIC to start evacuation alarm. Also Inform the incident to the shift manager & EHS Manager.
- Department Fire Warden should inform to all employees to evacuate the buildings and check all employees safely evacuated from the all areas.
- Fire Wardens should take head count of the people gathered at the assembly point and immediately inform to the ERT Leader, if anyone missed at the assembly point.
- If there are missing persons, the ERT Leader to inform rescue teams. (Internal or Fire Brigade)
- ERT Leader should inform Fire Brigade / Police Station / Army for support, if necessary.
- If ERT Leader decided to use Fire Hydrants for the firefighting, it should immediately disconnect the electrical power of the area.
- Before starting fire fighting using hydrant lines, it needs to evaluate other hazards can affected to the fire fighting process. (E.g.: High Voltage lines, Chemical storage areas Etc..)

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- All Electrical power isolations and disconnection should be done by competent person & ERT leader should ensure the area, effectively disconnect the electrical power.
- ERT Leader & Divisional ERT Leaders should provide required equipment to handle the incident and use the resources effectively.
- Rest of the team to fight fire to avoid spreading, try to isolate the fire by keeping all doors closed where appropriate. Cool down by wetting the adjoining buildings, fuel storages, combustible materials using the fire hydrant hoses.
- ERT Leader to take necessary actions to minimize environmental impacts & other possible hazards to neighbors due to the fire incident.
- Manage the situation to minimize damage to the humans as well as properties. (Take steps to hospitalized all injured persons rescued), Instruct the plant operations to shut down, if it is safe to do so.
- Make a necessary arrangement for Fire & Rescue Departments to enter the factory premises. E.g.: Electrical power disconnects, Fuel line isolation, Provide required fire prevention items, etc.

5.1.1 When Fire Brigade arrives

- Security OIC should guide fire brigade to the location of the fire
- Give the control of the fire Extinguishing to the Fire brigade personal
- ERT Leader should assist the fire brigade personal as required.

5.1.2 Other Duties of Divisional ERT

On hearing or being notified of an emergency:

- Communicate with ERT Leader & Dep. ERT members & assist them for a rescue operation if required.
- If victims found, do the appropriate first-aid treatments
- Communicate with ERT leader if Hospitalization required.

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5.1.3 After the Incident Managed Effectively

- Need to secure the affected area to prevent unauthorized entry and structural collapse
- Monitor all affected areas for 24Hrs to prevent secondary fires due to heat generated at the areas.
- Follow the instructions of EHS Manager to prevent environmental damages due to fire incident

5.1.(a) Fire at Central Warehouse / 3R Premises

- When a fire or smoke is detected, try to extinguish the fire considering the status. He / She should give priority to his safety & if he / she could judge that fire could be extinguished by himself, extinguish the fire
- If he/she unable to handle the situation, should immediately inform to Main Guardroom regarding this imminent incident.
- Security OIC should activate the evacuation alarm to call all employees to the Emergency Assembly point and immediately inform ERT Leader regarding the incident
- On hearing the fire alarm, Fire & Rescue team should assemble at the “Fire Team Assembly point” front of security guard room.
- If the ERT Leader to decide whether the fire can be effectively controlled with internal facilities, should inform Fire Brigade / Police Station / Army for support, if necessary.
- Area supervisor to head count of the people gathered at the assembly point.
- If there are missing persons, the ERT Leader to inform rescue teams. (Internal or Fire Brigade)
- Rest of the team to fight fire to avoid spreading, try to isolate the fire by keeping all doors closed where appropriate. Cool down by wetting the adjoining buildings using the fire hydrant hoses.
- ERT Leader to take necessary actions to minimize environmental impacts & other possible hazards to neighbors because of fire incident.

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- Manage the situation to minimize damage to the humans as well as properties. (Take steps to hospitalized all injured persons rescued), Instruct the plant operations to shut down, if it is safe to do so.
- Make a necessary arrangement for Fire & Rescue to enter the factory premises. E.g.: Electrical power disconnects, Fuel line isolation, Provide required fire prevention items, etc.

5.2 Medical Emergency

If you are accessible to a telephone contact First Aid room or EHS division. Get the help of nearby staff & notify the first aid team as appropriate. Maintain the communication with first aid team & call ambulance (1990) if hospitalization required.

- ERT Leader should maintain the communication with ERT team & call ambulance if hospitalization required. Also, it needs to record names of victims got hospitalized as well as hospital details.
- In case of serious situation, immediately inform to the DGM HR & Admin or Manager EHS, other top management member similar to that.
- If an ambulance is informed, arrange a person to meet the ambulance at the nearest visible location to direct the emergency personnel to where the injured person is located.

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5.3 Bomb Threats

Keep Calm. If you are accessible to a telephone contact main security room by dial **321**. Notify the Police by dialing 119 & Army Bomb Squad 0112434251.

Use common sense: If the threat is very specific & a short time is indicated before the bomb will explode, it may be advisable to get everyone out of the building quickly as possible & let the security forces do the searching.

- Do not touch a suspected device- Immediately report a suspected bomb device to the Police.
- Do not assume it is the only device planted in the area.
- Do not change the Environment: Do not turn on or off water, gas or anything with electricity.
- If appropriate, evacuate the affected area or building & ensure the Safety of Emergency assembly point before evacuation.
- Notify the all clear once the emergency has passed & on advice from Emergency Service Personnel

5.4 Accidental Release of Hazardous Material or Gas Leak

The ERT Leader is responsible for:

- Declaring a hazardous materials emergency, recognizing, and identifying hazardous materials involved
- Commence evacuation of occupants of the affected area to the primary evacuation assembly area
- Contacting the appropriate emergency response organizations as an emergency liaison
- Use MSDS (Material Safety Data Sheet) of released chemical to get information on the spilled material.
- Performing a hazard risk assessment of the incident & use spill prevention kits to prevent further

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spreading of spilled material

- Performing limited containment and control (absorption) procedures on hazardous materials releases within the resources and equipment provided
- Determining if emergency evacuation is required, and ensuring that the evacuation procedures have been put into effect
- Isolate the area affected & ensure people remain upwind
- Appoint trained people to handle the incident with proper PPEs & collect all hazardous chemicals to be dumped into effluent treatment plant for neutralizing process.
- Notifying the appropriate regulatory agencies in the event of a release of a reportable quantity. (Fire Brigade -110)
- Notify the all clear once the emergency has passed & on advice from emergency service personnel.

5.5 Natural Disasters

5.5.1 Flood

- ERT team should determine the building's base flood elevation (BFE) of the vulnerable buildings. This is the highest-level floodwaters are expected to reach.
- Any areas below the BFE are most vulnerable. Then, assess flood-proofing options based on the property's risk level.
- If critical areas fall below the BFE, consider dry floodproofing with barriers that block water entry.
- Alternatively, wet floodproofing allows controlled water flow into durable spaces, diverting it from the critical property.
- Isolate & disconnect all energy sources and fuel supply of the areas can affect by the flood

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- Remove all document, fuel vessels, chemicals and other valuable equipment if practical to do so.
- If evacuation of the building is appropriate, commence an evacuation of the affected building & adjacent buildings & proceed the evacuation. If the primary assembly area is not suitable for evacuations, nominate an appropriate assembly area.
- Notify Disaster Management Center -117 or Air Force Information Center - 116 for further assistance
- If the threat is external to the building, advice all persons to remain in the building & get instructions from authorized person
- Notify the all clear once the emergency has passed & on advice from Emergency Service Personnel

Responsibilities of Facility Management Team

- Clear gutters of debris to enable proper drainage and prevent overflow.
- Seal cracks, gaps, and openings in walls, windows, floors, and foundations using a waterproof sealant. Be sure to seal electrical outlets and boxes as well.
- Remove excess debris from the roof and surrounding property to prevent water pooling.
- Consider installing a water pump and drain to address any standing water near the foundation.

Inside the Building:

- Inspect plumbing and drainage systems to confirm proper working order; consult a professional if needed.
- Patch and seal any interior wall cracks or pipe blockages.
- Avoid pouring fats/oils down drains and flushing trash to keep pipes clear.
- Install backflow valves and sump pumps to control water flow and drainage.
- Prepare a backup power source for flood prevention systems in case of outage.

Electrical components like wiring, switches, sockets, circuit breakers, fuse boxes, and panels should be raised off the ground because they are prone to flooding. This can be done by a

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licensed electrician. It should determine where electrical components are placed to be able to locate them when needed quickly. People can also opt to use sub-panels so that if an area gets flooded, the main panel will not get destroyed

Responsibilities of IT Team

- Plans for regularly backing up data of all areas vulnerable for flood issues.

Provide adequate training to the staff.

To ensure a swift and effective response to flooding, It should conduct comprehensive disaster preparedness training for staff. This training should cover proper protocols for securing facilities, protecting inventory, and relocating operations during and after a flood. It should also include emotional resiliency training to help employees cope with the trauma.

Shore Up the Foundation

Torrential rainfall and flooding can severely damage building foundations. Water's immense power allows it to infiltrate cracks and displace walls when it seeps into a structure. Prolonged exposure to flowing or standing water compromises a building's structural integrity, necessitating expensive repairs or even complete rebuilding.

To protect against water damage, Facility Management division should seal all pipe entry points with caulk and other sealants. Consider hiring a contractor to evaluate and repair any existing basement or foundation damage before floods arrive.

5.5.2 Storms

Identify a safe place in the premises to gather during a thunderstorm. This should be a place where there are no windows, skylights, or glass doors. These could break in strong winds or hail and cause damage or injury. To prevent risks from lightning, move livestock away from:

- Flood waters

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- Landslides
- Power lines,
- Isolated trees.

- If evacuation of the building is appropriate, commence an evacuation of the affected building & adjacent buildings. If the primary assembly area is not suitable for evacuations, nominate an appropriate assembly area.
- Notify Disaster Management Center -117 or Air Force Information Center - 116 for further assistance
- If the threat is external to the building, advise all persons to remain in the building & get instructions from authorized person
- Notify the all clear once the emergency has passed & on advice from Emergency Service Personnel

5.6 Civil Disturbance

Civil disturbances can include riots, threatening individuals, crimes in progress, or events that become significantly disruptive to the Alumex PLC.

Any person who becomes aware of a civil disturbance or the likelihood of a civil disturbance at/or within the precincts of any Alumex premises must, as soon as is practicable, notify the main security office.

Interim Action

Where a civil disturbance immediately threatens a particular building or area and security staff are not present, staff in that building should if safe, consider any or all of the following actions to protect themselves and company property;

- Close and lock all external doors – considering need for emergency egress.
- Make special arrangements for any visitors to leave the premises.
- Secure essential or confidential records, consider backing up important computer files and lock away disks, files and papers.
- Ensure that all offices and non-public areas are locked or sealed off.
- Ensure someone knows where you are.
- Avoid physical conflict with persons even if provoked

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- Follow verbal instructions of campus security staff and/or police.
- Consider evacuation if your safety is at risk
- Do not argue, enter into the debate with demonstrators & commit or become involved in any crimes

5.7 Confined Space Incident

In case of an injury

- Confined Space attended alerts Rescue team & the supervisor about the incident
- Incident Controller will provide instructions for the rescue
- Depending on the assessment of the injury, calls for additional help if required

Does not receive communication from the entrant

- Alerts the rescue team & supervisor about the incident
- Incident Controller should confirm that the entrant may be unconscious & cannot communicate
- Prepare a rescue person to be equipped with appropriate PPE (SCBA, Communication Tools)
- Prepare the injured to be lifted up to outside the confined space, gets additional help & first aid if required
- Provide necessary CPR / First Aid & transfer the injured to the medical center / Hospital

5.8 Work at Height Incident

If a worker falls and is suspended by a safety harness, implement the emergency response plan by following the steps below.

- The supervisor (or alternate executive person) takes control of the situation.
- The site supervisor sounds the emergency alarm & All workers in the immediate vicinity of the incident stop working. The supervisor quickly evaluates the situation and identifies any further hazards that could arise.

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- Notify the Fire Brigade by dialing 110 & follow the instructions given by them
- The Safety Cage remains on standby. The operator waits for further direction in case the designated rescue team must perform a Cage rescue.
- The site supervisor / Incident Controller (or a worker assigned to the task) isolates the accident zone and its perimeter to limit further exposure.
- The site supervisor (or a worker assigned to the task) moves all non-affected personnel to a safe zone or directs them to remain where they are.
- The security officer should direct response team (police, medical, fire, etc.) and ensure that they have a safe access path to the accident scene.
- The incident controller assembles the emergency rescue team at the accident site as quickly as possible to determine the best rescue procedure for the situation.

5.8.1 Types of Rescues

Self-Rescue

If the employee has selected the proper fall arrest equipment, installed it properly, is using it properly and has not been injured they should, in most cases, be able to self-rescue as follows:

- Make verbal contact with the employee that has fallen to help them stay calm, establish whether they are injured and give them guidance during self-rescue.
- Employee climbs back up to the work platform from which they fell. (This would normally involve a fall of 0.60 m. to 0.9 m. or 2 to 3 feet).
- Rescue team assists the employee back on to the work platform.
- Employee returns to ground or floor level. Rescue team stays with the employee in case they are unstable.
- Have the employee checked by a qualified first aider and provide first aid if required. Collect all of the fall arrest equipment used by the employee and tag the

Assisted Self Rescue

If self-rescue is not possible an assisted self-rescue will be performed by using a mechanical assist winching system. The following procedures are to be used during this type of rescue:

- Make verbal contact with the employee to help them stay calm and determine whether they are

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injured. Maintain verbal contact during the rescue.

- While rescue preparations are being made do the following:
 - If the employees' harness has suspension relief straps and they are okay tell the employee to insert their feet in the straps in order to relieve the pressure exerted by the harness straps on their legs.
 - If the employees' harness is not equipped with suspension relief straps lower a rope with a loop at the end for the employee to use as a relief strap.
 - Encourage the employee to keep moving their legs while their feet are in the suspension strap or rope loop.
 - Attach the winching equipment to a securely installed properly rated anchoring point.
 - Lower the winch line to the employee.
 - Have the employee grab the hook on the end of the line and securely attach it to the proper D-ring on their harness. (If necessary, provide verbal directions to assist the employee.)
 - A member of the rescue team must verify that there is a positive / secure connection between the hook and the D-ring.
 - The rescue team must raise or lower the fall employee to the nearest safe work platform or to the floor or ground level.
 - Have the employee checked by a qualified first aider and provide first aid if required.
 - Collect all of the employees fall arrest equipment and tag it as DO NOT USE.

Fully Assisted Rescue

These procedures are to be followed if the employee is injured and is unable to attach themselves to the rescue system.

- Make verbal contact with the employee to help them stay calm and determine whether they are injured.
- Maintain verbal contact during the rescue.
- Attach the winching equipment to a securely installed and properly rated anchoring point.
- Rig separate lines for rescuers to use while carrying out the rescue.
- If possible, use a rescue remote connection pole to attach the winching cable or rope to the employees' harness D ring.

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- If the remote connection pole cannot be used lower a rescue team member to the suspended employee to attach the winch line to the D ring in the employee’s harness.

- Raise or lower the employee to the nearest safe work platform or lower the employee to the ground or floor. (NOTE: Unless there is a hazard that prevents the rescue team from doing so, any employee that is injured or has been suspended in their harness for an unsafe period of time should be lowered to the floor or ground so that first aid and medical attention can be accessed as quickly as possible.)
- Provide first aid and required medical attention. (Ensure that the possibility of suspension trauma is addressed.)
- Collect all of the employees fall arrest equipment and tag it as DO NOT USE.

Ladder Rescue

If a ladder can be safely set up and the suspended person can be safely reached by a rescuer on the ladder follow the procedures listed below:

- Set up the ladder so that the suspended employee can be reached by a rescuer on the ladder. Rig separate life lines for the rescuer on the ladder.
- If the employee that has fallen is unconscious or due to injuries is unable to help during the rescue and a second rescuer is required consideration should be given to using an alternative rescue procedure.
- Securely attach a separate lowering / winch line to the employee.

- Rescuers on the ground, or closest safe surface, should raise the employee just enough to allow for his / her lanyard to be disconnected and then lower the employee to the ground or floor using the lowering line.
- Once the fallen employee has been lower to a safe surface provide any required first aid and determine if medical attention is required to deal with possible suspension trauma.

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Aerial Lift Rescue

If an aerial lift is readily available and can be safely used to reach the suspended employee the procedures listed below are to be followed. This rescue procedure can only be used if one of the rescuers is qualified to operate the aerial lift or a qualified operator is available to work with the rescuer.

- The aerial lift operator / qualified rescuer will ensure they are wearing proper fall protection equipment and that there is either an appropriate lanyard or self-retracting lanyard available for the employee being rescued.
- Manoeuvre the aerial lift into position under, and within safe reach, of the employee to be rescued.
- Once the employee being rescued is safely on the platform of the aerial lift attach the available lanyard or self-retracting lanyard to the harness of the employee being rescued.
- Disconnect the lanyard or self-retracting life line the employee was using when they fell.
- Lower the lift to the ground, remove the rescued employee from the lift and immediately provide required medical attention.

5.9 Electrocuting Incident

- If you are accessible to a telephone, contact main security office or sounds the emergency alarm & All workers in the immediate vicinity of the incident stop working. The supervisor quickly evaluates the situation and identifies any further hazards that could arise.
- Remember don't become the second victim
- If possible and safe to do so – de-energies the power supply
- If a flexible power cord cable is present, switch off the supply and remove the plug from the socket.
- **For low voltage** - If it is not possible to switch off or break the current, remove the person from contact by using non-conductive dry materials e.g., heavy duty insulated gloves, wooden poles etc. Only those persons appropriately trained and competent in Low Voltage Release and Rescue shall attempt a rescue.
- **For high voltage** - Do Not attempt to rescue a person until the supply has been de-energized

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- Use extreme caution if the skin at the point of contact or the ground is wet, as water conducts electricity.
- Ensure all plant is isolated and has been made safe.
- Continue with first aid response and assist the affected person only when you are sure it is safe to do so.

5.10 Ammonia Leak or Exposure

Anhydrous ammonia is a very volatile liquid. The gas from any spillage or leak is irritant and toxic with a strong caustic action on moist parts of the body. Ammonia will only burn under extreme fire conditions however its acrid vapor makes fighting fires difficult. It can react explosively with chlorine and hypochlorite.

- Immediately evacuate from the area effected. Isolate the area effected by close windows, doors, air ventilators where appropriate & safe to do so & remove any ignition sources
- If you are accessible to a telephone, contact main security office or sounds the emergency alarm & All workers in the immediate vicinity of the incident stop working.
- The evacuation area can be determined by the direction of the wind. Follow the upwind direction for the evacuation & ensure people remain upwind.
- If access to the affected area is required, this will be done using self-contained breathing apparatus, protective suit and goggles.
- Access will only be made in pairs under these circumstances.
- If isolation of the ammonia leak is not possible the area will be secured awaiting the arrival of the emergency services.
- Water should not be sprayed directly on to anhydrous ammonia since this will cause a greater amount of evaporation. The Executive Director should be informed at all stages by the incident controller
- Notify the all clear once the emergency has passed & on advice from Emergency Service Personnel.

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5.11 Media Liaison

Personnel should ensure that legal advice is sought prior to engaging in any way with the media in relation to an emergency situation/s.

The decision for media liaison shall reside with the Managing Director or similar after legal advice is sought.

5.12 Business Continuity and the management of disruption-related risk.

In addition to arrangements related to site-specific emergencies, systems shall be in place to identify and effectively manage critical incidents that may have impacts beyond the site, the company or local community.

These critical incidents include crises or disruptive events that are possibly beyond the capacity of routine management and have the potential to impact on the longer-term viability of the company.

These arrangements shall be aimed at:

- stabilizing the disruptive event as soon as possible;
- ensuring the operation of the most critical systems and functions;
- returning the organisation to normal operation; and
- capitalizing on any opportunity which may have been created by the event.

Sites shall have a Business Continuity and Crisis Management Plan, which is aligned with legislative requirement, applicable industry standards and guidelines, meets the requirements of this standard.

5.13 Post Emergency Activities

Following an emergency, a full investigation shall be initiated no later than 24 hours after the event, at the completion of the investigation, the Emergency Management Plan and Crisis management plans shall be revised, if necessary.

Trauma counseling and employee assistance shall be made available to personnel affected by the emergency to the extent that such counseling is considered to be required.

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5.14 Drills

An evacuation drill is required at least twice a year. This may occur as a result of a real incident, false alarm or evacuation test. A Debrief must occur and any issues that may have affected the success of the evacuation be investigated and corrected.

Drills shall include all work locations at Alumex PLC. Observers shall be appointed to monitor the drill and provide feedback on the execution of the drill. Any findings or recommendations from the drill shall be communicated back to the Emergency Planning Committee (EPC) and the emergency response plan shall be updated to reflect these findings.

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