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Position	Director
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Purpose

Brendan McKenna Earthmoving is committed to protecting workers, contractors, visitors, property, plant, equipment and the environment from the risks associated with fire.

This procedure establishes the requirements for responding to fires and fire-related emergencies at workplaces, workshops, depots, client sites and remote work locations. It supports compliance with the Work Health and Safety Act 2011 (Qld), Work Health and Safety Regulation 2011 (Qld), emergency management obligations and Brendan McKenna Earthmoving's Integrated Management System (IMS).

Scope

This procedure applies to all employees, contractors and visitors engaged in Brendan McKenna Earthmoving activities, including worksites, workshops, depots, forestry operations, national parks, remote locations and client-controlled workplaces.

Responsibilities

Role	Responsibilities
Director	Ensure adequate emergency resources, equipment and procedures are available for fire response activities.
Operations Manager	Coordinate emergency response activities and communication with clients, emergency services and management.
Supervisors	Direct emergency response activities, account for personnel and ensure emergency procedures are followed.
Employees / Contractors	Follow emergency instructions, report fires immediately and only attempt fire suppression where trained and safe to do so.

Procedure

Brendan McKenna Earthmoving shall ensure all fires and fire-related emergencies are managed promptly to protect people, property and the environment. The following requirements shall be implemented where a fire is identified.

1. Remove Personnel from Danger

Where a fire or suspected fire presents an immediate risk to personnel, workers shall remove themselves and others from danger without delay.

This shall include:

- Stopping work immediately where safe to do so.
- Shutting down plant and equipment where it is safe and practical.
- Assisting any injured or vulnerable persons where it is safe to do so.
- Moving to a safe location away from fire, smoke and other hazards.
- Moving upwind of the fire where practicable and avoiding low-lying areas affected by smoke.
- Remaining clear of the affected area until authorised to return.

2. Raise the Alarm and Notify Relevant Parties

All fires and suspected fires shall be reported immediately.

This shall include:

- Alerting nearby personnel by raising the alarm.
- Contacting emergency services by calling 000 immediately where there is any risk to life, property or the environment.
- Providing an accurate location and description of the fire.
- Notifying the Supervisor, Operations Manager or Management as soon as practicable.
- Notifying the client or landowner where required by site-specific arrangements.
- Complying with site-specific fire restrictions, Total Fire Bans or emergency directions where applicable.

3. Contain the Fire Where Safe

Where safe to do so, personnel may take action to prevent the spread of fire.

This shall include:

- Isolating plant, equipment or ignition sources where safe.
- Closing access to affected areas where practicable.
- Preventing the spread of fire to nearby vegetation, structures or equipment where safe to do so.
- Using available firefighting equipment only where it is safe to do so and the fire remains small and controllable.
- Where a fire has the potential to spread beyond the worksite, personnel shall immediately notify emergency services and the relevant landowner or client representative in accordance with site emergency arrangements.
- Withdrawing immediately if fire conditions become unsafe or cannot be controlled.

4. Evacuate and Account for Personnel

Where evacuation is required, all personnel shall proceed to the designated muster point or safe location.

This shall include:

- Following site emergency procedures.
- Proceeding immediately to the nominated assembly area or designated safe location.
- Supervisors accounting for all personnel and visitors.
- Preventing unauthorised persons from re-entering the affected area until declared safe.

5. Use Firefighting Equipment Where Appropriate

Firefighting equipment shall only be used by personnel who are trained, competent and able to do so safely.

This shall include:

- Only attempting to extinguish fires after raising the alarm and ensuring a safe means of escape is maintained.
- Using the correct extinguisher or firefighting equipment for the fire type.
- Maintaining a safe escape route at all times.
- Discontinuing firefighting activities if conditions deteriorate.
- Prioritising personal safety over property protection.

6. Report and Review Fire Events

All fire incidents, near misses and emergency responses shall be reported and reviewed.

This shall include:

- Reporting fire incidents in accordance with company reporting procedures.
- Recording property, environmental or equipment damage.
- Investigating causes where required.
- Implementing corrective actions to prevent recurrence.
- Recording actions within the Incident / NCR / Corrective Action Register where applicable.

Records

The following records may be retained where relevant to fire prevention, emergency preparedness and fire response activities.

Record	Responsibility	Retention Location
Incident Reports	Employees / Supervisors	Incident Records
Investigation Reports	Management	Incident / NCR / Corrective Action Register
Corrective Actions	Management	Incident / NCR / Corrective Action Register
Emergency Response Records	Management	Incident Records

Related Information

- IMS-MP-001 Emergency Management Plan
- Emergency Contact List (where applicable)
- HS-PR-005 Incident Investigation & Reporting Procedure
- Incident / NCR / Corrective Action Register
- MCK Group App
- Evacuation Plan
- Site Emergency Map
- Work Health and Safety Act 2011 (Qld)
- Work Health and Safety Regulation 2011 (Qld)

Review and Revision

This procedure shall be reviewed every two years or earlier following legislative changes, incidents, audit findings, organisational changes or identified improvement opportunities.