

Emergency Management Plan

Date Modified: 30/04/26

Next Revision Date: 30/04/28

Emergency Management Plan

Purpose

This Emergency Management Plan forms part of the Brendan McKenna Earthmoving Integrated Management System (IMS).

The purpose of this plan is to outline the processes to be followed in the preparedness for, and response to, emergency situations to minimise risk to workers, the public, property and the environment.

Scope and Application

This plan applies to all Brendan McKenna Earthmoving Pty Ltd workers, contractors and visitors involved in company operations.

In accordance with the Work Health and Safety Regulation 2011, this plan details how emergencies are managed within the workplace.

Emergency situations may include:

- injury or medical emergency
- motor vehicle incident
- load shift
- chemical spill
- fire
- isolated worker incident
- environmental incident

All personnel must follow this plan in the event of an emergency.

Emergency contacts

Contact	Name	Phone number
Emergency services – (Police, Fire, Ambulance)	Triple Zero	000
Police	Beerwah Police Station	07 5436 5222
Police	Gympie Police Station	07 5480 1111
Fire warden	Brendan McKenna	0417 710 806
First aid officer	Ron Broadhurst	0439 715 081
WHS HSR	Ron Broadhurst	0439 715 081
Utilities	Energex	13 19 62

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Administration	Angela McKenna	0418 717 154
State Emergency Services (SES)	Call centre	132 500
Nearby businesses	HQ Plantation	07 5488 2112
Poison information line	Call centre	13 11 26
Workplace Health & Safety QLD	WSH	1300 362 128

Emergency Management Roles and Responsibilities

Fire Warden

- activate emergency response procedures
- contact emergency services where required
- coordinate evacuation and account for all personnel
- direct workers to safe assembly areas
- lead emergency drills and evacuations
- ensure fire equipment is maintained and accessible
- promote emergency awareness and identify training needs

First Aid Officer / HSR

- provide first aid within level of training and competence
- coordinate emergency response for injured persons
- maintain first aid equipment and facilities
- ensure first aid training and CPR certification are current
- report notifiable incidents to Workplace Health and Safety Queensland (WHSQ) where required
- participate in incident investigations

Supervisors

- initiate emergency response and contact emergency services
- coordinate site response and support emergency personnel
- assist evacuation and ensure workers reach assembly points
- ensure workers are inducted on emergency procedures
- support injured workers and early intervention processes
- participate in incident investigations

Workers

- follow emergency procedures and instructions
- report emergencies and hazards immediately
- assist where safe to do so
- identify emergency equipment and assembly points
- participate in emergency training and drills

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Evacuation Procedures

- emergency procedures are communicated during inductions, pre-starts and toolbox talks
- evacuation routes and assembly points are identified for each site
- the designated assembly point is determined during pre-start meetings
- emergency equipment is located in work vehicles and plant
- access and egress must be kept clear at all times
- fire wardens must account for all personnel during evacuation

Emergency Procedures

General Response

- remain calm and assess the situation
- ensure the area is safe
- contact emergency services (000) where required
- notify supervisor, fire warden and first aid officer
- follow instructions and assist where safe to do so

Injury or Medical Emergency

- secure the scene to prevent further harm
- provide first aid within competence
- contact emergency services where required
- notify WHSQ for notifiable incidents
- assist emergency personnel

Motor Vehicle Incident

- secure the scene and ensure safety
- contact emergency services if required
- notify management and emergency personnel
- assist injured persons if safe to do so
- If occurred on site alert management, first aid officer and fire warden.
- WHS officer/HSR must notify Workplace Health and Safety Queensland (WHSQ) where required.
- If vehicle requires towing, contact Brendan McKenna.

Detailed response procedures are provided with site-specific instructions and toolbox materials.

Load Shift

- stop work and secure the vehicle
- move to a safe location
- isolate the hazard and seek assistance
- notify supervisor

Chemical Spill

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- isolate and contain the spill
- use spill kits where available
- notify supervisor and relevant personnel
- clean up where safe to do so
- report environmental incidents in accordance with the IMS

Detailed response procedures are provided in site-specific instructions and toolbox materials.

Fire

- raise the alarm immediately
- evacuate personnel
- use fire extinguishers if safe to do so
- contact emergency services
- follow fire warden instructions

Detailed response procedures are provided in site-specific instructions and toolbox materials.

Isolated Worker

- maintain communication with supervisor
- follow working alone procedures
- carry communication devices and emergency equipment
- report any changes to work or location
- contact emergency services in an emergency

First Aid

- first aid kits are available in work vehicles and plant
- kits are inspected and maintained regularly
- trained personnel must be available
- first aid records are maintained

Post-Incident Management

- notify relevant authorities if there is a death or notifiable incident
- complete incident reports and investigations
- implement corrective actions
- support injured workers and return to work
- review emergency response effectiveness

Training and Testing

- emergency procedures are tested periodically
- fire drills and emergency simulations are conducted
- training records are maintained in the IMS
- first aid and warden training is refreshed regularly

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First Aid training is renewed every 3 years; CPR and Warden training annually.

Review and Continuous Improvement

This Emergency Management Plan is reviewed periodically and updated where required in accordance with the Integrated Management System (IMS).