NEW HOPE GROUP

J.15 Emergency Management Plan

NEW HOPE GROUP

EMERGENCY MANAGEMENT PLAN

New Acland Coal Mine
Stage 3 Project

JANUARY 2014

Contents

1. Introduction

New Acland Coal Pty Ltd (NAC) currently operates the New Acland Coal Mine (the Mine) as a 4.8 million tonne (product coal) per annum (Mtpa) open cut coal mine on Mining Lease (ML) 50170 and ML 50216, adjacent to Mineral Development Licence (MDL) 244, under the approval of Environmental Authority EPML00335713. The Mine reserve is forecast to be depleted by 2017. The revised Project involves the extension and operation of the Mine, while increasing production from 4.8 Mtpa up to 7.5 Mtpa of thermal product coal.

The revised Project involves the extension of the Mine's operating life to approximately 2029 with the inclusion and progressive development of two new resource areas within MLA 50232. These resource areas are identified as the Manning Vale and Willeroo resource areas. The revised Project will include mining in three new mine pits, namely Manning Vale West, Manning Vale East and Willeroo mine pits.

NAC has developed emergency and evacuation planning and response procedures in consultation with state and regional emergency service providers. NAC have considered the response capabilities of the Queensland Fire and Rescue Service (QFRS) in developing emergency and evacuation planning and response procedures. NAC will continue to liaise with QFRS, Queensland Ambulance Service (QAS), local State Emergency Services, local ambulance, local hospital services and local Police throughout all stages of the revised Project. NAC will continue to conduct periodic emergency simulation drills with its regional emergency service providers over the life of the revised Project. In addition, NAC will liaise with Queensland Health at the appropriate time regarding emergency management procedures for the revised Project.

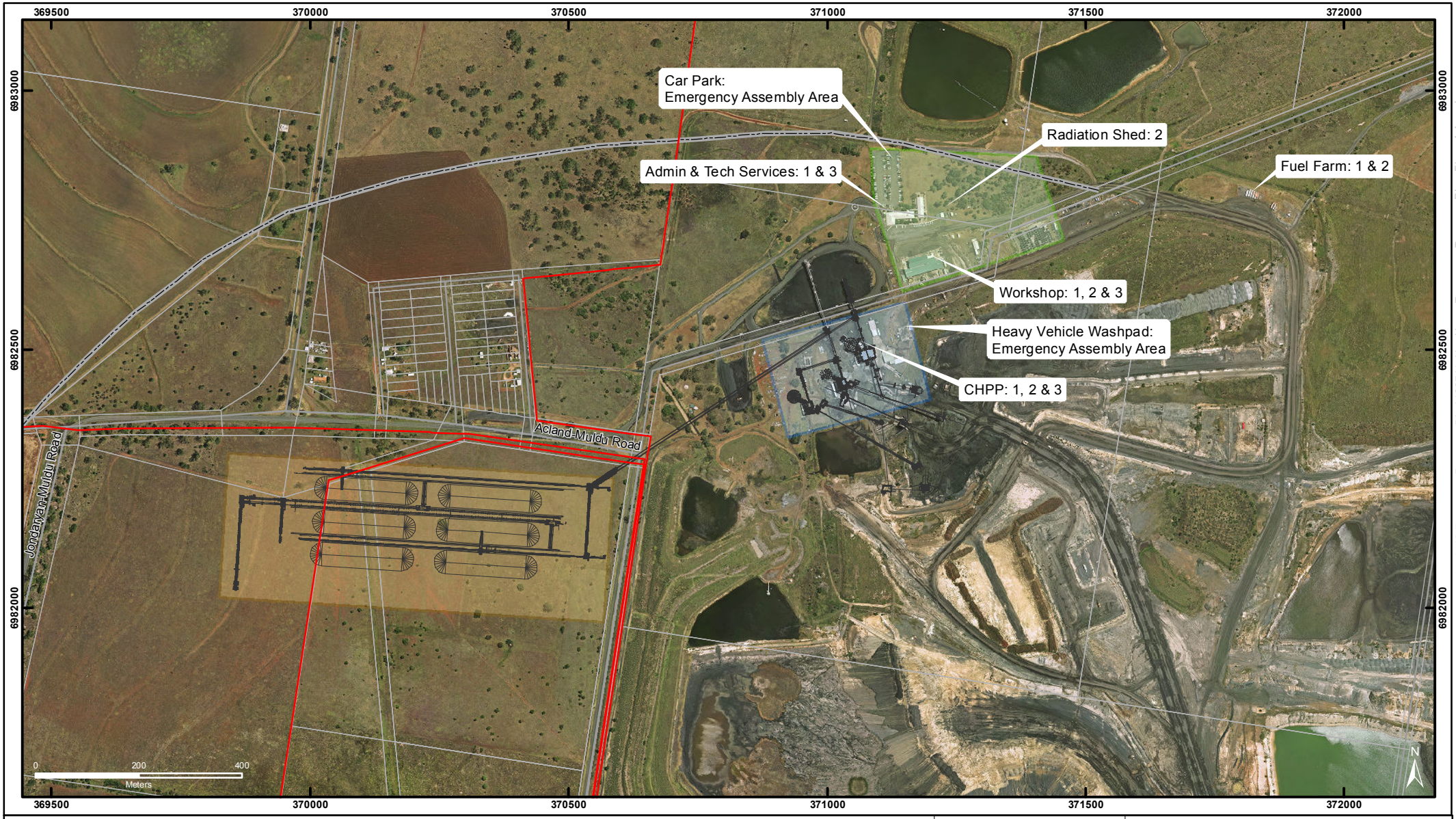
1.1. Purpose

The Emergency Management Plan provides an outline of NAC's integrated emergency management planning procedures that will be adopted for the revised Project. These procedures address issues delineated in the risk assessment developed for the revised Project. The emergency policies and procedures meet the requirements of the *Coal Mining Safety and Health Regulation 2001*– Part 5 Emergencies.

1.2. Scope

The Emergency Management Plan outlines NACs emergency management procedures for the revised Project. The Emergency Management Plan will form part of NAC's broader Health, Safety, Environment and Community System currently in place at the Mine.

Key elements of the Emergency Management Plan, including the plant outline, potential hazardous materials stores, incident control points and fire fighting equipment, are illustrated in Figure 1–1.



LEGEND

- Jondaryan-Muldu Road Diversion
- Roads
- Mining Tenements
- Cadastre
- CHPP Precinct
- Material Handling Facility
- Mine Industrial Area

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SINCLAIR KNIGHT MERZ SKM

NEW ACLAND COAL MINE STAGE 3 PROJECT

Figure 1-1 - Emergency Response Plan

Scale 1:10,000 on A4

Projection: Australian Geodetic Datum – Zone 56 (AGD84)

Produced: 19/08/2013 Path: I:\QENV2\Projects\QE06644\Spatial\ArcGIS\01_Figures\01_SEIS\EmergencyResponsePlan\130711_NewHope_EmergencyResponsePlan_Figure1-1.mxd

2. Emergency Response Strategy

NAC will continue to provide and maintain resources and procedures to ensure NAC has an adequate emergency response capability throughout all stages of the revised Project.

2.1. Emergency Event Classification

Emergencies will be classified into three levels depending on the severity of real and potential impact and the extent of response required to manage the event and to achieve resumption of normal operations for the revised Project as depicted below.

EMERGENCY – INCIDENT CLASSIFICATION

LEVEL 1 – Site Contained	Emergency is **not life threatening,** of minor consequence; and: • Is contained on site; • Controlled immediately via on-site resources; • Not expected to escalate.
LEVEL 2 – Time and Response Critical	Events that pose a **significant threat to life,** property or environment; and: • Dependant on rapid response to bring under control; or prevent escalation; • May be unable to control immediately using on-site resources; • Require external back-up response (e.g. Fire-Ambulance-Police; Medivac); • Have potential to escalate; • Have potential to extend beyond site boundaries.
LEVEL 3 – Major Incident or Crisis	Events similar to Level 2 that pose a **major threat to life,** property or environment; and: • Has or is highly likely to cause major disruption; or • Has or is highly likely to impact on the community; • Has or is highly likely to impact on the company's reputation.

2.2. Declaring an Emergency

In the event of an emergency, the following 2-way radio communication will be applied.

Emergency – Two-way radio

'EMERGENCY – EMERGENCY - EMERGENCY'

When answered, give:
1. Your name
2. Location of emergency
3. Nature of emergency (fire/first aid/rescue)
4. Help required

Repeat until answered.

Repeat the message to ensure that it has been clearly understood.

When a two-way radio emergency call is initiated, all other radio users are to maintain radio silence.

If external back-up response is required to assist with attending to an emergency, the area Supervisor (On-Scene Controller) or Emergency Coordinator will use a land-line telephone to dial 000; or use mobile phone to dial 112.

Emergency - Telephone

Dial 000 (remember 0 for outside line) Mobile use 112.

They will ask for the emergency service required? (Police, Fire Ambulance)

Answer questions about location – Toowoomba QLD. Then follow with New Acland Mine, Muldu Road, Acland. Nearest town – Oakey. We are 16 km North West of Oakey & 50 km North West of Toowoomba. GPS location Datum WGS 84. Latitude S 27º 16' 13", Longitude E 151º 41' 58".

Telephone:

- Mine Site – 07 46 948 888
- CHPP - 46 948 827 or 46 915 864
- Maintenance – 46 948 806
- Production – 46 948 810

2.2.1. Emergency Communications Systems

Two Way Radio – UHF 50

Wherever possible, emergencies should be initiated through the two way radio system – this will ensure that all possible resources will respond to the emergency in the shortest possible time.

Power Failure

If power is lost to the telephone system, use any of the mobile phones – these are available with the Supervisors, CHPP Control Room and Superintendents. The site system has battery backup for approximately 30 minutes.

2.3. Emergency Siren Assembly Areas Evacuation in an Event of Emergency

The emergency siren may be activated by breaking any of the "FIRE - Break Glass" panels located at various points around the site (main office crib room, workshop and CHPP).

Designated assembly areas are sign posted:

- Admin Area go to Assembly Area 'A' - Employee Car Park
- Workshop and Coal Plant go to Assembly Area 'B' - Heavy Vehicle Wash Pad.

Assembly Area 'A' - Employee Car Park

Assembly Area 'B' - Heavy Vehicle Wash Pad

On initiation of the emergency siren, all personnel will assemble in their designated emergency assembly areas and await further instructions, e.g. from either the area Warden or their immediate Supervisor. An evacuation to a safer area will be coordinated if deemed necessary.

Wardens will conduct a sweep of the area to coordinate evacuation of personnel to the relevant Emergency Assembly Area.

Wardens will check that personnel within the area are accounted for. A printout will be obtained from the site database, i.e. Scenario Emergency List. This will assist the Wardens to identify personnel who have logged on to Scenario and are presently on site.

Employees not directly associated with the emergency will continue to perform their normal duties after receiving clearance from the Emergency Coordinator.

2.4. Evacuation in the Event of an Emergency

In the event of an emergency and a decision to evacuate, all instructions relating to the evacuation will come from the Supervisor at the scene of the emergency.

In the event of a disruption to telephone communications, the Supervisor in charge must decide on the evacuation of employees. The evacuation of people shall be under the control of the area Supervisor and area Wardens.

It will be the responsibility of the Supervisor, or area Warden, to check and contact all people under their control and relay to them the following information as briefly as possible:

1. The nature of the emergency; and

2. The route to be travelled to the designated emergency evacuation assembly area.

People are not to leave the designated assembly areas until they have been directed to do so by the Supervisor in charge. This clearance will come from the Emergency Coordinator.

2.4.1. Evacuation Procedure

In the event of an emergency:

- Cease operations and adhere to radio silence.

- If evacuation is required:
  - follow instructions of the Warden or Supervisor;
  - evacuate to nearest Emergency Assembly Area (either A or B); and
  - remain there until the 'all clear' is given.
- Assist with emergency response, but only if requested.
- CHPP Operators – take feed off plant and prepare to shut down if so requested.
- Stand-by and await instructions from the Emergency Coordinator before resuming operations.

Employees will be notified of evacuation by:

- Communication by 2-way radio;
- Communication by telephone; and
- Individual building alarms.

2.5. Withdrawal of Personnel in Case of Danger

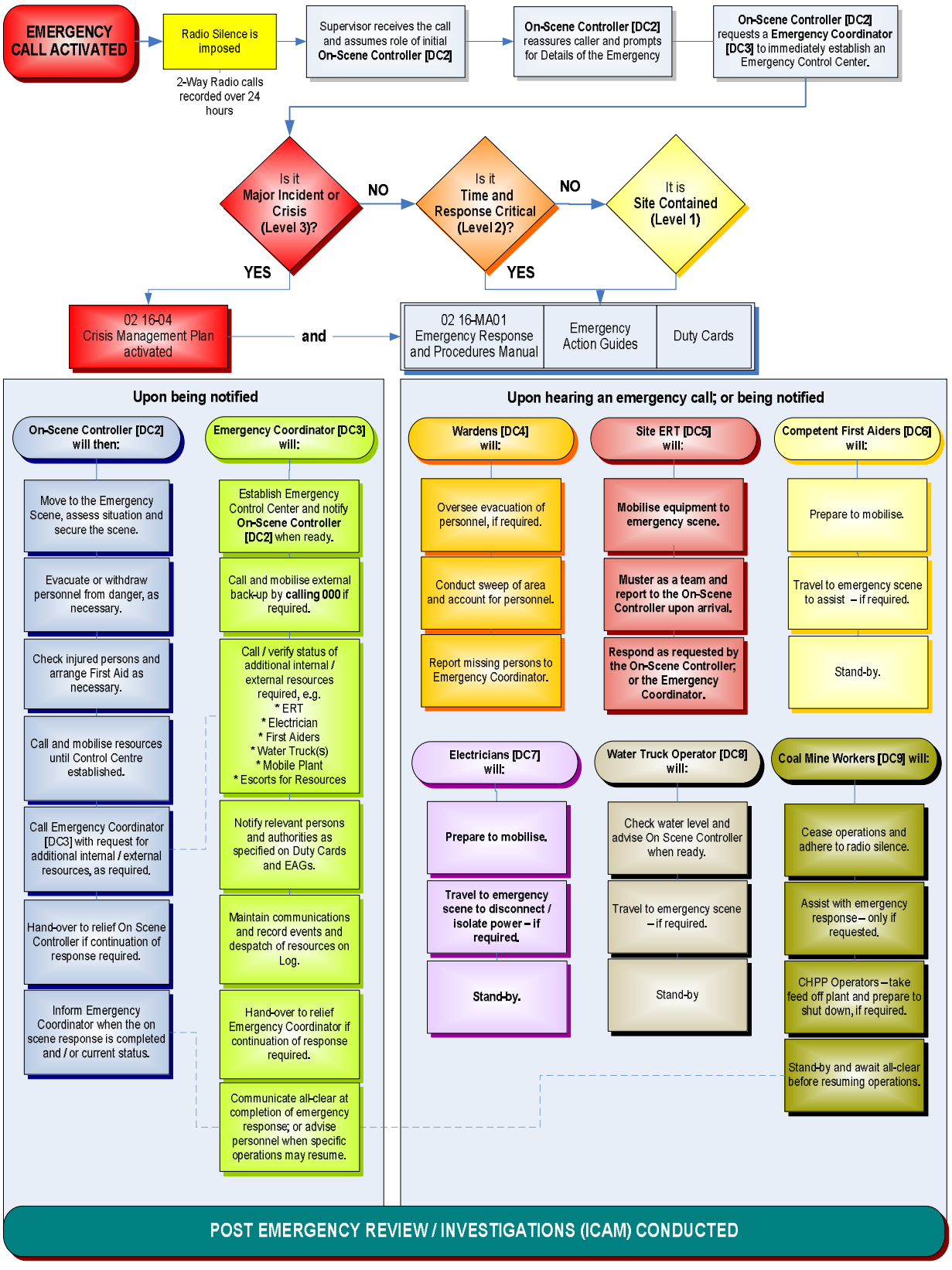
Where a hazard is considered not to be under control, and as a result an unacceptable risk may exist, the affected part of the site is considered to be at risk. In such circumstances, the following actions shall be taken:

- All persons exposed to the hazard are withdrawn to a place of safety.
- If personnel are competent and safely able to eliminate or reduce the risk, they must take the action necessary to do so.
- If personnel are not competent or safely able to eliminate or reduce the risk, they must:
  - Take reasonable measures to prevent immediate risk to them or others; and
  - Immediately report the situation to the relevant supervisor.
- Competent personnel, including the Open-Cut Examiner (OCE), shall be appointed to assess the risk which resulted in the withdrawal of persons and to develop a response plan to deal with the situation.
- When it is considered safe to do so, competent person(s) shall take action to reduce the risk to an acceptable level, provided that adequate safeguards are taken.
- The on-duty OCE shall make a report in the site record on the withdrawal of persons and any remedial action taken.
- A person shall not be permitted into that part of the site, until the risk is at an acceptable level.
- The Site Senior Executive (SSE) will notify the Inspector of such actions immediately after the action is taken.

- The relevant area Supervisor shall initiate an incident investigation/report on any instances where withdrawal of persons is required.

2.6. Emergency Response Sequence

The Emergency response sequence is presented below.



2.6.1. Emergency Activated

Any person may activate the site Emergency Procedure.

Unless directly involved in the emergency response, all personnel must observe 'Radio Silence' when an emergency call is activated.

2.7. Duty Cards

Duty cards act as prompts and are used by personnel as an aid in the event of an emergency. Duty cards provide guidance for emergency response roles and responsibilities, and assist in decision making. A set of Duty cards for the revised Project are provided in Appendix A.

The Duty Cards include:

- Duty Card 01 – Initiate an Emergency Call
- Duty Card 02 – On-Scene Controller
- Duty Card 03 – Emergency Coordinator
- Duty Card 04 – Wardens
- Duty Card 05 – Emergency Response Team
- Duty Card 06 – Competent First Aiders
- Duty Card 07 – Electricians
- Duty Card 08 – Water Truck Operator
- Duty Card 09 – Coal Mine Workers
- Duty Card 10 – Superintendent Safety and Training
- Duty Card 11 – Site Senior Executive
- Duty Card 12 – Manager Human Resources
- Duty Card 13 – Chief Operating Officer

2.8. Emergency Action Guides

Emergency Action Guides (EAGs) are formal guidelines that are specific to types of emergencies which may be encountered at the revised Project site. The EAGs provide guidance on typical response requirements for specific emergency situations and assist in orderly and consistent response. The EAGs applicable to the Emergency Management Plan are provided in Appendix B.

The EAGs include:

- Emergency Action Guide
- Response To Fire
- Electric Shock - Electrocution
- Vehicle Contacts Powerline or Conductor
- Lightning Strikes Vehicle

- Hot Tyre – Fire or Explosion
- Vehicle Incident
- Entrapment - Encapsulated
- Confined Space Rescue - Recovery
- Gas Cylinder Incident
- Hazardous Atmosphere
- Ground Subsidence - Engulfment
- Immersion – Person or Vehicle
- Vertical Rescue – Recovery from Height
- Fluid Injection
- Major Trauma or Shock
- Acute Medical Emergencies
- Allergic Reaction (Anaphylaxis)
- Respiratory Emergencies
- Poisons, Bites or Stings
- Radiation Emergency
- Aircraft Down
- Bomb Threat
- Threat of Violence
- Intruder at New Acland Mine

2.9. Emergency Response

2.9.1. First-Aid Procedure

The first aid procedure is presented below.

a) An injured or ill person requiring first-aid treatment must contact their immediate supervisor who will organise assistance.

b) In the case of an injured or ill person who has received first-aid treatment and is unable to contact their immediate supervisor (because of the type or severity of their illness or injury), the person who provided the first-aid treatment will immediately notify the injured person's supervisor.

c) Any person who becomes aware of a sick or injured person who cannot seek help for themselves is to initiate the Emergency Procedure.

d) In all cases where first-aid treatment is provided, the injured or ill person's immediate supervisor must complete an Incident and Loss Report before the end of the shift.

e) The person administering first-aid registers details of the illness or injury, and treatment given, in the Casualty Report Forms (OB12) booklet located in the First-Aid Room. A copy of the completed OB12 will be forwarded with the casualty when transported to a medical centre.

f) If an employee needs to see a doctor, an "Initial Letter to Medical Practitioner" is to be completed, if possible. An injury information letter from the Safety Training Coordinator may also accompany the injured employee to the doctor.

g) If the supervisor/first-aider considers that medical treatment will be required or that as a result of the injury or work related illness time may be lost on the employee's next shift, the relevant superintendent must be notified.

2.10. External Assistance

External assistance from fire, police or ambulance will assume overall control of an emergency once on-site.

2.10.1. Directions for External Assistance

External assistance is available by following the below directions:

From Toowoomba QLD, follow Warrego Highway west to Oakey, then through Oakey and north west along the Oakey – Cooyar Road, turn west onto the Acland – Silverleigh road to Acland, then north on the Acland – Muldu Road to the New Acland Mine site. The site is 16 km North West of Oakey & 50 km North West of Toowoomba. GPS location Datum WGS 84. Latitude S 27º 16' 13", Longitude E 151º 41' 58".

2.10.2. Transport of Sick and Injured People

In the event that a person requires transport for treatment of an injury or illness, transport is carried out as follows:

- Supervisor is notified by phone or two-way radio of the requirement for an ambulance.
- Supervisor or emergency controller calls for ambulance to attend the incident site.
- An escort is provided for the ambulance to the incident site. (Generally this will be a site employee driving a site vehicle with an amber light activated and waiting at the front gate).
- Following appropriate treatment, the ambulance then transports the person to the First-Aid Room or directly to hospital.

No injured or ill person requiring medical treatment will be transported by site personal or site vehicle – call for ambulance.

2.10.3. Medical Emergency Transport

In the event that a person requires transport for treatment of an injury or illness, transport is carried out as follows:

- The person receiving the emergency call will establish the requirement for external response with personnel at the scene and arrange for external transport of sick or injured people.

- All transport will be done under the direction of an ambulance officer.
- If an ambulance is required, an escort is provided for the ambulance to the incident site. If the site is not accessible by the ambulance, treatment of the injured person will be carried out under the direction of an ambulance officer or Senior First Aid person in attendance.
- Medical evacuation will be determined and arranged by Emergency Control Centre – i.e. dial "000".

Sites for the use of rescue helicopters shall be pre-identified for evacuating injured persons.

2.10.4. Helicopter Rescue

If a helicopter is required to attend the scene, the following GPS coordinates and landing rules apply:

Note: The Queensland Ambulance service is responsible for tasking the helicopter. The On-Scene controller may be required to pass on any site information such as UHF radio channel, mobile contact.

Designated Landing Area

The GPS coordinates of the designated helicopter landing areas are listed below.

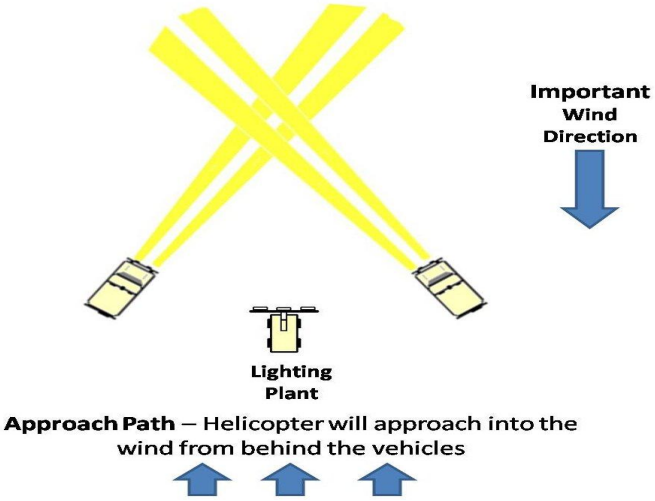
- S 27 O 16' 13" Latitude
- E 151 O 41' 58" Longitude

In addition to the above noted designated areas, rotary wing aircraft can land in any location on-site so long as the area is clear for at least a 50 m radius and GPS Coordinates are supplied to the pilot.

General Rules for Landing GPS location – Datum WGS 84,

1. An area 50 m radius cleared of trees and overhead wires is required for the helicopter to land; 30 m is the absolute minimum area required cleared for landing.
2. Any loose objects in the landing area should be removed and if possible, the area should be watered to minimise dust.
3. Access to the area shall be strictly controlled and delineated.
4. Personnel must not approach the Helicopter unless directed by the pilot or crewman.
5. For night landings, two (2) vehicles can be parked facing upwind of the landing area with headlights crossed at right angles to identify the area and the direction of the wind. The pilot will radio / phone just prior to landing to request the vehicles switch hazard lights and or turn lights off (this is to confirm to the pilot it is the correct location to land). Any high antennae or obstructions on top of vehicles must be tied down or lowered (e.g. Safety flags). Vehicle flashing light/s will help the pilot find the Helicopter Landing Site but are only to be used on request.
6. A lighting plant may be positioned as an alternative to using vehicles to identify the landing area.

Helicopter Landing Site Schematic



During landing, no person shall be within 20 m of the landing pad and vehicles. If practicable, the landing pad should be watered down to settle dust prior to landing.

2.11. Responsibilities

Designated first aid and emergency rescue facilities and equipment will be available during the construction, operational and decommissioning phases of the revised Project, as is the case with the existing operation. Appropriately trained personnel will be on-site throughout the life of the revised Project to provide first aid and to respond to on-site emergencies. First aid response and provision will be included in the site induction training that will be provided to all staff members.

The following sections outline the Emergency Command Structure and Responsibilities.

2.11.1. On-Scene Controller

The Supervisor who first arrives on the scene will assume the position of On-Scene Controller and will manage first response and remain in control until relieved by another competent person, or a person of higher skill or knowledge. The On-Scene Controller will assume the role of Emergency Coordinator until a nominated person establishes the Emergency Control Centre.

Responsibilities:

Upon hearing an emergency call, or being notified, the Supervisor will:

- Apply Duty Card 2.
- Answer emergency calls and prompt the caller for details.
- Request an Emergency Coordinator to establish an Emergency Control Centre.
- Assume the role of Emergency Coordinator until a nominated person establishes the Emergency Control Centre.
- Manage First Response - mobilise emergency response people/services and remain in control until relieved by another competent person, or a person of higher skill or knowledge.

- Evacuate or withdraw personnel from danger, as necessary.
- Manage and co-ordinate the emergency response.
- Call Emergency Coordinator with request for additional resources, as required.
- Hand over to relief On-Scene Controller if prolonged response is required; or more senior controller arrives at scene.
- Inform Emergency Coordinator when the on-scene response is completed and/or current status.
- Monitor and oversee the overall safety of the emergency response activity.
- Supervisor is responsible for initiating Incident Investigations.
- Attend de-briefing after the event, as necessary.

2.11.2. Emergency Coordinator

The primary role of the Emergency Coordinator is to man the Emergency Control Centre, provide communications and support to the On-Scene Controller and arrange internal and external resources and communications necessary to support the emergency response effort.

Responsibilities:

Upon being notified, the Emergency Coordinator will go in the first instance to the relevant Emergency Control Centre (e.g. Supervisor's Office or CHPP Control Room, depending on location of the emergency), and remain in contact; and

- Apply Duty Card 3.
- Establish Emergency Control Centre, check that relevant resources are at hand, and notify On-Scene Controller when ready.
- Call and mobilise external back-up by calling 000.
- Establish the emergency classification, i.e.: LEVEL 1, LEVEL 2 or LEVEL 3.
- Call and/or verify status of additional internal or external resources required.
- Notify relevant persons and authorities as specified on Duty Cards and Emergency Action Guides.
- Seek assistance, e.g. assign someone to document events, maintain logs, etc. if required.
- Maintain communications and record events and despatch of resources on Emergency Log.
- Anticipate what resources may be required and confirm this with the On-Scene Controller, as required.
- Hand-over to relief Emergency Coordinator if continuation or prolonged response is required.

- Communicate all-clear at completion of emergency response; or advise personnel when specific operations may resume.

2.11.3. Wardens

The primary role of the Wardens is to assist with evacuation of personnel and accounting for people in the event of a fire or other emergency.

Responsibilities:

In the event of a fire or other emergency event in their area, e.g. emergency call or fire alarm activated – appointed Wardens will:

- Apply Duty Card 4.
- As far as is practical, establish the location and severity of the emergency event.
- Where relevant, collect visitor's book and/or obtain printout will be obtained from the site database, i.e. Scenario Emergency List.
- Fit a Warden's vest (red) so that you are readily identified.
- Ensure alarms are activated.
- Conduct a 'sweep' of your area and assist with orderly evacuation/withdraw personnel from danger.
- Move to the relevant EMERGENCY ASSEMBLY AREA (either A or B) while remaining upwind of smoke.
- Account for personnel, including visitors in the area. If personnel are missing, attempt to contact them.
- Report any missing persons to Emergency Coordinator.
- Remain at the EMERGENCY ASSEMBLY AREA (either A or B) until the emergency has passed and the 'all-clear' is given.
- Attend the de-briefing session after the emergency is terminated.

2.11.4. Emergency Response Team

The role of the Emergency Response Team is to respond to emergencies, to provide emergency response support to site personnel and be proactive in providing emergency response plans for people, property and the environment in accordance with the Emergency Response Team Charter.

Responsibilities:

Upon hearing an emergency call, or being notified, appointed Emergency Response Team Members will:

- Apply Duty Card 5.
- As far as is practical, establish the location and severity of the emergency event.
- Check communication equipment and remain in contact.

- Mobilise equipment to the emergency scene.
- Assemble as a team and report to the On-Scene Controller upon arrival.
- Check for DANGER to self and others before responding at scene.
- Respond as requested by the On-Scene Controller and/or the Emergency Coordinator.
- Assist with injured persons and First Aid as necessary.
- Avoid excessive fatigue or stress during response by rotating strenuous tasks.

The emergency response team is coordinated by the Safety Training Coordinator with representation from across the site. The objective is to have approximately 5 members on each shift.

The team members are appointed by the SSE and operate under an Emergency Response Team Charter.

The Emergency Response Team Training Scheme is updated annually against the training needs analysis for the team. Members are required to attend scheduled training.

2.11.5. Competent First Aiders

Responsibilities:

Upon hearing an emergency call, or being notified, competent First Aiders will:

- Apply Duty Card 6.
- As far as is practical, establish the location and severity of the emergency event.
- Check first aid supplies at hand and remain in contact.
- Prepare to mobilise.
- If required, travel to emergency scene to assist and report to the On-Scene Controller upon arrival.
- Check for DANGER to self and others before responding at the scene.
- Respond as requested by the On-Scene Controller and/or the Emergency Coordinator.
- Assist with injured persons and First Aid as necessary.

2.11.6. Competent Electricians

The role of competent Electricians in an emergency is to manage electrical hazards at the emergency scene by disconnecting, isolating and testing for zero potential.

Responsibilities:

Upon hearing an emergency call, or being notified, competent Electricians will:

- Apply Duty Card 7.
- As far as is practical, establish the location and severity of the emergency event.

- Check electrical protective and test equipment at hand and remain in contact.
- Prepare to mobilise.
- If required, travel to emergency scene to assist and report to the On-Scene Controller or Emergency Coordinator upon arrival.
- Check for DANGER to self and others before responding at the scene.
- Assist with disconnection/isolation of electrical equipment as necessary.
- Respond as requested by the On-Scene Controller and/or the Emergency Coordinator.
- Assist with injured persons and First Aid as necessary.

2.11.7. Water Truck Operators

The role of authorised Water Truck Operators in an emergency is to attend incidents where bulk water may be required for: fire fighting/control, dust suppression or clean-up activities.

Responsibilities:

Upon hearing an emergency call, or being notified, Water Truck Operators will:

- Apply Duty Card 8.
- As far as is practical, establish the location and severity of the emergency event.
- Check water level and advise On-Scene Controller when ready.
- Prepare to mobilise.
- If required, travel to emergency scene to assist and report to the On-Scene Controller or Emergency Coordinator upon arrival.
- Check for DANGER to self and others before responding at the scene.
- Respond as requested by the On-Scene Controller and/or the Emergency Coordinator.
- Provide assistance in Fire Fighting, dust suppression or clean-up activities.
- IF ELECTRICAL FIRE – DO NOT attempt to apply water to fire unless Electrician has verified power disconnected.
- If HEAVY EQUIPMENT FIRE – DO NOT attempt to approach fire unless the On-Scene Controller has verified tyres are not heated or on fire.

2.11.8. Coal Mine Workers

The role of Coal Mine Workers in an emergency is to adhere to emergency procedures, maintain radio silence, and evacuate as necessary to nearest Emergency Assembly Area.

Responsibilities:

Upon hearing an emergency call, or being notified of an emergency event on site, all Coal Mine Workers will:

- Apply Duty Card 9.
- Cease operations and adhere to radio silence.
- If evacuation is required:
  - Follow instructions of the Warden or Supervisor;
  - Evacuate to nearest Emergency Assembly Area; and
  - Remain there until the 'all clear' is given.
  - Assist with the emergency response, but only if requested.
- CHPP Operators – take feed off plant and prepare to shut down if so requested.
- Stand-by and await instructions from the Emergency Coordinator before resuming operations.

2.11.9. Superintendent Safety and Training

The role of Superintendent Safety and Training in an emergency is to provide support to Emergency Response personnel during an emergency; and to assist with the Incident Investigation and Reporting functions.

Responsibilities:

Upon being notified of emergency the Superintendent Safety and Training will:

- Apply Duty Card 10.
- Proceed to the emergency scene.
- Liaise with the On-Scene Controller and Emergency Coordinator and provide assistance as required.
- Check the correct Emergency Classification has been identified (L1 – L2 – L3) and appropriate response has been activated.
- Assist with securing the scene.
- Check existing on site security arrangements.
- If an established means of blocking site access roads does not exist at the designated location, arrange for barricades to be established.
- Act as liaison officer with the police officer in charge if police support has been obtained to assist in security of the site.
- Remove any barricades and return site access to normal conditions when notified of the termination of the emergency.
- Attend the de-briefing session after the emergency is terminated.
- Assist with incident investigation and reporting.

- Ensure all equipment used during an emergency or emergency exercise is returned to 'ready' state.

2.11.10. Site Senior Executive

The role of the SSE in an emergency is to provide resources to support Emergency Response personnel during an emergency; and to ensure Incident Investigation, Reporting and Notification requirements are met.

Responsibilities:

Upon being notified of emergency the SSE will:

- Apply Duty Card 11.
- Receive notification and travel to site as required.
- Determine the following information:
  - What is the emergency?
  - Where is the emergency?
  - When did it start and what is the status?
  - Any known deaths or major injuries?
  - Have any external authorities been called?
- Notify Inspectorate and Industry Safety and Health Representative.
- Where a crisis situation has been declared, ensure adequate response by contacting the Operator and the HR Manager.
- Assume charge of the situation i.e. liaise with Emergency Controller/Communications Person and monitor the progress of the response activities and provide updates to the Crisis Management Team and appropriate personnel)
- Advise the Operator, or his alternative, when the crisis situation no longer exists.
- Attend the de-briefing session after the emergency is terminated.
- Ensure that Incident Investigation, Reporting and Notifications are initiated and are carried through.
- Contact the Police to assist with, or participate in, investigations as deemed necessary.

2.11.11. Manager Human Resources

The role of the Manager Human Resources in an emergency is to provide support to personnel and families in times of crisis and to liaise with media.

Responsibilities:

Upon being notified of a Level 3 Emergency (Crisis), the Manager Human Resources will:

- Apply Duty Card 12.

- Assemble an appropriate group of employees to act as the employee relations team and assemble the team at a suitable location.
- Stand-by for instructions.
- When notified of casualties, dispatch team members on house visits to inform relatives of the situation
- Team visits must be co-ordinated to arrive either with police, or shortly after they have notified the relatives of a fatality.
- Team members are to remain with the victim's family until family or friends (suggested by the family) take over the responsibility for protecting the family from any unwanted intrusion.
- If the family concerned has no preferred family or friends, then team members shall stay with the family as necessary and will be relieved on a twelve hourly basis.
- Ensure that status reports on the emergency particularly any information regarding rescue of any persons who were trapped or reported missing are delivered to the concerned families before release to the media.
- Maintain a detailed and chronological diary on the emergency.
- Attend the de-briefing session after the emergency is terminated.

2.11.12. Media Liaison Officer

In an emergency, police or other emergency personnel will be present and will usually give information to the media. However, it is quite legitimate for the media to request information or comment from the company and it is usually in the Company's best interest to respond.

- Liaise on behalf of the manager.
- Prepare a media release report.
- Answer incoming media calls and give a press release.
- Keep the media together when they arrive on site – if possible in a room with telephones.
- Arrange media conferences as required at a nominated location off-site.
- Attend the de-briefing session after the emergency is terminated.

2.11.13. Chief Operating Officer

The Chief Operating Officer's Role is to oversee Crisis Management and provide resources and support to the Crisis Management Team.

Responsibilities:

Upon being notified of a Level 3 Emergency (Crisis), the Chief Operating Officer will:

- Apply Duty Card 13.
- Provide support to the Site Senior Executive in attending to the Crisis.

- Provide resources and support to the Crisis Management Team.
- Verify that corporate and statutory notifications and reporting requirements are met.
- Verify that adequate risk management processes are established to reduce and mitigate adverse impacts.
- Verify that appropriate support is provided to injured persons and/or next of kin.
- Liaise with Insurance Company(ies)/Underwriters.
- Convene and/or attend Crisis Management Team Meetings, as necessary.
- Seek legal advice, as required.
- Attend the de-briefing session after the crisis is terminated.

2.12. Emergency Facilities

NAC will establish and maintain contingencies to deal with emergency situations. An emergency response capability and appropriate facilities will be provided, and maintained, to enable the management of emergency situations in an appropriate manner.

2.12.1. Emergency Response Facilities

An emergency response station, located adjacent to the Main Administration building, provides a base for the emergency response vehicle, and equipment including height rescue, confined space and other rescue and recovery equipment.

All equipment shall be maintained in 'ready-for-use' condition by the Safety Training Coordinator. A record of Rescue Facility Inspections shall be maintained.

2.13. First-Aid Provisions

2.13.1. First-Aid Facilities

First-aid facilities, equipment and supplies are provided so that trained people can properly administer first-aid. These facilities are provided as follows:

a) An established first-aid room is located in the main Administration building. This first-aid room is equipped with adequate first-aid supplies to treat minor injuries and illnesses through to trauma.

b) The first-aid room is adequately equipped and maintained, by the Safety Training Department. The site first-aid room and emergency response vehicle are equipped with first aid kits and other specific equipment (oxyviva and defibrillators) that are specifically designated for major medical emergencies and can be used in the routine provision of minor first-aid.

c) Additional first-aid supplies are kept in lockable cupboards in the site first-aid room. First Aiders are responsible for access to first-aid supplies.

d) First-aid resources, other than the First Aid Room, are located in the Maintenance Workshop, Coal Handling Plant Control Room and Crib Room, and field Crib Rooms.

e) All light vehicles on site are fitted with an Emergency First Aid Kit.

f) Any usage of first-aid supplies must be reported and the kit returned to 'ready for use' condition.

g) A list of the required contents is included with each first aid kit and first aid station.

h) A monthly check will be made by the designated first-aid officers to ensure the first aid stations are maintained in 'ready-for-use' condition. A record of First-Aid Station Inspections will be maintained.

i) Operators of vehicles are required to check their first aid kits as part of their vehicle pre-start inspections.

j) A register of first-aid and emergency response equipment is maintained within the Safety and Health Management System.

Emergency Showers and Eye Wash Facilities

Emergency showers and eye wash facilities are provided at:

- Mobile plant workshop;
- Battery charging facility;
- Heavy vehicle wash pad;
- Fuel storage facility;
- CHPP flocculant station;
- Water treatment plant; and
- Sewerage treatment plant.

Portable eye wash cylinders are provided on service trucks and emergency response vehicle.

2.13.2. First-aid personnel

- Any person qualified in first-aid is to respond to emergency situations to the level of their competence if required.
- All mine workers will have completed training in Basic First Aid.
- Electricians and assistants will hold current CPR and LV Rescue competencies.
- All Supervisors and ERT members will hold current Senior First Aid or Occupational First Aid (or equivalent) Certificates. In addition, other mine personnel will hold either: Senior First Aid or Occupational First Aid (or equivalent) competencies.
- A site register will be maintained of personnel who hold Senior or Occupational First Aid competencies.

2.14. Emergency Drills / Exercises

Emergency Preparedness and Response shall be tested via emergency exercises, audits and reviews to verify adequacy and effectiveness.

2.14.1. Objectives of the Emergency Exercises are to:

- Safely test the facilities and strategies in place to manage emergency events in realistic circumstances;
- Test the competency of mineworkers in using the facilities and procedures;
- Enhance the confidence and ability of mineworkers to respond in an emergency;
- Identify opportunities for improvement; and
- Share the learning outcomes with others.

2.14.2. Scheduling of Emergency Exercises

Scheduling of emergency exercises will be developed by the site Safety Training Coordinator in consultation with the SSE.

As a guideline, site emergency exercises will be conducted in accordance with the Hierarchy of Emergency Exercise Types – as specified in section 5 of the Recognised Standard 08 (Conduct of mine emergency exercises):

- Level 1 - State Level Exercise - If selected for a Level 1 Exercise, we will cooperate in accordance with requirements of Recognised Standard 08. These exercises are convened under the auspices of the Chief Inspector or Coal Mines.
- Level 2 – Major Mine Site Exercise - 1 major practical exercise for the mine will be conducted annually. This exercise is designed and organised by a committee convened under the auspices of the SSE.
- Level 3 – Minor Mine Site Exercise – 1 minor practical exercise per annum for each shift – scheduled quarterly. These exercises are designed and organised by a committee convened under the auspices of the SSE.
- Level 4 – Supporting Exercise – Supporting exercises will be scheduled as part of the annual Emergency Plan Review. These desktop / semi-practical exercises are to be designed and organised by person(s) under the auspices of the SSE.

In addition:

- At least one environmental emergency exercise will be conducted annually.
- Emergency exercise scenarios shall be selected from realistic emergency situations identified in the site risk register and conducted, as far as is practical, in realistic condition (e.g. both day and night).
- Emergency exercises shall be subject to site risk management processes to ensure the exercises do not introduce unacceptable safety risks.
- The Safety Training Superintendent (or nominated representative) is responsible for debriefing crews on the outcomes of the exercises. A report of outcomes of the exercises shall be forwarded to the SSE.
- The Emergency Response Plan will be reviewed against the exercise outcomes and the plan shall be amended where necessary.

Reporting of Emergency Exercises

Reports and outcomes of emergency exercises will be recorded in the SHMS with identified improvement opportunities included in the Corrective and Preventative Actions Report for treatment.

2.15. Public Notification Process

Under Division 2 of the *Environmental Protection Act 1994* (EP Act), NAC are required to notify the administering authority:

> *while carrying out an activity (the primary activity), becomes aware that an event has happened that causes or threatens serious or material environmental harm because of the person's or someone else's act or omission in carrying out the primary activity or another activity being carried out in association with the primary activity; or while carrying out a resource activity, other than a mining activity (also the primary activity), becomes aware of the happening of 1 or both of the following events— (i) the activity has negatively affected, or is reasonably likely to negatively affect, the water quality of an aquifer; (ii) the activity has caused the connection of 2 or more aquifers.*

In addition, under Section 320C of the EP Act, NAC are required to notify the public (via a public notice) of an event, its nature and the circumstances in which it happened to the relevant stakeholders. NAC will engage the Local Stakeholder Management Plan (LSMP) as the primary mechanism for this process. The LSMP is presented in Appendix J.18. In the event of an emergency which requires immediate attention, NAC will engage an appropriate media campaign to inform all stakeholders about the nature of the emergency, that status and actions to be undertaken to minimise risks to human health and safety.

3. Emergency Activities

A risk assessment was undertaken for the construction, operation and decommissioning of the revised Project, and is provided in Chapter 18. Generic emergency plan elements and response procedures for related emergencies are outlined in Table 3–1. Planning and management procedures, to address the significant emergency issues delineated in the risk assessment, are provided in the following sections.

Table 3–1 Emergency Plan elements for Related Emergencies

Event	Level of emergency	Emergency services required	Resources needed	Organizational aspects	Damage control actions
Natural disaster (Fire, flood, earth quake, cyclone).	Local/Site Potential external alert	Local fire brigade, Police, Ambulance and State Emergency Service on alert.	Ambulance. Fire fighting trucks and water tankers. Plans and maps. Site emergency response team.	Evacuation of affected workers. Evacuation notice. Communications to emergency services.	Fire containment Shutdown of affected operations. Evacuation from around sensitive areas such as the fuel oil tanks.
Coal fire in coal handling system	Local and Site	Local fire crew Maintenance staff	Fire fighting equipment Fire snuffing facilities.	Production personnel shutdown.	Shutdown procedures Containment of fire spread and extinguish.
Traffic Incidents	Local/Site	Ambulance, Police, Fire Crew	Rescue, Fire fighting capability, Fuel containment materials.	People control, Evacuation of immediate area.	Stabilise situation, Contain fuel spillages, Control ignition sources.
Falls and impact incidents	Local	Ambulance, Rescue	Site rescue equipment	Communication Evacuation of immediate area.	Stabilise, isolate source of incident.
Spontaneous combustion	Site	Site fire fighting team	Dozer, fire truck and/or water truck.	Communication Evacuation from area.	Extinguish/cool heat source.
Mechanical and electrical failure	Local/Site External	Local maintenance staff	Replacement or standby equipment.	Major failure requires external communication Internal communication to maintenance groups from production.	Isolation and possible shutdown.

Event	Level of emergency	Emergency services required	Resources needed	Organizational aspects	Damage control actions
Drinking water contamination	Local and Site	Ambulance, Department of Health / Western Downs Regional Council	Replacement or standby equipment.	Communications to Health authorities and potentially emergency services.	Isolation and possible shutdown.

3.1. Natural Disaster and Fire

The applicable EAG, Response to Fire, is provided in Appendix B. The NAC Standard Work Procedure for severe weather events, is provided in Appendix C.

The Mine has a Emergency Response Vehicle approved fire response/fighting system and will be utilised for the revised Project. All fire fighting facilities and equipment will be appropriately installed, serviced, maintained and inspected by a certified body.

First aid and fire fighting equipment (hand held extinguishers and fire hoses) will be installed at strategic points within each building. Fire fighting equipment and exit locations will be suitably signed. Potential hazardous materials stores and incident control points, containing fire extinguishers, are depicted in Figure 1–1. All work areas will be within the required distance to reach emergency exits.

Induction training will include fire response techniques. The revised Project site will have a fire truck or suitably equipped water truck or trailer that can support fire response requirements.

3.1.1. Procedure when fire is discovered at the mine (SOP s37(3))

This section covers requirement of *Coal Mining Safety and Health Regulation 2001* s37(3) – Standard Operating Procedure for action to be taken if fire is discovered.

On discovery of a fire, persons must proceed immediately up wind of the fire, or to an area known to be free from smoke and fumes.

Fires Generally (Except for Explosives Fires)

1. Discovery by one person

    a) Initiate the site emergency procedure on the nearest available two-way radio/ telephone situated in a safe atmosphere.

    b) Attempt to extinguish the fire if it is safe to do so with equipment available within the immediate vicinity.

    c) If assessed as unable to extinguish the fire immediately, then withdraw to a safe location and await assistance or further instructions.

2. Discovery by two or more persons

    a) One person shall initiate site emergency procedure and then ‘stand-by’ at the phone two-way radio for communications.

b) Other person(s) shall attempt to extinguish the fire with equipment available, if safe to do so.

c) If assessed as unable to extinguish the fire immediately, then withdraw and gather together available equipment at a safe location and await assistance or further instructions.

Basic Rules/Precautions When Fighting Fires

- Always approach a fire from up-wind to avoid fumes and smoke produced by the fire.
- Assess the fire for the use of the appropriate extinguisher(s).
- Attack small fires immediately with what is at hand, e.g.: water (except on electrical fires) or an extinguisher.
- When unable to extinguish the fire, safety and preservation of life must be the prime objective, warn all persons working in the area of the outbreak of fire.

Explosive Fires

In the event of a fire involving explosives:

a) If the fire can be quickly extinguished, the person should immediately extinguish the fire.

b) If the fire cannot be quickly extinguished, the person discovering the fire shall immediately evacuate the area and initiate the Emergency Procedure.

- A one (1)-kilometre exclusion zone shall be established around the area.
- No person shall attempt to fight the fire until Emergency Services professionals have undertaken an assessment and the relevant supervisor's approval is given.

Fire on Mobile Equipment

The following outline the appropriate actions that will be taken if fire occurs on Mobile Plant:

- Call for help;
- Stop machine;
- Park vehicle correctly;
- Shut down engine;
- Take a hand-held extinguisher and egress machine; and
- Move up wind of the fire and wait for assistance to arrive.

If there is potential for tyre fire, exit machine to the front or from opposite side to tyres at risk and move at least 500 m away from vehicle.

3.1.2. Fire Prevention and Control

Fire prevention is a fundamental requirement of all personnel and is a principal that must be included in any evaluation or assessment of risk, commencing with the site Stop-Look-Asses-Manage (SLAM) > Job Hazard Assessment (JHA) processes.

3.1.3. Fire Detection and Suppression Systems – Mobile Plant

All heavy mobile mining equipment is fitted with fire detection and suppression systems. Hydraulic excavators have additional fire water deluge systems. These systems will be inspected and tested under the Fire System Maintenance Contract in accordance with relevant Australian Standards.

3.1.4. Fire Detection and Suppression Systems – Fixed Plant and Infrastructure

Fire detection and suppression systems are installed in Motor Control Centres (MCCs) at the CHPP. These systems have fire alarms incorporated which are connected to Fire Indicator Panels in the CHPP Control Room and Main Office. These systems will be inspected and tested under the Fire System Maintenance Contract in accordance with relevant Australian Standards. The Mobile Equipment workshop will have smoke and thermal detectors fitted throughout with Emergency Break Glass panels included.

The Administration and Technical Services Buildings will be fitted with smoke and thermal detectors connected to Fire Alarm panels. The alarm panels at the CHPP and Administration Buildings will be connected for monitoring with an automatic dial alarm warning to the Maintenance Supervisors mobile phone.

3.1.5. Fire Fighting Equipment

Fire Water Hydrant Systems

Two independent fire water systems will be in use for the revised Project:

- Administration and Workshop System – comprise three electric jacking pumps, backed up by an emergency diesel pump, and will be located at the Raw Water Dam adjacent to a turkey's nest dam with a preset minimum withdrawal level of 47Ml. This system will provide water to the Administration and Workshop areas.

- CHPP System – comprise an emergency diesel fire pump which will back up the CHPP fire water system, comprising electric jacking and main pumps supplied from a raw water tank adjacent to CHPP 1. The raw water tank (approx. capacity 200,000 litres) will be supplied from pumps located at the raw water dam.

- Fire hydrants will be located across the revised Project site, nominally two at the Main Office area, two at the Mobile Equipment Workshop with 19mm fire hoses throughout the complex, one at the Tyre Storage area and three at the CHPP Precinct. Each Fire Hose Cabinet at these hydrants will have a 36 m hose, nozzle and hydrant spanner.

- A hydrant will be located at the Vehicle Wash Area – this hydrant will not have a cabinet but will be in reach of the cabinet to be located at the south-west corner of workshop. Additional hydrants will be placed around the CHPP Precinct with hoses and nozzles available from the Emergency Trailer or existing Fire Hose cabinets.

Additional Fire Fighting Equipment

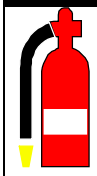
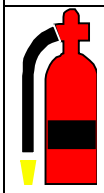
- 2 x CAT Water Trucks – CAT 785C – 110,000 litres water, 500 litres foam, remote adjustable water cannon with foam capability, 25mm hose attached to front of machine, fire hose attachment on front of machine for 63mm lay flat hose. CAT 773 – 50,000 litre water, 200 litre foam. Remote adjustable water cannon with foam capability, fire hose attachment point for lay flat.

- 1 x Mack Water Truck – 17,000 litre water tank, manual water cannon, multiple hose connection points including fire hose lay flat.

- CHPP 1 & 2 are fitted with Fire Hoses, hand held extinguishers and Emergency Break Glass panels on each floor.
- Sub-station - MCCs at CHPP 1 & 2 have fire detection and alarm systems with FM 200 gas systems.
- Sub-station at the Workshop is fitted with smoke and thermal detectors.
- All earthmoving equipment on site has fire alarm and suppression systems. All mobile equipment is required to have portable fire extinguishers.

Fire Extinguishers – Type and Class (on site)

Class	Involves.
A	ordinary combustibles (materials, grass, wood, paper, etc)
B1	flammable and combustible liquids (fuels, oil, paint, grease, etc)
C	flammable gasses
D	combustible metals (magnesium, aluminium, etc.)

Extinguisher	Colour	Agent	Suitable For
	red with white band	AB(E) dry chemical powder	Class A fire Class B1 fire Class C fire Electrical fires
	red with black band	Carbon Dioxide (CO2)	Class A fire Class B1 fire Class B2 fire Electrical fires

Maintenance and Testing

Routine fire equipment inspections will be carried out in accordance with the site Fire System Maintenance Contract.

The maintenance of fire protection equipment will be in accordance with the relevant Australian Standards:

a) AS1851 – Maintenance of Fire Protection Equipment

b) AS2293 – Emergency Evacuation Lighting in Buildings

Each department will be responsible for conducting routine inspection of their fire fighting equipment to make certain that equipment is maintained in 'ready-for-use' condition. The frequency of such inspections will be as follows:

- Mobile equipment – each shift by operator.

- Workshops and open areas – monthly by designated person.
- Offices – monthly by designated person.

The Preferred Supplier of fire services will carry out inspections and periodic testing of fire protection equipment in accordance with the schedule requirements under the Fire System Maintenance Contract. A record of Fire Fighting Equipment Inspections will be maintained.

Any emergency response equipment found to be defective will be appropriately tagged, removed from service, and immediately replaced or repaired/returned to service as soon as practicable.

Compatibility of Equipment

Any fire fighting equipment purchased will be checked for compatibility with site installations. For example: branch nozzles, tees and hose fittings will be compatible with site hydrants (Qld Round Thread).

3.2. Traffic Incidents

NAC will continue implement a Fitness for Work – Fatigue Management policy for the revised Project, which is provided in Appendix c.3. This will be communicated to all site personnel during the routine site induction.

Applicable EAGs include Vehicle Incident, Emergency Response Vehicle – Off-site Incident, Vehicle Contacts Powerline or Conductor, Lightning Strikes Vehicle and– Hot Tyre – Fire or Explosion. These are provided in Appendix B.

3.3. Falls and Impact Incidents

EAG Major Trauma and Shock will apply, and is provided in Appendix B.

3.4. Spontaneous Combustion

Applicable EAGs include and are located in Appendix B:

- Response To Fire;
- Hazardous Atmosphere; and
- Respiratory Emergencies.

3.5. Leak Detection

- EAG Hazardous Atmosphere will apply along with Respiratory Emergencies and is provided in Appendix B.

3.6. Accidents involving Electricity

For accidents involving electricity, response will be in accordance with SOP - Accidents Involving Electricity (Electric shock), which covers:

a) releasing a person from an energised low and high voltage conductor;

b) resuscitating a person in an electrical environment; and

c) managing a person's flash burn injuries.

The SOP Accidents Involving Electricity (Electric shock) is contained with NAC's broader Health, Safety, Environment and Community System.

EAG Electric Shock – Electrocution will also apply, and is provided in Appendix B.

3.7. Drinking water incident notification

The Mine currently sources potable water for the site from licensed groundwater bores and is treated by a Reverse Osmosis Water Treatment Plant. In the event that this water supply becomes contaminated, the system can be isolated and water will be sourced from Toowoomba and trucked to site for consumption. That is event will be treated in accordance with the Level 1 and/or 2 Incident Classification depending on the severity of the incident.

3.8. Business Impacts

A risk assessment has been undertaken to determine revised Project risks which could potentially impact on businesses, and is provided in Chapter 18.

Local service providers that may be affected by an emergency/incident situation at the revised Project site will be informed immediately and discussions held in relation to existing commercial contractual arrangements. Consultation with the relevant businesses will continue until the situation returns to normal operations. It is considered highly unlikely that an emergency incident would occur which would impact on the entire operation of the revised Project at one point in time.

4. Review

Emergency response procedures will be reviewed within four weeks of any emergency incident, in consultation with relevant state and regional emergency service providers.

NAC will continue to liaise with Queensland Fire and Rescue Service (QFRS) and local Police throughout all stages of the revised Project.

Emergency Management Procedures will be reviewed annually in consultation with relevant stakeholders, to ensure maintenance of adequacy and effectiveness.

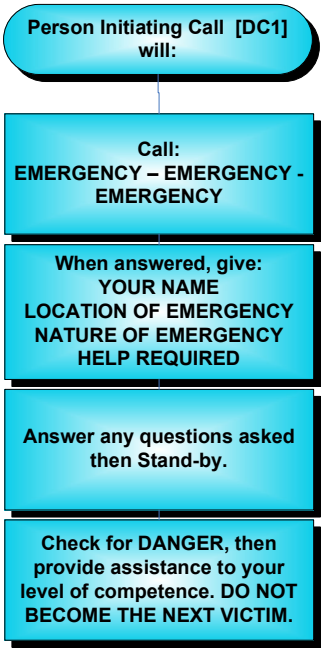
Appendix A. Duty Cards

NEW ACLAND COAL
DUTY CARD 1
INITIATING AN EMERGENCY CALL

DUTY CARD 1 – INITIATING AN EMERGENCY CALL

In the event of an Emergency, the person initiating the emergency call should:

Remain CALM and speak clearly	❑
Call: EMERGENCY – EMERGENCY – EMERGENCY Await response. If no response within 3 seconds, check radio channel and repeat call until answered. When answered, give: 1. Your name 2. Location of emergency 3. Nature of emergency (fire/first aid/rescue) 4. Help required Repeat the message to ensure that it has been clearly understood.	❑ ❑ ❑
Check for DANGER, then provide assistance to your level of competence. DO NOT put yourself at unnecessary risk.	❑
Follow instructions of On Scene Controller and either assist or leave the scene as instructed.	❑



NO EMERGENCY DETAILS ARE TO BE RELEASED TO UNAUTHORISED PERSONS

NEW ACLAND COAL
DUTY CARD 2
ON-SCENE CONTROLLER

In the event of an Emergency Call, the area Supervisor will assume the role of On-Scene Controller and apply this Duty Card.

Answer emergency call, and prompt caller for details. Determine: • NAME of caller • LOCATION of emergency • NATURE of emergency • Immediate ASSISTANCE required	❑
Request a Emergency Coordinator to immediately establish an Emergency Control Centre.	❑
Proceed to the emergency scene, assess situation and secure the scene.	❑
Check for DANGER to self and others before responding.	❑
Evacuate or withdraw personnel from danger, as necessary.	❑
Check injured persons and arrange FIRST AID as necessary.	❑
Call and mobilise resources until Control Centre is established.	❑
Manage and co-ordinate the emergency response, including: • Have Emergency Vehicle / Trailer and, if necessary, lighting plants brought to the scene. • Ensure the emergency area is secured and is safe for responding personnel to enter. • Manage and co-ordinate on-scene activities and response personnel.	
Call Emergency Coordinator with request for additional resources, as required: • Water Truck • Electricians • First Aiders • External assistance (e.g. QAS, Queensland Fire & Rescue Service, Queensland Police Service) • Dispatch suitable escort vehicles.	❑
Hand-over to relief On-Scene Controller if prolonged response is required; or more senior controller arrives.	❑
Inform Emergency Coordinator when the on-scene response is completed and/or current status.	❑

On-Scene Controller [DC2] will:

- Supervisor receives the call and assumes role of initial **On Scene Controller [DC2]**
- On Scene Controller [DC2] reassures caller and prompts for Details of the Emergency
- On Scene Controller [DC2] requests an Emergency Coordinator [DC3] to immediately establish an Emergency Control Center.
- Move to the Emergency Scene, assess situation and secure the scene.
- Evacuate or withdraw personnel from danger, as necessary.
- Check injured persons and arrange First Aid as necessary.
- Call and mobilise resources until Control Centre established.
- Call Emergency Coordinator [DC3] with request for additional internal / external resources, as required.
- Hand-over to relief On Scene Controller if continuation of response required.
- Inform Emergency Coordinator when the on scene response is completed and / or current status.

DUTY CARD 2 – ON SCENE CONTROLLER

Monitor and oversee the overall safety of the emergency response activities.	❑	
Area Supervisor is responsible for initiating Incident Investigations.	❑	
Attend de-briefing after the event as necessary.	❑	

PRESERVATION OF LIFE AND PREVENTION OF FURTHER INJURY IS CRITICAL

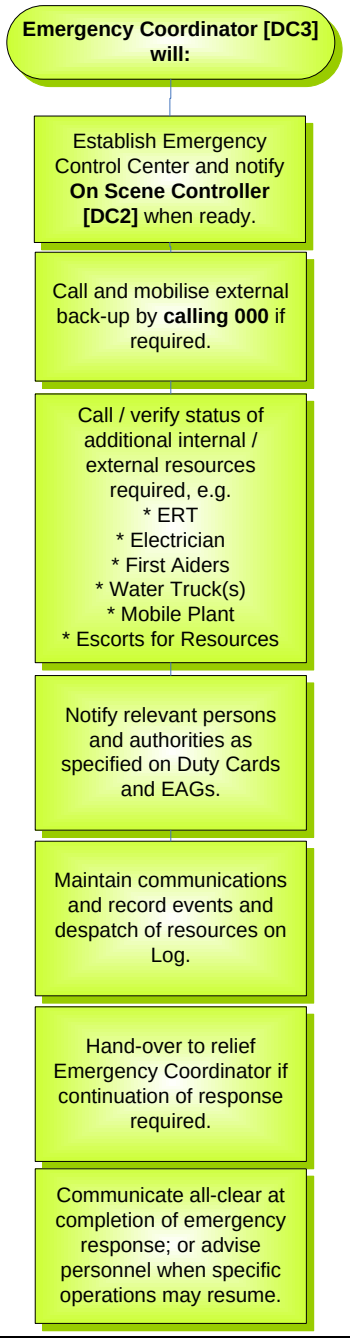
NEW ACLAND COAL
DUTY CARD 3
EMERGENCY COORDINATOR

Name of Emergency Coordinator: _____

Record Date: _____ and Time Call Received: _____ □

Upon being notified, an Emergency Coordinator will apply this Duty Card.

Establish Emergency Control Centre and notify On-Scene Controller when ready.	❑
Call and mobilise external back-up by calling 000 – if required. If 000 from a mobile fails, call 112.	❑
Establish the emergency classification, i.e.: LEVEL 1 ❑ - LEVEL 2 ❑ - or LEVEL 3 ❑.	❑
Call and/or verify status of additional internal or external resources required, e.g.: • Emergency Response Team • Electrician • First Aiders • Water Truck(s) • Site Senior Executive • Mobile Plant • Escorts for Resources	
Notify relevant persons and authorities as specified on Duty Cards and Emergency Action Guides.	❑
Seek assistance, e.g. assign someone to document events, maintain logs, etc. if required.	❑
Maintain communications and record events and despatch of resources on Emergency Log.	❑
Hand-over to relief Emergency Coordinator if continuation or prolonged response is required.	❑
Communicate all-clear at completion of emergency response; or advise personnel when specific operations may resume.	❑



EMERGENCY COMMUNICATION LOG AND DETAILS

EMERGENCY COMMUNICATIONS LOG – to be completed by Communications Person

DATE _____/_____/_____ Name of Communications Person _____

Time of Incident: _____

Name of caller: _____

Location of Incident: _____

Nature of Emergency: _____

Location – Toowoomba Qld.

Our mine is located 55km NW of Toowoomba and 16km N of Oakey.

GPS location - Datum:

WGS 84

Latitude S 27º16'13"

Longitude E 151º41'58"

(degree, minute, second)

Assistance Required:

Internal:

Site 1st Aiders	☐	Electrician	☐	ERT	☐
Water Truck	☐	Mobile Plant	☐	Crane / Lifting Device	☐
Other: _____					☐

External:

Ambulance	☐	Fire & Rescue	☐	Water Truck	☐
Other: _____					☐

NEW ACLAND COAL

DUTY CARD 3

EMERGENCY COORDINATOR

RESOURCE LOG

The following assistance may need to be called – tick as called and note time of call.

External	**Called**	**Arrived**	**Departed**
Ambulance	☐ Time ____	☐ Time ____	☐ Time ____
Fire & Rescue Service	☐ Time ____	☐ Time ____	☐ Time ____
Police	☐ Time ____	☐ Time ____	☐ Time ____
Internal			
Work Area Supervisor	☐ Time ____	☐ Time ____	☐ Time ____
Site ERT	☐ Time ____	☐ Time ____	☐ Time ____
Site 1st Aiders	☐ Time ____	☐ Time ____	☐ Time ____
Water Truck	☐ Time ____	☐ Time ____	☐ Time ____
Site Electrician	☐ Time ____	☐ Time ____	☐ Time ____
Maintenance Fitters	☐ Time ____	☐ Time ____	☐ Time ____
Site Senior Executive (when convenient)	☐ Time ____	☐ Time ____	☐ Time ____
Emergency Services Escorts	☐ Time ____	☐ Time ____	☐ Time ____
Boom Gate secured in ‘open’	☐ Time ____	☐ Time ____	☐ Time ____
Emergency Siren (if required)	☐ Time ____	☐ Time ____	☐ Time ____
Radio Silence (if required)	☐ Time ____	☐ Time ____	☐ Time ____

NO EMERGENCY DETAILS ARE TO BE RELEASED TO UNAUTHORISED PERSONS (EG. MEDIA) WITHOUT THE MANAGER'S PERMISSION

NEW ACLAND COAL

DUTY CARD 3

EMERGENCY COORDINATOR

COMMUNICATION LOG – PHONE / TWO-WAY

TIME	WHO CALLED	MESSAGE	NOTIFIED

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DUTY CARD 3

EMERGENCY COORDINATOR

DUTY CARD 3 – EMERGENCY COORDINATOR

TIME	WHO CALLED	MESSAGE	NOTIFIED

NEW ACLAND COAL

DUTY CARD 3

EMERGENCY COORDINATOR

EMERGENCY COORDINATOR – COMMS – RELIEF HAND-OVER

DATE:	TIME:	OFF-GOING	ON-COMING

NEW ACLAND COAL

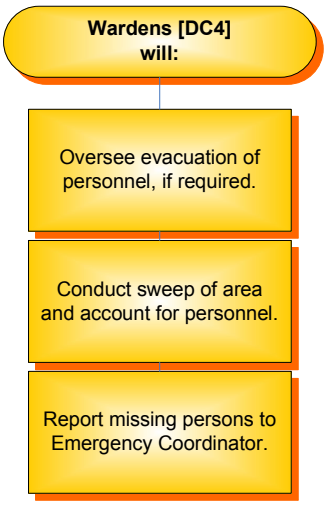
DUTY CARD 4

WARDENS

THE AREA WARDEN'S ROLE IS TO ENSURE PERSONNEL ARE EVACUATED TO EMERGENCY ASSEMBLY POINTS AND ARE ACCOUNTED FOR

In the event of FIRE or other emergency event in their area, e.g. emergency call or fire alarm activated - appointed WARDENS will apply this Duty Card.

As far as is practical, establish the location and severity of the emergency event.	❑
Where relevant, collect visitor's book.	❑
Fit a Warden's vest (red) so that you are readily identified.	❑
Ensure alarms are activated.	❑
Conduct a 'sweep' of your area and assist with orderly evacuation / withdraw personnel from danger.	❑
Move to the relevant EMERGENCY ASSEMBLY POINT while remaining upwind of any smoke.	❑
Account for personnel, including visitors to the area. If personnel are missing, attempt to contact them.	❑
Report any missing persons to Emergency Coordinator.	❑
Remain at the EMERGENCY ASSEMBLY POINT until the emergency has passed and the 'all-clear' is given.	❑
Attend the de-briefing session after the emergency is terminated.	❑



DUTY CARD 4 – WARDENS

PRESERVATION OF LIFE AND PREVENTION OF FURTHER INJURY IS CRITICAL

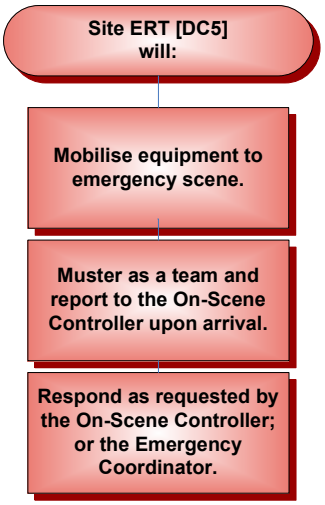
NEW ACLAND COAL

DUTY CARD 5

EMERGENCY RESPONSE TEAM

Upon hearing an emergency call, or being notified, Emergency Response Team Members will apply this Duty Card.

As far as is practical, establish the location and severity of the emergency event.	❑
Check their communication equipment and remain in contact.	❑
Mobilise equipment to the emergency scene.	❑
Muster as a team and report to the On-Scene Controller upon arrival.	❑
Check for DANGER to self and others before responding at scene.	❑
Respond as requested by the On-Scene Controller or the Emergency Coordinator	❑
Assist with injured persons and apply FIRST AID as necessary.	❑
Avoid excessive fatigue or stress during response by rotating strenuous tasks.	❑



PRESERVATION OF LIFE AND PREVENTION OF FURTHER INJURY IS CRITICAL

DUTY CARD 5 – EMERGENCY RESPONSE TEAM

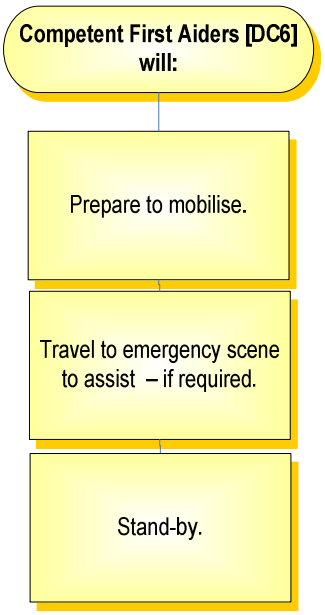
NEW ACLAND COAL

DUTY CARD 6

COMPETENT FIRST AIDERS

Upon hearing an emergency call, or being notified, Competent First Aiders will apply this Duty Card.

As far as is practical, establish the location and severity of the emergency event.	❑
Check first aid supplies at hand and remain in contact.	❑
Prepare to mobilise.	❑
If required, travel to emergency scene to assist and report to the On-Scene Controller upon arrival.	❑
Check for DANGER to self and others before responding at scene.	❑
Respond as requested by the On-Scene Controller or the Response Coordinator	❑
Assist with injured persons and apply FIRST AID as necessary.	❑



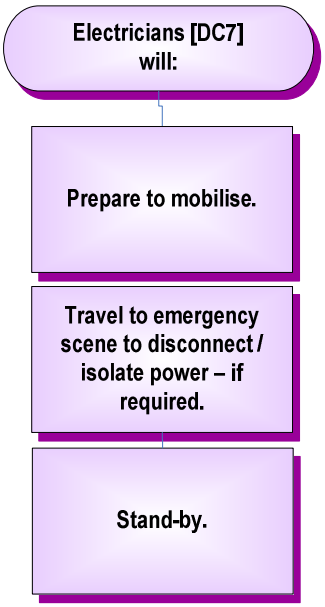
PRESERVATION OF LIFE AND PREVENTION OF FURTHER INJURY IS CRITICAL

DUTY CARD 6 – COMPETENT FIRST AIDERS

NEW ACLAND COAL
DUTY CARD 7
ELECTRICIANS

Upon hearing an emergency call, or being notified, Electricians will apply this Duty Card.

As far as is practical, establish the location and severity of the emergency event.	❑
Check electrical protective and test equipment at hand and remain in contact.	❑
Prepare to mobilise.	❑
If required, travel to emergency scene to assist and report to the On-Scene Controller upon arrival.	❑
Check for DANGER to self and others before responding at scene.	❑
Respond as requested by the On-Scene Controller or the Emergency Coordinator	❑
Assist with disconnection / isolation of electrical equipment as necessary.	❑



PRESERVATION OF LIFE AND PREVENTION OF FURTHER INJURY IS CRITICAL

DUTY CARD 7 – ELECTRICIANS

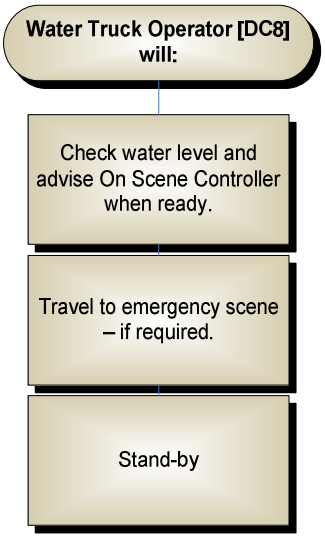
NEW ACLAND COAL

DUTY CARD 8

WATER TRUCK OPERATOR

Upon hearing an emergency call, or being notified, Water Truck Operators will apply this Duty Card.

As far as is practical, establish the location and severity of the emergency event.	❑
Check water level and advise On-Scene Controller when ready.	❑
Travel to emergency scene and stand-by at a safe distance.	❑
Follow instructions of On-Scene Controller.	❑
Provide assistance in Fire Fighting as required.	❑
If ELECTRICAL FIRE – DO NOT attempt to apply water to fire unless Electrician has verified power disconnected.	❑
If HEAVY EQUIPMENT FIRE – DO NOT attempt to approach fire unless On-Scene Controller has verified tyres are not heated or on fire.	❑

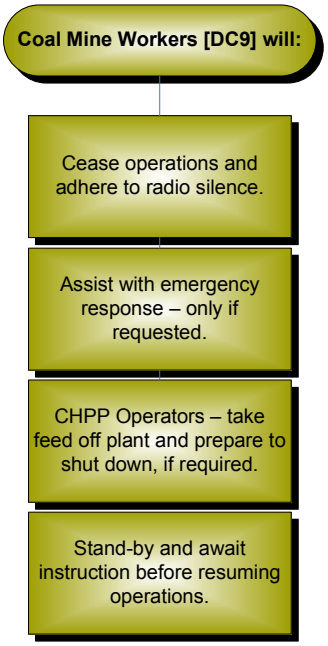


PRESERVATION OF LIFE AND PREVENTION OF FURTHER INJURY IS CRITICAL

NEW ACLAND COAL
DUTY CARD 9
COAL MINE WORKERS

Upon hearing an emergency call, or being notified of an emergency event on site, all mine workers will:

Cease operations and adhere to radio silence.	❑
If evacuation is required: • follow instructions of the Warden or Supervisor; • evacuate to nearest Emergency Assembly Area; and • remain there until the 'all clear' is given.	❑
Assist with emergency response, but only if requested.	❑
CHPP Operators – standby to take feed off plant and prepare to shut down if so requested.	❑
Stand-by and await instructions from the Emergency Coordinator before resuming operations. *NO EMERGENCY DETAILS ARE TO BE RELEASED TO UNAUTHORISED PERSONS*	❑



PRESERVATION OF LIFE AND PREVENTION OF FURTHER INJURY IS CRITICAL

DUTY CARD 9 – COAL MINE WORKER

NEW ACLAND COAL

DUTY CARD 10

SUPERINTENDENT SAFETY AND TRAINING

THE SUPERINTENDENT SAFETY and TRAINING ROLE IS TO PROVIDE SUPPORT TO EMERGENCY RESPONSE PERSONNEL DURING AN EMERGENCY AND TO THE INCIDENT INVESTIGATION AND REPORTING FUNCTION

Upon being notified of an emergency – the Supt. Safety and Training will apply this Duty Card.

Proceed to the emergency scene, if required.	❑	
Liaise with the On-Scene Controller and Emergency Coordinator and provide assistance as required.	❑	
Check that correct Emergency Classification has been identified (L1-L3) and appropriate response has been activated.	❑	
Assist with securing the scene.	❑	
Check existing on-site security arrangements.	❑	
Arrange for barricades to be established if not already in place.	❑	
Act as site liaison with the police officer in charge if police support has been obtained to assist in security of the site.	❑	
Remove any barricades and return site access to normal conditions when notified of the termination of the emergency.	❑	
Attend the de-briefing session after the emergency is terminated.	❑	
Assist with incident investigation and reporting.	❑	
Ensure all equipment used during an emergency or emergency exercise is returned to 'ready' state.	❑	

NEW ACLAND COAL

DUTY CARD 11

SITE SENIOR EXECUTIVE

THE SITE SENIOR EXECUTIVES ROLE IS TO PROVIDE RESOURCES TO SUPPORT EMERGENCY RESPONSE PERSONNEL AND TO ENSURE INCIDENT INVESTIGATION, REPORTING AND NOTIFICATION REQUIREMENTS ARE MET

Upon being notified of an emergency – the Site Senior Executive will apply this Duty Card.

Receive notification of an emergency, travel to site if required.	❑	
Determine the following: • What is the emergency? • Where is the emergency? • When did it start and what is the status? • Any known deaths or major injuries? • Have any external authorities been called?	❑	
Notify Site Safety and Health Representative as required in Section 106 of the Act	❑	
Notify Inspectorate and Industry Safety Health Representative as required in Section 198(1) of the Act	❑	
Where a crisis situation has been declared, contact the following personnel:	❑	
Monitor the situation i.e. liaise with Emergency Controller and monitor the progress of the response activities.	❑	
Provide updates to the Crisis Management Team and appropriate personnel.	❑	
Advise the Operator, or his alternative, when the crisis situation no longer exists.	❑	
Attend the de-briefing session after the emergency is terminated.	❑	
Ensure that Incident Investigation, Reporting and Notifications are initiated and are carried through.	❑	

Contact	Contact Details
Operator (Murray Bailey)	07 3418 0531 mobile 0419 698 251
HR Manager (Diane Armbrust)	07 3418 0507 mobile 0418 714 554

DUTY CARD 11 – SITE SENIOR EXECUTIVE

NEW ACLAND COAL

DUTY CARD 12

MANAGER HUMAN RESOURCES

THE MANAGER HUMAN RESOURCES ROLE IS TO PROVIDE SUPPORT TO PERSONNEL AND FAMILIES IN TIMES OF CRISIS AND TO LIAISE WITH MEDIA

Upon being notified of a LEVEL 3 Emergency (Crisis) – the Manager Human Resources will apply this Duty Card.

Assemble an appropriate group of employees to act as the employee relations team, at a suitable location.	❑	
Stand by for instructions.	❑	
When notified of casualties, arrange team members to visit and inform 'next of kin'.	❑	
POLICE ARE RESPONSIBLE TO NOTIFY RELATIVES OF FATALITIES		
Team visits must be co-ordinated to arrive either with police, or shortly after they have notified the relatives of a fatality.	❑	
Team members are to remain with the victim's family until family or friends (suggested by the family) take over the responsibility for protecting the family from any unwanted intrusion.	❑	
If the family concerned has no preferred family or friends, then team members shall stay with the family as necessary and will be relieved as required.	❑	
Ensure that status reports on the emergency particularly any information regarding rescue of any persons who were trapped or reported missing are delivered to the concerned families before release to the media.	❑	
Maintain a detailed and chronological diary on the emergency.	❑	
Attend the de-briefing session after the crisis is terminated.	❑	

DUTY CARD 12 – MANAGER HUMAN RESOURCES

MEDIA LIAISON OFFICER

In an emergency, police or other emergency personnel will be present and will usually give information to the media. However, it is quite legitimate for the media to request information or comment from the company and it is usually in the Company's best interest to respond.

1. Liaise on behalf of the General Manager NAC.
2. Prepare a media release report, in consultation with the CEO.
3. Answer incoming media calls and give a press release, if delegated by CEO.
4. Keep the media together when they arrive on site – if possible in a room with telephones.
5. Arrange media conferences as required at a nominated location off-site.
6. Attend the de-briefing session after the crisis is terminated.

Guidance for initial contact with the media:

- *Nominate a senior person as the spokesperson and channel all media enquiries through that representative.*
- *Stick to the facts – who, what, where & when. Do not speculate, exaggerate or be evasive.*
- *Say whether the "incident" is over or continuing. If the latter, say what steps are being taken to bring the situation under control.*
- *If appropriate, say you regret or are sorry about the "incident".*
- *If there are injuries or fatalities, do not give numbers until these have been confirmed. Never release names of the victims as the families may not be aware of the situation.*
- *Do not speculate the cause or blame anyone or anything.*
- *Do not admit liability, unless empowered to do so.*
- *Do not hide behind "no comment". If you do not know, or cannot give the information because it is confidential (e.g. Commercially sensitive), then say so.*

NEW ACLAND COAL

DUTY CARD 13

CHIEF OPERATING OFFICER

THE CHIEF OPERATING OFFICER'S ROLE IS TO OVERSEE CRISIS MANAGEMENT AND PROVIDE RESOURCES AND SUPPORT TO THE CRISIS MANAGEMENT TEAM

Upon being notified of a LEVEL 3 Emergency (Crisis) – the Chief Operating Officer will apply this Duty Card.

Provide support to the Site Senior Executive in attending to the Crisis.	❑	
Provide resources and support to the Crisis Management Team.	❑	
Verify that corporate and statutory notifications and reporting requirements are met.	❑	
Verify that adequate risk management processes are established to reduce and mitigate adverse impacts.	❑	
Verify that appropriate support is provided to injured persons and/or next of kin.		
Liaise with Insurance Company(ies) / Underwriters.	❑	
Convene and/or attend Crisis Management Team Meetings, as necessary.	❑	
Seek legal advice, as required.	❑	
Attend the de-briefing session after the crisis is terminated.	❑	

Appendix B. Emergency Action Guides

NEW ACLAND COAL
EMERGENCY ACTION GUIDELINE
EAG 00 – EMERGENCY ACTION PLAN

SURVEY THE SCENE

- Is the scene safe? ☐
- What happened? ☐
- How many casualties are there? ☐
- Are there any bystanders to help? ☐

DETERMINE WHETHER THE SCENE IS SAFE

- For yourself ☐
- Bystanders ☐
- Casualty ☐

PHONE FOR EMERGENCY HELP – Call 000 (or 112 if mobile)

- Listen carefully to the operator. ☐
- Give the exact location. ☐
- Give call back phone number. ☐
- Incident details, casualty condition (consciousness) ☐
- If possible, send a bystander to make the call ☐
- Remember to hang up last. ☐

ASSESS FOR LIFE THREATENING INJURIES

- Response ☐
- Airway ☐
- Breathing ☐
- Severe bleeding ☐

DO A SECONDARY SURVEY

- Question the casualty and bystanders ☐
- Check vital signs ☐
- Examine casualty head-to-toe ☐

NEW ACLAND COAL
EMERGENCY ACTION GUIDELINE
EAG 01 – RESPONSE TO FIRE

Name of 1st Response Controller:	

SEVERITY OF INCIDENT

Type of Fire

☐ Grass / Scrub ☐ Building ☐ Plant / Equipment

☐ Bulk Fuel / Oil ☐ Electrical ☐ Chemical

☐ Other (specify)_____

Severity of Incident

☐ Person(s) Trapped ☐ Person(s) Injured ☐ Gas / Toxic Fumes

☐ Fire Escalation Risk ☐ Explosion Risk ☐ Electrical Risk

☐ Other (specify)_____

Nature of Injury

☐ Minor Burns ☐ Major Burns ☐ Asphyxiation

☐ Unconscious ☐ Heat Stress

☐ Other (specify)_____

How Serious:

☐ **Level 1 – Site Contained**

☐ **Level 2 – Time and Response Critical**

☐ **Level 3 – Major Incident or Crisis**

RESPONSE GUIDE

Apply EMERGENCY ACTION PLAN and prepare for Escalation of Threat

- Notify Immediate Supervisor / OCE – who takes over control of incident..... ☐
- First Response Fire Fighting – if safe to do so..... ☐
- Mobilise Electrician if electrical risk. ..... ☐
- Mobilise Water Truck and other resources (as required)..... ☐
- Secure Scene – Withdraw Personnel from Danger (if required)..... ☐
- Establish exclusion zones if required ..... ☐
- Mobilise Site Emergency Response Team ..... ☐
- Mobilise competent First-Aider – to treat injured persons (if required) at scene or first-aid station..... ☐
- Access Hot Work Permit (where applicable) at job site and refer to Emergency Plan. ..... ☐
- Arrange Isolation of Energy Sources (compressed air, fuel / oil supply, electrical, etc.) ..... ☐

- Consult Hazchem signage / labelling to identify class and response requirements. ..... ☐

ADDITIONAL RESPONSE – AS REQUIRED

- **Ambulance – Fire – Police (Dial 000)** ..... ☐
- Arrange escort for internal and external back-up. ..... ☐
- Notify area Superintendent and/or SSE. ..... ☐

WHAT TO DO

ELECTRICAL FIRE

- Electrician to Disconnect / Isolate Power. ..... ☐

CHEMICAL FIRE

- Check for HAZCHEM signage – to identify correct response, PPE, etc.. ..... ☐

EXPLOSIVES FIRE

- Follow Instructions of Competent Person (Explosives Contractor, Shotfirer or OCE) ..... ☐
- Evacuation – **clearance for personnel 1,000 metres** ..... ☐

GAS CYLINDERS –AIR RECEIVERS

- Isolate gas supply – hose down gas cylinders ..... ☐
- Shut down air compressors – open discharge valves ..... ☐

EARTHMOVING TYRE FIRE

- If tyre on fire or risk of explosion – Evacuation – **clearance for personnel 500 metre radius** ..... ☐
- Quarantine with exclusion zone for 24 hours ..... ☐

FIRE NEAR RADIATION SOURCE

- Mobilise Radiation Safety Officer (RSO) ..... ☐
- Also see EAG 20 – Radiation Emergency ..... ☐

POST EVENT ACTIONS

- Fire watch to be placed to monitor for possible re-ignition of fire ..... ☐
- Secure incident scene for incident investigation ..... ☐

NEW ACLAND COAL
EMERGENCY ACTION GUIDELINE
EAG 02 – ELECTRIC SHOCK - ELECTROCUTION

Name of **On Scene Controller**:	

SEVERITY OF INCIDENT

Nature of Injury:

☐ Electric Shock ☐ Flash Burn Injuries

☐ Unconscious ☐ Respiratory Condition

☐ Other (specify)_____

NOTE: All persons receiving electric shock shall undergo an ECG check.

How Serious:

☐ **Level 1 – Site Contained**

☐ **Level 2 – Time and Response Critical**

☐ **Level 3 – Major Incident or Crisis**

RESPONSE GUIDE

Apply EMERGENCY ACTION PLAN and prepare for Escalation of Threat

- Notify Immediate Supervisor / OCE – who takes over control of incident..... ☐
- Secure Scene – Withdraw Personnel from Danger (if required)..... ☐
- **Mobilise Electrician** – arrange isolations (as required)..... ☐
- **Mobilise competent First-Aider** – to treat injured persons at scene or first-aid station..... ☐
- **Mobilise Ambulance (Dial 000)**..... ☐
- Mobilise Site Emergency Response Team (if additional resources required) ..... ☐
- Arrange clean potable water for initial treatment of flash burns..... ☐
- First Aider to complete Casualty Report (OB12) and give copy to Ambulance ..... ☐

ADDITIONAL RESPONSE – AS REQUIRED

- Arrange escort for internal and external back-up..... ☐
- Notify area Superintendent and/or SSE..... ☐

WHAT TO DO

ELECTRIC SHOCK

Remember – Chain of Survival:

Treatment for electric shock:

- Reassure the casualty and DO NOT leave them unattended ☐

If casualty is unconscious:

- Follow DRABCD (Danger, Response, Airway, Breathing, CPR, Defibrillation). ☐

If casualty is conscious:

- Place them in a position of comfort (usually sitting up to assist with breathing) ☐
- The casualty should be placed on the floor, sitting against a wall if possible, in order to avoid injuries if they collapse suddenly. ☐
- Keep the casualty calm ☐

All electric shock incidents will require casualty to undergo ECG:

- Casualty to be transported to medical facility for 12-lead ECG; or Ambulance Service Paramedic will undertake the test on site ☐
- If casualty to be taken to Doctor, attach the following documents to the patient and a copy to the ambulance:
  a. Dear Doctor Letter ☐
  b. Copy of Casualty Report (OB12) completed by First Aider ☐

POST EVENT ACTIONS

- Secure incident scene for incident investigation ☐

LETTER TO DOCTOR

Date:_____

Dear Doctor

The patient _____ who you are assessing has received an electric shock.
(PLEASE PRINT NAME)

Our company policy is that all employees, who report any degree of electric shock, require a 12-lead ECG to be performed.

Their baseline observations at _____ am/pm were:

Pulse: _____ Temperature: _____

He/she is complaining of:

_____

_____

_____

_____

_____

_____

NOTE: If the employee is required to be admitted to the hospital for observation overnight, please contact New Acland Coal (07 46948888) and advise of the situation.

NEW ACLAND COAL
EMERGENCY ACTION GUIDELINE
EAG 03 – VEHICLE CONTACTS POWERLINE or CONDUCTOR

Name of 1st Response Controller:	

SEVERITY OF INCIDENT

Severity of Incident

☐ Vehicle Contacts Powerline ☐ Contacts Exposed Conductor

☐ Contacts Buried Cable

☐ Other (specify)_____

How Serious:

☐ **Level 1 – Site Contained**

☐ **Level 2 – Time and Response Critical**

☐ **Level 3 – Major Incident or Crisis**

RESPONSE GUIDE

Apply EMERGENCY ACTION PLAN and prepare for Escalation of Threat

- Unless life threatening situation forces an exit from the machine – Operator should not attempt to dismount machine and other personnel should not approach stricken vehicle until cleared by an electrician. ..... ☐
- Notify Immediate Supervisor / OCE – who takes over control of incident..... ☐
- Secure Scene – Withdraw Personnel from Danger (if required)..... ☐
- **Mobilise Electrician** – arrange isolations (as required)..... ☐
- **Mobilise Water Truck** – to stand-by. ..... ☐

ADDITIONAL RESPONSE – AS REQUIRED

- Ambulance – Fire – Police (Dial 000)..... ☐
- Call Electricity Supply Authority (if required) . ..... ☐
- Arrange escort for internal and external back-up..... ☐
- Notify area Superintendent and/or SSE. ..... ☐

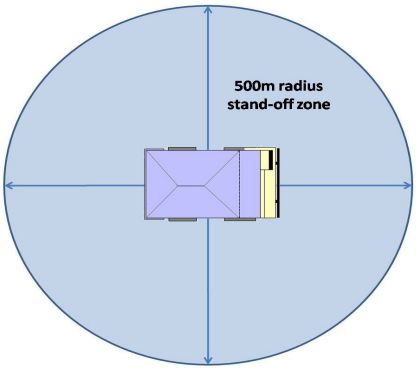
STEP 5 – WHAT TO DO

FOR RUBBER TYRED MOBILE PLANT

Tyres present a SERIOUS THREAT as they can catch fire internally and **EXPLODE**. Evacuate the area as shown in the diagram below for at least 24 hours. All distances are minimum distances only.

Fire fighting should only be carried out from forward or directly behind the machine.

- Establish exclusion zone (500m radius if tyres at risk) ..... ☐



- Arrange 24 hr quarantine period (if tyre fire/explosion risk) ..... ☐

If life threatening situation forces an exit from the machine:

- WARNING: High voltage 'step potential'.
- Potential Tyre Explosion

POST EVENT ACTIONS

- Tyres can explode several hours after electrification of vehicle – maintain exclusion zone and quarantine machine for 24 hours..... ☐
- Fire watch to be placed to monitor for possible fire..... ☐
- Secure incident scene for incident investigation. ..... ☐

NEW ACLAND COAL
EMERGENCY ACTION GUIDELINE
EAG 04 – LIGHTNING STRIKES VEHICLE

Name of 1st Response Controller:	

SEVERITY OF INCIDENT

Severity of Incident

☐ Vehicle Fire ☐ Risk of Tyre Fire / Explosion ☐ Electric Shock

☐ Other (specify)_____

How Serious:

☐ **Level 1 – Site Contained**

☐ **Level 2 – Time and Response Critical**

☐ **Level 3 – Major Incident or Crisis**

RESPONSE GUIDE

Apply EMERGENCY ACTION PLAN and prepare for Escalation of Threat

- Notify Immediate Supervisor / OCE – who takes over control of incident..... ☐
- Secure Scene – Withdraw Personnel from Danger (if required)..... ☐
- **Mobilise Water Truck** – to stand-by. ..... ☐

ADDITIONAL RESPONSE – AS REQUIRED

- Ambulance – Fire – Police (Dial 000)..... ☐
- Mobilise Site Emergency Response Team (if additional resources required to cordon off incident scene)..... ☐
- Arrange escort for internal and external back-up..... ☐
- If rubber tyred machine:
  - Operator should dismount from front or rear of the machine and evacuate to a safe distance forward or rear of the machine ..... ☐
  - Other personnel should not approach stricken vehicle until situation assessment has been conducted. ..... ☐
- Notify area Superintendent and/or SSE. ..... ☐

WHAT TO DO

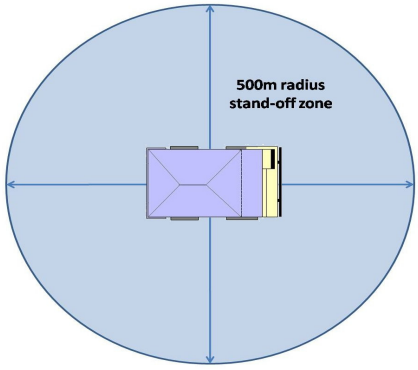
FOR RUBBER TYRED MOBILE PLANT

Tyres present a SERIOUS THREAT as they can catch fire internally and **EXPLODE**. Evacuate the area as

shown in the diagram below for at least 24 hours. All distances are minimum distances only.

Fire fighting should only be carried out from forward or directly behind the machine.

- Establish exclusion zone (500m radius if tyres at risk) ..... ☐



- Arrange 24 hr quarantine period (if tyre fire/explosion risk) ..... ☐

POST EVENT ACTIONS

- Tyres can explode several hours after electrification of vehicle – maintain exclusion zone and quarantine machine for 24 hours..... ☐
- Fire watch to be placed to monitor for possible fire..... ☐
- Secure incident scene for incident investigation. ..... ☐

NEW ACLAND COAL
EMERGENCY ACTION GUIDELINE
EAG 05 – HOT TYRE – FIRE OR EXPLOSION

Name of 1st Response Controller:	

SEVERITY OF INCIDENT

Severity of Incident

☐ Hot Tyre ☐ Electrification of Vehicle ☐ Vehicle Struck by Lightning

☐ Tyre Fire ☐ Vehicle Fire – Tyres at Risk

☐ Other (specify)_____

How Serious:

☐ **Level 1 – Site Contained**

☐ **Level 2 – Time and Response Critical**

☐ **Level 3 – Major Incident or Crisis**

RESPONSE GUIDE

Apply EMERGENCY ACTION PLAN and prepare for Escalation of Threat

- Notify Immediate Supervisor / OCE – who takes over control of incident..... ☐
- Secure Scene – Withdraw Personnel from Danger (if required)..... ☐
- **Mobilise Water Truck** – to stand-by. ..... ☐

ADDITIONAL RESPONSE – AS REQUIRED

- Ambulance – Fire – Police (Dial 000)..... ☐
- Mobilise Site Emergency Response Team (if additional resources required to cordon off incident scene)..... ☐
- Arrange escort for internal and external back-up..... ☐
- Personnel should not approach stricken vehicle until situation assessment has been conducted..... ☐
- Notify area Superintendent and/or SSE. ..... ☐

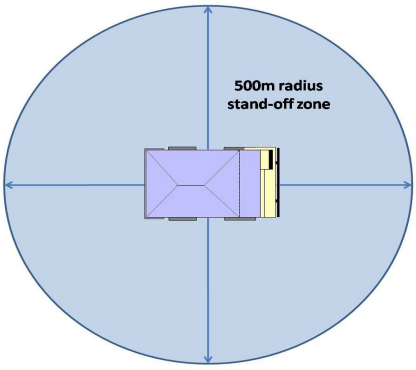
WHAT TO DO

FOR RUBBER TYRED MOBILE PLANT

Tyres present a SERIOUS THREAT as they can catch fire internally and **EXPLODE**. Evacuate the area as shown in the diagram below for at least 24 hours. All distances are minimum distances only.

Fire fighting should only be carried out from forward or directly behind the machine.

- Establish exclusion zone (500m radius if tyres at risk) ..... ☐



- Arrange 24 hr quarantine period (if tyre fire/explosion risk) ..... ☐

POST EVENT ACTIONS

- Tyres can explode several hours after electrification of vehicle – maintain exclusion zone and quarantine machine for 24 hours..... ☐
- Fire watch to be placed to monitor for possible fire..... ☐
- Secure incident scene for incident investigation. ..... ☐

NEW ACLAND COAL
EMERGENCY ACTION GUIDELINE
EAG 06 – VEHICLE INCIDENT

Name of 1st Response Controller:	

SEVERITY OF INCIDENT

Nature of Incident

☐ Vehicle / Vehicle Collision ☐ Vehicle / Structure Collision ☐ Pedestrian Hit / Run Over

☐ Vehicle Over Edge ☐ Vehicle Roll Over ☐ Vehicle Immersed

☐ Vehicle Struck – Falling Object

☐ Other (specify)_____

Severity of Incident

☐ Person(s) Trapped ☐ Person(s) Injured ☐ Environmental Spill

☐ Fire Risk ☐ Explosion Risk ☐ Electrical Risk

☐ Other (specify)_____

Nature of Injury

☐ Laceration ☐ Burn ☐ Fracture

☐ Spinal ☐ Crush ☐ Unconscious

☐ Other (specify)_____

How Serious:

☐ **Level 1 – Site Contained**

☐ **Level 2 – Time and Response Critical**

☐ **Level 3 – Major Incident or Crisis**

RESPONSE GUIDE

Apply EMERGENCY ACTION PLAN and prepare for Escalation of Threat

- Notify Immediate Supervisor / OCE – who takes over control of incident..... ☐
- Secure Scene – Withdraw Personnel from Danger (if required)..... ☐
- Mobilise Site Emergency Response Team (if additional resources required to cordon off incident scene)..... ☐
- Mobilise competent First-Aider – to treat injured persons (if required) at scene or first-aid station..... ☐
- Mobilise Electrician if electrical risk..... ☐
- Mobilise Water Truck – to stand-by..... ☐
- Mobilise Mobile Plant for stabilising vehicles (as required)..... ☐

ADDITIONAL RESPONSE – IF REQUIRED

- Ambulance – Fire – Police (Dial 000) ☐
- Arrange escort for internal and external back-up ☐
- Notify area Superintendent and/or SSE. ☐

WHAT TO DO

- Consider the following:
  - Do vehicles require shut down and stabilising? ☐
  - Do vehicles require stable parking to avoid uncontrolled movement? ☐
  - Does vehicle have air bags which have not deployed? ☐
  - Are there any other stored energies that need to be controlled – e.g. accumulators, gas cylinders, tyres, etc.? ☐
  - Is there risk of fire or explosion? ☐
  - Is there potential for hazardous tyres? ☐

POST EVENT ACTIONS

- Clean up oil / fuel spills as per site environmental procedures ☐
- Fire watch to be placed to monitor for possible fire ☐
- Secure incident scene for incident investigation. ☐

NEW ACLAND COAL
EMERGENCY ACTION GUIDELINE
EAG 07 – ENTRAPMENT - ENCAPSULATED

Name of 1st Response Controller:	

SEVERITY OF INCIDENT

Severity of Incident

☐ Person Crushed Under / Between

☐ Other (specify)_____

How Serious:

☐ **Level 1 – Site Contained**

☐ **Level 2 – Time and Response Critical**

☐ **Level 3 – Major Incident or Crisis**

RESPONSE GUIDE

Apply EMERGENCY ACTION PLAN and prepare for Escalation of Threat

- Notify Immediate Supervisor / OCE – who takes over control of incident..... ☐
- Secure Scene – Withdraw Personnel from Danger (if required)..... ☐
- Mobilise Site Emergency Response Team (if additional resources required to cordon off incident scene)..... ☐
- Mobilise competent First-Aider – to treat injured persons (if required) at scene or first-aid station..... ☐

ADDITIONAL RESPONSE - IF REQUIRED

- Ambulance – Fire – Police (Dial 000)..... ☐
- Notify all relevant personnel. ..... ☐
- Barricade roadways to restrict entry to 'at risk' areas. ..... ☐
- Mobilise Mobile Plant with protective structures – to stand-by. ..... ☐
- Conduct assessment to determine if / when safe to re-enter area. ..... ☐
- Arrange escort for internal backup (if required)..... ☐
- OCE to report hazards in OCE's Inspection Report. ..... ☐

WHAT TO DO

- Arrange escort for external providers. ..... ☐
- Notify area Superintendent and/or SSE. ..... ☐

- Consider - Is there risk of further harm?..... ☐
- Consider – Does equipment require stabilising to avoid uncontrolled movement? ..... ☐

POST EVENT ACTIONS

- Monitor and review risk controls (continue or increase inspections and monitoring)..... ☐
- Authority to re-enter area from SSE when considered safe..... ☐
- Secure incident scene for incident investigation. ..... ☐

Annexure 1 – TARP – Excavated Wall Failure (High wall, Endwall, Box cut Low wall)

NORMAL STATE	LEVEL 1 TRIGGER	LEVEL 2 TRIGGER	LEVEL 3 TRIGGER
Stable Ground Conditions: • No reported / recorded indication of highwall, endwall or lowwall failure • No visible signs ground movement or cracks • Risk at acceptable level	***Potential hazard identified:*** • Unexpected dribbling of rocks; • Opening of cracks or joints on wall crests, benches or batter faces; • Digging into suspected void; • Offsets of lineaments including remnant blast-hole barrel traces; • Observable floor heave; • Observable movement of fractured coal; • Observable or suspected changes in line or level of benches and/or batter faces; or lipping of blocks; • Observable change in discharge of water; and • Other observations recorded as triggers for previous rock wall failures	***Geotechnical failure imminent:*** • Deterioration of Trigger 1 conditions • Accelerated ground movement • Ground subsidence	***Geotechnical failure has occurred:*** • Hazardous ground movement • Major Ground subsidence / slump • Wall failure
Normal Action Response	**Trigger 1 Response**	**Trigger 2 Response**	**Trigger 3 Response**
Competent Personnel shall: • Maintain site Risk Register • Develop Mine Plans with Geotechnical input • Apply Mine Design Plans • Apply and comply with relevant PHMP and SOPs • Apply SLAM > JHA Processes as required • Conduct routine inspection and monitoring • Report hazards • Maintain records • Monitor and review risk controls • Routinely audit and review effectiveness of PHMP and SOPs	Competent Personnel shall, where necessary: • Notify relevant personnel • Increase Inspections and Monitoring • OCE to report in mine record • Review Mine Plans • Monitor discreet cracks by tell-tale indicator; or other means • Prepare for possible Withdrawal of personnel to place of safety • Restrict access and Barricade area • Escalate JHA > Risk Assessment • Seek advice from competent person(s) • Monitor and review risk controls • Routinely audit and review effectiveness of PHMP and SOPs	Competent Personnel shall, where necessary: • Notify all relevant personnel immediately • Withdraw personnel and equipment to place of safety • Escalate JHA > Risk Assessment • Increase Inspections and Monitoring – from safe location • Conduct competent assessment to determine if / when safe to re-enter • Conduct Incident Investigation (ICAM) • Monitor and review risk controls • SSE to notify Inspector of any Withdrawal of Personnel	Competent Personnel shall, where necessary: • Initiate site Emergency Response Procedures / Disaster Management Plan, as necessary; • Notify all relevant personnel immediately • Withdraw personnel to place of safety • Escalate JHA > Risk Assessment • Increase Inspections and Monitoring – from safe location • Initiate appropriate remedial action • Conduct competent assessment to determine if / when safe to re-enter • Authority to re-enter from SSE when considered safe • Conduct Incident Investigation (ICAM) • Monitor and review risk controls • SSE to notify Inspector of any Withdrawal of Personnel • Communicate key learnings

Annexure 2 – TARP – Spoil Low wall, Out-of-Pit Dump, Truck Dump Tip Head, Floor Heave

Normal State	Level 1 Trigger	Level 2 Trigger	Level 3 Trigger
Stable Ground Conditions • No reported / recorded indication of spoil low wall, out-of-pit dump, truck dump tip head failure; or floor heave • No visible signs ground movement or cracks • Risk at acceptable level	***Potential hazard identified:*** • Unexpected dribbling of spoil material and/or rolling of rocks; or presence of rocks at base of walls; • Opening of cracks or joints on benches, batter faces, including behind the crest of the dump face; • Sudden commencement or increase in seepage; • Observable undercutting of wall or dump face; • Development of misalignment in a spoil face, bench, or crest; • Observable or suspected changes in line or level of benches and/or batter faces; • Cracking and bulging of exposed coal or pit floor; and • Other observations recorded as triggers for previous slope failures	***Geotechnical failure imminent:*** • Deterioration of Trigger 1 conditions • Accelerated ground movement • Ground subsidence	***Geotechnical failure has occurred:*** • Hazardous ground movement • Major Ground subsidence / slump • Wall failure • Floor Heave
Normal Action Response	**Trigger 1 Response**	**Trigger 2 Response**	**Trigger 3 Response**
Competent Personnel shall: • Maintain site Risk Register • Develop Mine Plans with Geotechnical input • Apply Mine Design Plans • Apply and comply with relevant PHMP and SOPs • Apply SLAM > JHA Processes as required • Conduct routine inspection and monitoring • Report hazards • Maintain records • Monitor and review risk controls • Routinely audit and review effectiveness of PHMP and SOPs	Competent Personnel shall, where necessary: • Notify relevant personnel • Increase Inspections and Monitoring • OCE to report in mine record • Review Mine Plans • Monitor discreet cracks by tell-tale indicator; or other means • Prepare for possible Withdrawal of personnel to place of safety • Restrict access and Barricade area • Escalate JHA > Risk Assessment • Seek advice from competent person(s) • Monitor and review risk controls • Routinely audit and review effectiveness of PHMP and SOPs	Competent Personnel shall, where necessary: • Notify all relevant personnel immediately • Withdraw personnel and equipment to place of safety • Escalate JHA > Risk Assessment • Increase Inspections and Monitoring – from safe location • Conduct competent assessment to determine if / when safe to re-enter • Conduct Incident Investigation (ICAM) • Monitor and review risk controls • SSE to notify Inspector of any Withdrawal of Personnel	Competent Personnel shall: • Initiate site Emergency Response Procedures / Disaster Management Plan, as necessary; • Notify all relevant personnel immediately • Withdraw personnel to place of safety • Escalate JHA > Risk Assessment • Increase Inspections and Monitoring – from safe location • Initiate appropriate remedial action • Conduct competent assessment to determine if / when safe to re-enter • Authority to re-enter from SSE when considered safe • Conduct Incident Investigation (ICAM) • Monitor and review risk controls • SSE to notify Inspector of any Withdrawal of Personnel • Communicate key learnings

Annexure 3 – TARP – Digger Bench Failure

Normal State	Level 1 Trigger	Level 2 Trigger	Level 3 Trigger
Stable Ground Conditions • No reported / recorded indication of digger bench failure • No visible signs ground movement, slumping or cracks • Risk at acceptable level	***Potential hazard identified:*** • Unexpected dribbling of spoil material and/or rolling of rocks from the bench face; or presence of rocks at base of bench; • Opening of cracks on the bench surface, batter faces; • Cracking and bulging of exposed rock or coal; • Observable floor heave; • Observable undercutting of bench or bench not cut to design; • Observable or suspected changes in line or level of the bench, including unexpected or unusual amount of sinkage; or • Other observations recorded as triggers for previous digger bench failures.	***Geotechnical failure imminent:*** • Deterioration of Trigger 1 conditions • Accelerated ground movement • Ground subsidence	***Geotechnical failure has occurred:*** • Hazardous ground movement • Major Ground subsidence / slump • Wall or Bench failure
Normal Action Response	**Trigger 1 Response**	**Trigger 2 Response**	**Trigger 3 Response**
Competent Personnel shall: • Maintain site Risk Register • Develop Mine Plans with Geotechnical input • Apply Mine Design Plans • Apply and comply with relevant PHMP and SOPs • Apply SLAM > JHA Processes as required • Conduct routine inspection and monitoring • Report hazards • Maintain records • Monitor and review risk controls • Routinely audit and review effectiveness of PHMP and SOPs	Competent Personnel shall, where necessary: • Notify relevant personnel • Increase Inspections and Monitoring • OCE to report in mine record • Review Mine Plans • Monitor discreet cracks by tell-tale indicator; or other means • Prepare for possible Withdrawal of personnel to place of safety • Restrict access and Barricade area • Escalate JHA > Risk Assessment • Seek advice from competent person(s) • Monitor and review risk controls • Routinely audit and review effectiveness of PHMP and SOPs	Competent Personnel shall, where necessary: • Notify all relevant personnel immediately • Withdraw personnel and equipment to place of safety • Escalate JHA > Risk Assessment • Increase Inspections and Monitoring – from safe location • Conduct competent assessment to determine if / when safe to re-enter • Conduct Incident Investigation (ICAM) • Monitor and review risk controls • SSE to notify Inspector of any Withdrawal of Personnel	• Competent Personnel shall: • Initiate site Emergency Response Procedures / Disaster Management Plan, as necessary; • Notify all relevant personnel immediately • Withdraw personnel to place of safety • Escalate JHA > Risk Assessment • Increase Inspections and Monitoring – from safe location • Initiate appropriate remedial action • Conduct competent assessment to determine if / when safe to re-enter • Authority to re-enter from SSE when considered safe • Conduct Incident Investigation (ICAM) • Monitor and review risk controls • SSE to notify Inspector of any Withdrawal of Personnel • Communicate key learnings

NEW ACLAND COAL
EMERGENCY ACTION GUIDELINE
EAG 08 – CONFINED SPACE RESCUE - RECOVERY

Name of 1st Response Controller:	

SEVERITY OF INCIDENT

Severity of Incident

☐ Person(s) Trapped ☐ Person(s) Injured ☐ Fire Risk

☐ Fire / Explosion Risk ☐ Toxic Atmosphere ☐ Electrical Risk

☐ Engulfment Risk

☐ Other (specify)_____

Nature of Injury

☐ Laceration ☐ Burn ☐ Fracture

☐ Spinal ☐ Crush ☐ Unconscious

☐ Overcome by Chemical/Gas/ Fume ☐ Heat Stress ☐ Asphyxiation

☐ Other (specify)_____

How Serious:

☐ **Level 1 – Site Contained**

☐ **Level 2 – Time and Response Critical**

☐ **Level 3 – Major Incident or Crisis**

RESPONSE GUIDE

Apply EMERGENCY ACTION PLAN and prepare for Escalation of Threat

- Notify Immediate Supervisor / OCE – who takes over control of incident..... ☐
- Secure Scene – Withdraw Personnel from Danger (if required)..... ☐
- Mobilise Site Emergency Response Team (if additional resources required to cordon off incident scene)..... ☐
- Mobilise competent First-Aider – to treat injured persons (if required) at scene or first-aid station..... ☐
- Mobilise Electrician if electrical risk ..... ☐
- Access Work Permit at job site and refer to Emergency Plan ..... ☐

ADDITIONAL RESPONSE – IF REQUIRED

- Ambulance – Fire – Police (Dial 000)..... ☐
- Check results of gas monitoring on Work Permit..... ☐
- Test atmosphere with monitor before entering the Confined Space..... ☐

- Arrange isolations (as required) ..... ☐

STEP 5 – WHAT TO DO

- Arrange escort for external providers. ..... ☐
- Notify area Superintendent and/or SSE. ..... ☐

POST EVENT ACTIONS

- Secure incident scene for incident investigation. ..... ☐

NEW ACLAND COAL
EMERGENCY ACTION GUIDELINE
EAG 09 – GAS CYLINDER INCIDENT

Name of 1st Response Controller:	

SEVERITY OF INCIDENT

Severity of Incident

☐ Gas Cylinder Leaking ☐ Fire / Explosion Risk

☐ Other (specify)_____

How Serious:

☐ **Level 1 – Site Contained**

☐ **Level 2 – Time and Response Critical**

☐ **Level 3 – Major Incident or Crisis**

RESPONSE GUIDE

Apply EMERGENCY ACTION PLAN and prepare for Escalation of Threat

- Notify Immediate Supervisor / OCE – who takes over control of incident..... ☐
- Secure Scene – Withdraw Personnel from Danger (if required)..... ☐
- Mobilise Site Emergency Response Team (if additional resources required to cordon off incident scene)..... ☐
- Close off gas supply, if safe to do so..... ☐
- Mobilise competent First-Aider – to treat injured persons (if required) at scene or first-aid station..... ☐
- Identify type of gas and obtain relevant MSDS..... ☐
- Access Work Permit at job site (if applicable) and refer to Emergency Plan ..... ☐

ADDITIONAL RESPONSE – IF REQUIRED

- Ambulance – Fire – Police (Dial 000)..... ☐
- Evacuate area to an up-wind location. ..... ☐
- Arrange isolations (as required) ..... ☐
- Arrange testing of atmosphere. ..... ☐

WHAT TO DO

- Arrange escort for external providers. ..... ☐
- Notify area Superintendent and/or SSE. ..... ☐

- Check what isolations are in place – identify potential ignition sources? ☐
- Check records of gas monitoring on Work Permit ☐
- Test atmosphere with monitor before entering the 'at risk' area ☐
- Hose down any heated gas cylinders ☐

POST EVENT ACTIONS

- Secure incident scene for incident investigation. ☐

NEW ACLAND COAL
EMERGENCY ACTION GUIDELINE
EAG 10 – HAZARDOUS ATMOSPHERE

Name of 1st Response Controller:	

SEVERITY OF INCIDENT

Severity of Incident

☐ Flammable or Explosive Atmosphere ☐ Toxic Atmosphere (respiratory risk)

☐ Other (specify)_____

How Serious:

☐ **Level 1 – Site Contained**

☐ **Level 2 – Time and Response Critical**

☐ **Level 3 – Major Incident or Crisis**

RESPONSE GUIDE

Apply EMERGENCY ACTION PLAN and prepare for Escalation of Threat

- Notify Immediate Supervisor / OCE – who takes over control of incident..... ☐
- Secure Scene – Withdraw Personnel from Danger (if required)..... ☐
- Evacuate area to an up-wind location – establish exclusion zone if necessary. ..... ☐
- Mobilise Site Emergency Response Team (if additional resources required to cordon off incident scene)..... ☐
- Mobilise competent First-Aider – to treat injured persons (if required) at scene or first-aid station..... ☐
- Identify type of gas ..... ☐
- Access Work Permit at job site (if applicable) and refer to Emergency Plan (if relevant) ..... ☐

ADDITIONAL RESPONSE – IF REQUIRED

- Ambulance – Fire – Police (Dial 000)..... ☐
- Arrange isolations (as required) ..... ☐
- Test atmosphere with monitor before entering the 'at risk' area. ..... ☐
- Arrange escort for internal backup (if required)..... ☐
- Mobilise competent First-Aider (if required) ..... ☐

WHAT TO DO

- Arrange escort for external providers. ..... ☐
- Notify area Superintendent and/or SSE. ..... ☐

POST EVENT ACTIONS

- Secure incident scene for incident investigation ..... ☐

NEW ACLAND COAL
EMERGENCY ACTION GUIDELINE
EAG 10 – HAZARDOUS ATMOSPHERE

NAME & SYMBOL	PROPERTIES	EFFECT ON HUMANS	FLAMMABLE LIMITS	WHERE FOUND IN MINES	DETECTION
Oxygen O_2	Colourless Odourless Tasteless SG 1.11	Essential to life. Life endangered below 16% CMA Lower Limit 19%	Non-flammable Supports Combustion	Air. Deficiency due to oxidation, bacterial action, displacement.	Electronic
Nitrogen N_2	Colourless Odourless Tasteless SG 0.97	Non-poisonous but will not support life.	Non-flammable	Air. Deficiency due to oxidation, bacterial action, displacement.	
Carbon Dioxide CO_2	Colourless Slight pungent smell Soda water taste SG 1.53	0.03% in air >0.5% increases respiration Toxic above 5% Exposure standard 0.5%	Non-flammable	Fermentation Exhausts Combustion Breathing Surrounding Strata	Tube Detector Electronic
Carbon Monoxide CO	Colourless Odourless Tasteless SG 0.97	Highly insidious poison displacing oxygen from the blood. Exposure standard 50ppm.	12.5-74%	Explosive Combustion Diesel Exhaust Compressors	Tube Detector Electronic
Methane CH_4	Colourless Odourless Tasteless SG 0.55	Non-poisonous but will not support life.	5-14%	Natural gas Bacterial action Rotting vegetation Sewer lines	Electronic
Sulphur Dioxide SO_2	Colourless Acrid taste Suffocating odour SG 2.26	Extremely poisonous Exposure standard 2ppm	Non-flammable	By-product from plastic and paper manufacturing. Burning of sluphides.	Tube Detector
Hydrogen Sulphide H_2S	Colourless Odour of rotten eggs SG 1.19	Poisons te central nervous system Exposure standard 10ppm	4.5 - 45%	Stagnant waters Sewage treatment	Tube Detector Electronic
Chlorine Cl_2	Greenish Yellow Choking smell SG 2.49	Reacts with mucous membranes 1,000ppm fatal. Exposure Standard 0.5ppm	Non-flammable Flammable reaction with some organic materials	Bleach Pool Chemicals HCl Manufacture	Electrochemical Cell Tube Detector

Specific Gravity – now called Relative Density is the ratio of the mass of one substance to that of a standard substance. For gases the reference is air (air = 1), i.e. **Specific Gravity** relative to **air** on the basis that the **specific gravity of air** equals 1.000. Pure water is defined as having a **Specific Gravity** ("SG") of 1.

NEW ACLAND COAL
EMERGENCY ACTION GUIDELINE
EAG 11 – ENGULFMENT - GROUND SUBSIDENCE

Name of 1st Response Controller:	

SEVERITY OF INCIDENT

Severity of Incident

- ☐ Trench or Excavation Collapse
- ☐ Floor Heave
- ☐ Strata failure of highwall or bench
- ☐ Strata failure of waste or spoil dump
- ☐ Loose rocks falling from wall/bench
- ☐ Outrush – in-pit tailings dam wall failure
- ☐ Person engulfed in bin / chute or hopper
- ☐ Person Crushed Under / Between
- ☐ Other (specify)_____

How Serious:

- ☐ **Level 1 – Site Contained**
- ☐ **Level 2 – Time and Response Critical**
- ☐ **Level 3 – Major Incident or Crisis**

RESPONSE GUIDE

Apply EMERGENCY ACTION PLAN and prepare for Escalation of Threat

- Notify Immediate Supervisor / OCE – who takes over control of incident..... ☐
- Secure Scene – Withdraw Personnel from Danger (if required)..... ☐
- Mobilise Site Emergency Response Team (if additional resources required to cordon off incident scene)..... ☐
- Mobilise competent First-Aider – to treat injured persons (if required) at scene or first-aid station..... ☐

ADDITIONAL RESPONSE - IF REQUIRED

- Ambulance – Fire – Police (Dial 000) ..... ☐
- Notify all relevant personnel. ..... ☐
- Barricade roadways to restrict entry to 'at risk' areas. ..... ☐
- Mobilise Electrician if risk of concealed / exposed services – e.g. trench collapse ..... ☐
- Mobilise competent Isolation Officers (e.g. CHPP) if risk of plant feed onto person – e.g. person in bin, chute or hopper ..... ☐
- Mobilise Mine Tech Services – e.g. Mining Engineer / Geologist. ..... ☐
- Mobilise Mobile Plant with protective structures – to stand-by. ..... ☐

- Refer to Geotechnical PHMP and apply relevant TARPs (attached to this EAG) as required. ☐
- Increase monitoring and inspections as required. ☐
- Escalate JHA → Risk Assessment processes. ☐
- Conduct competent assessment to determine if / when safe to re-enter area. ☐
- Arrange escort for internal backup (if required). ☐
- OCE to report hazards in OCE's Inspection Report. ☐

WHAT TO DO

- Arrange specialist Geotechnical advice if required. ☐
- Arrange escort for external providers. ☐
- Notify area Superintendent and/or SSE. ☐
- Consider - Is there risk of further ground subsidence ☐
- Use spotter if required to monitor ground conditions ☐
- Consider - Do vehicles require stabilising to avoid uncontrolled movement ☐

POST EVENT ACTIONS

- Monitor and review risk controls (continue or increase inspections and monitoring) ☐
- Authority to re-enter area from SSE when considered safe. ☐
- Secure incident scene for incident investigation. ☐

Annexure 1 – TARP – Excavated Wall Failure (High wall, Endwall, Box cut Low wall)

NORMAL STATE	LEVEL 1 TRIGGER	LEVEL 2 TRIGGER	LEVEL 3 TRIGGER
Stable Ground Conditions: • No reported / recorded indication of highwall, endwall or lowwall failure • No visible signs ground movement or cracks • Risk at acceptable level	***Potential hazard identified:*** • Unexpected dribbling of rocks; • Opening of cracks or joints on wall crests, benches or batter faces; • Digging into suspected void; • Offsets of lineaments including remnant blast-hole barrel traces; • Observable floor heave; • Observable movement of fractured coal; • Observable or suspected changes in line or level of benches and/or batter faces; or lipping of blocks; • Observable change in discharge of water; and • Other observations recorded as triggers for previous rock wall failures	***Geotechnical failure imminent:*** • Deterioration of Trigger 1 conditions • Accelerated ground movement • Ground subsidence	***Geotechnical failure has occurred:*** • Hazardous ground movement • Major Ground subsidence / slump • Wall failure
Normal Action Response	**Trigger 1 Response**	**Trigger 2 Response**	**Trigger 3 Response**
Competent Personnel shall: • Maintain site Risk Register • Develop Mine Plans with Geotechnical input • Apply Mine Design Plans • Apply and comply with relevant PHMP and SOPs • Apply SLAM > JHA Processes as required • Conduct routine inspection and monitoring • Report hazards • Maintain records • Monitor and review risk controls • Routinely audit and review effectiveness of PHMP and SOPs	Competent Personnel shall, where necessary: • Notify relevant personnel • Increase Inspections and Monitoring • OCE to report in mine record • Review Mine Plans • Monitor discreet cracks by tell-tale indicator; or other means • Prepare for possible Withdrawal of personnel to place of safety • Restrict access and Barricade area • Escalate JHA > Risk Assessment • Seek advice from competent person(s) • Monitor and review risk controls • Routinely audit and review effectiveness of PHMP and SOPs	Competent Personnel shall, where necessary: • Notify all relevant personnel immediately • Withdraw personnel and equipment to place of safety • Escalate JHA > Risk Assessment • Increase Inspections and Monitoring – from safe location • Conduct competent assessment to determine if / when safe to re-enter • Conduct Incident Investigation (ICAM) • Monitor and review risk controls • SSE to notify Inspector of any Withdrawal of Personnel	Competent Personnel shall, where necessary: • Initiate site Emergency Response Procedures / Disaster Management Plan, as necessary; • Notify all relevant personnel immediately • Withdraw personnel to place of safety • Escalate JHA > Risk Assessment • Increase Inspections and Monitoring – from safe location • Initiate appropriate remedial action • Conduct competent assessment to determine if / when safe to re-enter • Authority to re-enter from SSE when considered safe • Conduct Incident Investigation (ICAM) • Monitor and review risk controls • SSE to notify Inspector of any Withdrawal of Personnel • Communicate key learnings

Annexure 2 – TARP – Spoil Low wall, Out-of-Pit Dump, Truck Dump Tip Head, Floor Heave

Normal State	Level 1 Trigger	Level 2 Trigger	Level 3 Trigger
Stable Ground Conditions • No reported / recorded indication of spoil low wall, out-of-pit dump, truck dump tip head failure; or floor heave • No visible signs ground movement or cracks • Risk at acceptable level	***Potential hazard identified:*** • Unexpected dribbling of spoil material and/or rolling of rocks; or presence of rocks at base of walls; • Opening of cracks or joints on benches, batter faces, including behind the crest of the dump face; • Sudden commencement or increase in seepage; • Observable undercutting of wall or dump face; • Development of misalignment in a spoil face, bench, or crest; • Observable or suspected changes in line or level of benches and/or batter faces; • Cracking and bulging of exposed coal or pit floor; and • Other observations recorded as triggers for previous slope failures	***Geotechnical failure imminent:*** • Deterioration of Trigger 1 conditions • Accelerated ground movement • Ground subsidence	***Geotechnical failure has occurred:*** • Hazardous ground movement • Major Ground subsidence / slump • Wall failure • Floor Heave
Normal Action Response	**Trigger 1 Response**	**Trigger 2 Response**	**Trigger 3 Response**
Competent Personnel shall: • Maintain site Risk Register • Develop Mine Plans with Geotechnical input • Apply Mine Design Plans • Apply and comply with relevant PHMP and SOPs • Apply SLAM > JHA Processes as required • Conduct routine inspection and monitoring • Report hazards • Maintain records • Monitor and review risk controls • Routinely audit and review effectiveness of PHMP and SOPs	Competent Personnel shall, where necessary: • Notify relevant personnel • Increase Inspections and Monitoring • OCE to report in mine record • Review Mine Plans • Monitor discreet cracks by tell-tale indicator; or other means • Prepare for possible Withdrawal of personnel to place of safety • Restrict access and Barricade area • Escalate JHA > Risk Assessment • Seek advice from competent person(s) • Monitor and review risk controls • Routinely audit and review effectiveness of PHMP and SOPs	Competent Personnel shall, where necessary: • Notify all relevant personnel immediately • Withdraw personnel and equipment to place of safety • Escalate JHA > Risk Assessment • Increase Inspections and Monitoring – from safe location • Conduct competent assessment to determine if / when safe to re-enter • Conduct Incident Investigation (ICAM) • Monitor and review risk controls • SSE to notify Inspector of any Withdrawal of Personnel	Competent Personnel shall: • Initiate site Emergency Response Procedures / Disaster Management Plan, as necessary; • Notify all relevant personnel immediately • Withdraw personnel to place of safety • Escalate JHA > Risk Assessment • Increase Inspections and Monitoring – from safe location • Initiate appropriate remedial action • Conduct competent assessment to determine if / when safe to re-enter • Authority to re-enter from SSE when considered safe • Conduct Incident Investigation (ICAM) • Monitor and review risk controls • SSE to notify Inspector of any Withdrawal of Personnel • Communicate key learnings

Annexure 3 – TARP – Digger Bench Failure

Normal State	Level 1 Trigger	Level 2 Trigger	Level 3 Trigger
Stable Ground Conditions • No reported / recorded indication of digger bench failure • No visible signs ground movement, slumping or cracks • Risk at acceptable level	***Potential hazard identified:*** • Unexpected dribbling of spoil material and/or rolling of rocks from the bench face; or presence of rocks at base of bench; • Opening of cracks on the bench surface, batter faces; • Cracking and bulging of exposed rock or coal; • Observable floor heave; • Observable undercutting of bench or bench not cut to design; • Observable or suspected changes in line or level of the bench, including unexpected or unusual amount of sinkage; or • Other observations recorded as triggers for previous digger bench failures.	***Geotechnical failure imminent:*** • Deterioration of Trigger 1 conditions • Accelerated ground movement • Ground subsidence	***Geotechnical failure has occurred:*** • Hazardous ground movement • Major Ground subsidence / slump • Wall or Bench failure
Normal Action Response	**Trigger 1 Response**	**Trigger 2 Response**	**Trigger 3 Response**
Competent Personnel shall: • Maintain site Risk Register • Develop Mine Plans with Geotechnical input • Apply Mine Design Plans • Apply and comply with relevant PHMP and SOPs • Apply SLAM > JHA Processes as required • Conduct routine inspection and monitoring • Report hazards • Maintain records • Monitor and review risk controls • Routinely audit and review effectiveness of PHMP and SOPs	Competent Personnel shall, where necessary: • Notify relevant personnel • Increase Inspections and Monitoring • OCE to report in mine record • Review Mine Plans • Monitor discreet cracks by tell-tale indicator; or other means • Prepare for possible Withdrawal of personnel to place of safety • Restrict access and Barricade area • Escalate JHA > Risk Assessment • Seek advice from competent person(s) • Monitor and review risk controls • Routinely audit and review effectiveness of PHMP and SOPs	Competent Personnel shall, where necessary: • Notify all relevant personnel immediately • Withdraw personnel and equipment to place of safety • Escalate JHA > Risk Assessment • Increase Inspections and Monitoring – from safe location • Conduct competent assessment to determine if / when safe to re-enter • Conduct Incident Investigation (ICAM) • Monitor and review risk controls • SSE to notify Inspector of any Withdrawal of Personnel	• Competent Personnel shall: • Initiate site Emergency Response Procedures / Disaster Management Plan, as necessary; • Notify all relevant personnel immediately • Withdraw personnel to place of safety • Escalate JHA > Risk Assessment • Increase Inspections and Monitoring – from safe location • Initiate appropriate remedial action • Conduct competent assessment to determine if / when safe to re-enter • Authority to re-enter from SSE when considered safe • Conduct Incident Investigation (ICAM) • Monitor and review risk controls • SSE to notify Inspector of any Withdrawal of Personnel • Communicate key learnings

NEW ACLAND COAL
EMERGENCY ACTION GUIDELINE
EAG 12 – IMMERSION OF: PERSON or VEHICLE

Name of 1st Response Controller:	

SEVERITY OF INCIDENT

Severity of Incident

☐ Person Immersed ☐ Vehicle Immersed

☐ Other (specify)_____

How Serious:

☐ **Level 1 – Site Contained**

☐ **Level 2 – Time and Response Critical**

☐ **Level 3 – Major Incident or Crisis**

RESPONSE GUIDE

Apply EMERGENCY ACTION PLAN and prepare for Escalation of Threat

- Notify Immediate Supervisor / OCE – who takes over control of incident..... ☐
- Secure Scene – Withdraw Personnel from Danger (if required)..... ☐
- Mobilise Site Emergency Response Team (if additional resources required to cordon off incident scene)..... ☐
- Mobilise competent First-Aider – to treat injured persons (if required) at scene or first-aid station..... ☐

ADDITIONAL RESPONSE - IF REQUIRED

- Ambulance – Fire – Police (Dial 000)..... ☐
- Notify all relevant personnel. ..... ☐
- Barricade roadways to restrict entry to 'at risk' areas. ..... ☐
- Arrange escort for internal backup (if required)..... ☐
- OCE to report hazards in OCE's Inspection Report. ..... ☐

WHAT TO DO

- Arrange escort for external providers. ..... ☐
- Notify area Superintendent and/or SSE. ..... ☐
- Consider - Plant feed – necessary isolations in place..... ☐

- Consider – Does equipment require stabilising to avoid further immersion?..... ☐

POST EVENT ACTIONS

- Monitor and review risk controls (continue or increase inspections and monitoring)..... ☐
- Secure incident scene for incident investigation. ..... ☐

NEW ACLAND COAL
EMERGENCY ACTION GUIDELINE
EAG 13 – VERTICAL RESCUE – RECOVERY FROM HEIGHT

Name of 1st Response Controller:	

SEVERITY OF INCIDENT

Severity of Incident

☐ Person Suspended ☐ Person Injured At Height

☐ Person Fall from Height

☐ Other (specify)_____

Nature of Injury

☐ Laceration ☐ Burn ☐ Fracture

☐ Spinal ☐ Crush ☐ Unconscious

☐ Other (specify)_____

How Serious:

☐ **Level 1 – Site Contained**

☐ **Level 2 – Time and Response Critical**

☐ **Level 3 – Major Incident or Crisis**

RESPONSE GUIDE

Apply EMERGENCY ACTION PLAN and prepare for Escalation of Threat

- Notify Immediate Supervisor / OCE – who takes over control of incident..... ☐
- Secure Scene – Withdraw Personnel from Danger (if required)..... ☐
- Mobilise Site Emergency Response Team (if additional resources required to cordon off incident scene)..... ☐
- Mobilise Electrician if electrical risk..... ☐
- Mobilise competent First-Aider – to treat injured persons (if required) at scene or first-aid station..... ☐
- Access Work Permit at job site and refer to Emergency Plan ..... ☐

ADDITIONAL RESPONSE - IF REQUIRED

- Ambulance – Fire – Police (Dial 000)..... ☐
- Mobilise EWP, Scissor Lift, Mobile Crane (as required) ..... ☐
- Arrange escort for internal backup (if required)..... ☐

WHAT TO DO

- Arrange escort for external providers. ..... ☐
- Notify area Superintendent and/or SSE. ..... ☐
- Consider - Is there risk of further harm?..... ☐

POST EVENT ACTIONS

- Secure incident scene for incident investigation. ..... ☐

NEW ACLAND COAL
EMERGENCY ACTION GUIDELINE
EAG 14 – FLUID INJECTION

Name of 1st Response Controller:	

SEVERITY OF INCIDENT

Severity of Incident

☐ Fluid injection into part of body

☐ Other (specify)_____

How Serious:

☐ **Level 1 – Site Contained**

☐ **Level 2 – Time and Response Critical**

☐ **Level 3 – Major Incident or Crisis**

RESPONSE GUIDE

Apply EMERGENCY ACTION PLAN and prepare for Escalation of Threat

- Notify Immediate Supervisor / OCE – who takes over control of incident..... ☐
- Secure Scene – Withdraw Personnel from Danger (if required)..... ☐
- Mobilise Site Emergency Response Team (if additional resources required to cordon off incident scene)..... ☐
- Mobilise competent First-Aider – to treat injured persons (if required) at scene or first-aid station..... ☐

ADDITIONAL RESPONSE – IF REQUIRED

- Ambulance – Fire – Police (Dial 000)..... ☐
- Arrange isolations, as required..... ☐
- Secure Scene – Withdraw Personnel from Danger (if required)..... ☐
- Mobilise Site Emergency Response Team (if additional resources required to cordon off incident scene)..... ☐
- Mobilise competent First-Aider(s)..... ☐
- First Aider to complete Casualty Report (OB12)..... ☐
- Arrange escort for internal backup (if required)..... ☐

WHAT TO DO

- Arrange escort for external providers. ☐
- Notify area Superintendent and/or SSE. ☐

FLUID INJECTION EMERGENCY

⚠ WARNING

Failure to act appropriately may result in death of patient, or the need to amputate the affected limb.

- Always conduct an Event Assessment at the scene prior to responding. Check the following:
- What isolations are in place ☐
- Ensure **ambulance** has mobilised ☐
- First Aid Treatment at the mine to include:
  a. Gently clean the injured part ☐
  b. Immobilise and elevate affected limb to a comfortable position ☐
  c. Rest patient to avoid anxiety ☐
  d. **DO NOT** give patient food or fluids as they must remain fasted in anticipation of anaesthesia and surgery if required ☐
- Attach the following documents to the patient and a copy to the ambulance:
  a. Dear Doctor Letter ☐
  b. Copy of Casualty Report (OB12) completed by First Aider ☐
  c. Additional Information from Sydney Hospital, "High Pressure Injection Injury of a Hand" ☐
  d. Injuries involving High Pressure Injection ☐
  e. Material Safety Data Sheet of the fluid involved eg hydraulic oil safety data sheet ☐
- Person must not be left alone or allowed to drive to medical facility. ☐
- Repeat baseline observation every 20-30 minutes especially if suspicious of systemic infection (into blood stream) ☐
- Upon arriving at hospital, the employee should report that "I'm an employee of New Acland Coal where I received a fluid injection injury about xx minutes ago" ☐
- If hospital admission and/or surgery is required, the medical facility should advise the injured employee's family of the situation ☐
- If following medical examination the patient is not admitted they will be driven back to work ☐
- Upon arrival back at work, the person should report to the First Aid Room and treating First Aider and advise the Supervisor of the results of the investigation ☐

POST EVENT ACTIONS

- Secure incident scene for incident investigation. ☐

LETTER TO THE DOCTOR

New Acland Coal
Acland-Muldu Road
Acland Qld 4352

Phone 0746948888

Fax: 0746948889

Date: / /

Dear Doctor,

The patient _____ you are assessing has a high pressure fluid injection injury.

He/she received a high pressure fluid (oil) injection injury at ……am/pm …/…../…... The mines Emergency Response Procedure requires our employees to have a medical assessment to check for any medical complications regarding this incident.

Their baseline observations at _____ am/pm were:

Pulse: _____ Blood pressure: _____ Temperature: _____

He/she is complaining of: (*pain, throbbing or numbness*)

Note: If the employee is required to be admitted to the hospital for observation overnight, please contact the company and advise of the situation.

Yours faithfully

First Aid Attendant
New Acland Coal.

ADDITIONAL INFORMATION
INJECTION OF HIGH PRESSURE HYDRAULIC OIL

Background information

The high pressure injection of a fluid such as hydraulic oil, grease and paint constitutes a medical and surgical emergency, requiring access to appropriate specialist surgical expertise as soon as possible.

The injury sustained in a high pressure injection incident is usually worse than it will first appear. The injury is relatively rare and it may be that some medical practitioners or hospital services will not be alert to the severity of an injury of this type.

Dr Ian Isaacs, Director of the Sydney Hospital Hand Unit, has provided advice on the response to **'High Pressure Injuries of the Hand'**, below.

The injured person will generally require specialist surgery or hand surgery services.

High Pressure Injection Injuries of the Hand

This information is by no means an over-statement of the problems that can arise as a result of such injuries. It needs to be emphasised that high pressure injection injuries to the hands are one of the very few injuries that require prompt and highly specialised treatment to minimise tissue damage and maximise restoration of function. 'the only effective treatment for high pressure injection injuries is surgical". This invariably will require extensive decompression of the area that has been affected by the injection injuries and this can involve a very extensive area beyond the apparent initial point of entry. The faster the injured worker is able to be transported to a centre that is able to perform this surgical treatment, the better the outcome will be.

A high index of suspicion of this injury must be entertained when a worker reports an accident whilst handling such equipment. Make note that the point of entry may look very small and may not bleed. It will usually be on the working surface of the hand, that is, on the pulps of the fingers or towards the palm. The worker may not complain initially of pain but may have a feeling of numbness and tenseness within the affected part. Within a short period following this injury, however, the part usually becomes quite irritated with the worker complaining of throbbing pain which can seem out of proportion to what is visible to the naked eye. Once the diagnosis has been entertained, there is little to be done apart from expediting that worker's transfer to a surgical facility where he can get treatment with the minimum of delay.

The First Aid procedures would consist of gentle cleaning of the part, resting the patient to avoid anxiety, and elevating the affected limb in a comfortable position so that activity of the extremity is minimal. A resting splint applied gently to the wrist would be an advantage. The patient should not be given fluids or food as they must remain fasted in anticipation of anaesthesia and surgery being required.

The urgency of transfer is of the same degree as would be required for an amputation injury where replantation is being considered. In this regard there are some situations where, due to the isolation of the mine, the site First Aider at the site may wish to liaise directly with the Specialist Unit for advice re the transfer.

NEW ACLAND COAL
EMERGENCY ACTION GUIDELINE
EAG 15 – MAJOR TRAUMA and SHOCK

Name of 1st Response Controller:	

SEVERITY OF INCIDENT

Nature of Injury:

☐ Person Crushed ☐ Impaled ☐ Amputation

☐ Unconscious ☐ Fractures ☐ Haemorrhage

☐ Other (specify)_____

How Serious:

☐ **Level 1 – Site Contained**

☐ **Level 2 – Time and Response Critical**

☐ **Level 3 – Major Incident or Crisis**

RESPONSE GUIDE

Apply EMERGENCY ACTION PLAN and prepare for Escalation of Threat

- Notify Immediate Supervisor / OCE – who takes over control of incident..... ☐
- Secure Scene – Withdraw Personnel from Danger (if required)..... ☐
- Mobilise Site Emergency Response Team (if additional resources required to cordon off incident scene)..... ☐
- Mobilise competent First-Aider – to treat injured persons (if required) at scene or first-aid station..... ☐
- First Aider to complete Casualty Report (OB12)..... ☐
- Arrange escort for internal backup (if required)..... ☐

ADDITIONAL RESPONSE - IF REQUIRED

- Ambulance – Fire – Police (Dial 000)..... ☐
- Arrange escort for external providers..... ☐
- Arrange transport of person(s) to doctor..... ☐
- Notify area Superintendent and/or SSE..... ☐

WHAT TO DO

- Be aware of potential for transmittable disease - use appropriate PPE and take precautions to avoid exposure..... ☐

MANAGEMENT OF SHOCK

Shock is the condition resulting from the body's inability to maintain effective circulation. Initially affecting non-vital organs as the body compensates for ineffective circulation by concentrating the supply of oxygenated blood to the vital organs, shock can easily lead to death if the cause remains unchecked.

Remember:

Treatment for heart attack:

- Ensure scene safety and follow the basic life support process. ☐
- Call 000 for an ambulance. ☐
- Control any bleeding as soon as possible to reduce any further blood loss. ☐
- Reassure the casualty ☐
- Elevate the casualty's legs slightly to assist with the return of blood to the vital organs if their injuries allow ☐
- DO NOT give the casualty anything to eat or drink. Apart from possibly causing the casualty to vomit, this may delay surgery if it is required. ☐
- Monitor and record the casualty's vital signs ☐
- Keep the casualty calm ☐

MANAGEMENT OF LIFE-THREATENING BLEEDING

Examples of life-threatening bleeding include: where blood gushes or spurts from a wound, or where blood does not clot after all efforts to control the bleed have been exhausted.

Treatment for Life-Threatening Bleed:

- Call 000 for an ambulance. ☐
- Rest and reassure the casualty ☐
- Be aware of the risk of cross-infection and avoid direct contact with blood and other body fluid or substance – wear appropriate PPE ☐
- Ensure there are no embedded objects in the wound that may result in further damage if pressure is applied. If necessary, apply indirect pressure ☐
- Apply firm, direct pressure to the source of the bleed using a sterile pad, clean cloth or hands. Instruct the casualty to apply the pressure if they are able. ☐
- Draw the edges of the wound together if possible. ☐
- Apply dressing over the wound firmly and secure it with a bandage ☐
- Elevate the bleeding part and restrict movement ☐
- Monitor and record vital signs ☐
- Check occasionally to ensure that circulation is not compromised ☐
- Keep the casualty calm ☐

INTERNAL BLEEDING

Internal bleeding cannot be effectively managed by a First Aid provider, but the following general measures can do much to save a life.

- Call 000 for an ambulance. ☐
- Reassure the casualty ☐
- Assist the casualty to lie down ☐
- Raise the legs if the injuries permit ☐
- Administer oxygen therapy ☐
- DO NOT give any medication ☐

- DO NOT permit the casualty to have anything to eat or drink as medical management of internal bleeding often involves surgery ☐
- Treat the casualty for shock ☐
- Monitor and record vital signs at frequent intervals (every five minutes) ☐
- Keep the casualty calm ☐

IMPALED OBJECTS

An object that remains in a puncture wound is called an embedded or impaled object. As with other puncture wounds, bleeding is not usually severe. However, internal bleeding can be if the object damages a major blood vessel or internal organs.

Remember:

Treatment for impaled objects:

- Call 000 for an ambulance. ☐
- DO NOT remove the object ☐
- Rest and reassure the casualty ☐
- Expose the wound by cutting clothing around the object so you can see clearly. Then:
  - Control bleeding (apply pressure around, not to, the embedded object) ☐
  - Stabilise the object ☐
  - Pad around the object ☐
  - Shorten the object if necessary, but be careful of heat, movement and vibration while cutting ☐
- Treat the casualty for shock ☐
- Monitor and record vital signs ☐
- Keep the casualty calm ☐

AMPUTATION

An amputation is usually caused by a shearing force from a sharp object. It is important to treat the casualty before attending to the preservation of the amputated part.

Remember:

Managing an amputation:

- Call 000 for an ambulance. ☐
- Control bleeding by:
  - Direct pressure and elevation if possible ☐
  - Applying compression bandage ☐
- Rest and reassure the casualty ☐
- Treat the casualty for shock ☐
- Monitor and record vital signs ☐
- Keep the casualty calm ☐

Treat the severed part after treating the casualty:

- DO NOT wash the amputated part. This can cause damage to the part and reduce the likelihood of its being successfully reattached to the casualty's limb. ☐
- Place the part in a clear plastic bag and seal the bag. ☐
- Place the bag in a container of water and/or crushed ice. Take care to ensure the part does not come into direct contact with the ice ☐
- Send the part with the casualty to hospital ☐

⚠ WARNING

DO NOT place a severed body part directly into ice. This will cause damage to the nerve endings that may still be alive. Ice can also cause burns.

CRUSH INJURIES

A crush injury can be complicated by a condition known as crush syndrome, which occurs when there is a prolonged delay in removing the crushing force from the casualty. Harmful toxins are produced by the crushed muscle tissue after a period of time, and are prevented from being released into the body while the crushing force remains on the casualty.

When the force is removed after a prolonged period, harmful toxins can swiftly inundate areas of the body and cause severe shock and renal failure in the casualty.

Managing a crush injury:

- Call 000 for an ambulance. ☐
- If it is safe and physically possible, all crushing forces should be removed as soon as possible ☐
- If the crushing force is to the head, neck or torso, it must be removed immediately ☐
- If the crushing force to a limb cannot be removed or has been in place for 30 minutes or longer, do not remove it. Remain with the casualty and wait for assistance of emergency services ☐
- Rest and reassure the casualty, keep them as comfortable as possible ☐
- Treat the casualty for shock ☐
- Monitor and record vital signs ☐
- Keep the casualty calm ☐

⚠ WARNING

DO NOT use a tourniquet in the first aid management of a crush injury.

FRACTURES

Managing a fractured limb:

- Call 000 for an ambulance. ☐
- Immobilise the limb above and below the site of the fracture using padded splints tied off on the uninjured side ☐
- Check circulation to the limb by gently touching the skin below the fracture site to feel whether it is warm or cold. If circulation is not obstructed the skin should feel warm and be pink in appearance. If the skin is cold and looks pale, circulation could be obstructed ☐

- When in doubt as to whether a suspected fracture should be splinted or not, apply a splint as it is better to over-treat than not treat at all ☐
- Elevate the limb if possible after limb is immobilised. ☐
- Rest and reassure the casualty, keep them as comfortable as possible ☐
- Treat the casualty for shock ☐
- Monitor and record vital signs ☐
- Keep the casualty calm ☐

POST EVENT ACTIONS

- Secure incident scene for incident investigation. ☐

NEW ACLAND COAL
EMERGENCY ACTION GUIDELINE
EAG 16 – ACUTE MEDICAL EMERGENCIES

Name of 1st Response Controller:	

SEVERITY OF INCIDENT

Nature of Injury:

☐ Cardiac Emergency ☐ Stroke ☐ Seizure

☐ Diabetes ☐ Dizziness / Fainting ☐ Epilepsy

☐ Other (specify)_____

How Serious:

☐ **Level 1 – Site Contained**

☐ **Level 2 – Time and Response Critical**

☐ **Level 3 – Major Incident or Crisis**

RESPONSE GUIDE

Apply EMERGENCY ACTION PLAN and prepare for Escalation of Threat

- Notify Immediate Supervisor / OCE – who takes over control of incident..... ☐
- Secure Scene – Withdraw Personnel from Danger (if required)..... ☐
- Mobilise Site Emergency Response Team (if additional resources required to cordon off incident scene)..... ☐
- Mobilise competent First-Aider – to treat injured persons (if required) at scene or first-aid station..... ☐
- First Aider to complete Casualty Report (OB12)..... ☐
- Arrange escort for internal backup (if required)..... ☐

ADDITIONAL RESPONSE - IF REQUIRED

- Ambulance – Fire – Police (Dial 000)..... ☐
- Arrange escort for external backup (if required)..... ☐
- Arrange transport of person(s) to doctor. ..... ☐
- Notify area Superintendent and/or SSE. ..... ☐

WHAT TO DO

- Be aware of potential for transmittable disease - use appropriate PPE and take precautions to avoid exposure. ☐

HEART ATTACK

Pain in the centre of the chest behind the breastbone, which lasts for ten minutes or more, must be regarded as a heart attack. The pain may spread to the arms, shoulders, neck and jaw. Sudden collapse without pain may be the only sign. If cardiac arrest occurs (when the heart ceases to operate) the casualty will need cardiopulmonary resuscitation (CPR).

Remember – Chain of Survival:

Treatment for heart attack:

- Call 000 for an ambulance. ☐
- Reassure the casualty ☐

If casualty is unconscious:

- Follow DRABCD (Danger, Response, Airway, Breathing, CPR, Defibrillation). ☐
- Check the casualty's airway is clear and if they are breathing. If the casualty is not breathing, commence CPR immediately ☐

If casualty is conscious:

- Place them in a position of comfort (usually sitting up to assist with breathing) ☐
- The casualty should be placed on the floor, sitting against a wall if possible, in order to avoid injuries if they collapse suddenly. ☐
- Assist the casualty to take any prescribed chest pain medication (if applicable) ☐
- Keep the casualty calm ☐

STROKE

A stroke is an immediately life-threatening condition requiring urgent medical attention. New drugs and medical procedures can reduce the severity of the damage caused by a stroke.

Treatment for stroke:

- Call 000 for an ambulance. ☐
- Rest and reassure the casualty ☐

If casualty is unconscious:

- Place them in a lateral (side) position to help drain any fluids or vomit from the mouth ☐
- Monitor and record vital signs ☐

If casualty is conscious:

- Position them with their head and shoulders raised by at least 30^{O} (this minimises the amount of blood being pumped from the heart to the brain and will help to reduce further damage) ☐

- Monitor and record vital signs. ☐
- First Aider may be able to determine which side of the body is affected by asking a conscious casualty to smile. The affected side of the mouth will not move up into a smile. ☐
- Keep the casualty calm ☐

SEIZURE

Seizures are caused by a sudden inappropriate discharge of electrical activity in the brain, which can lead to a range of physical manifestations, from staring spells and facial twitching to uncontrolled muscular activity appearing as stiffness and jerking of the limbs and loss of consciousness. A condition in which seizures commonly recur is epilepsy.

Treatment for seizure:

- Call 000 for an ambulance. ☐
- Protect the casualty from injury by moving objects that may inflict harm and putting padding under the head ☐
- DO NOT restrain the casualty or try to stop the seizure. Allow the seizure to run it's course ☐
- DO NOT put fingers or any other objects in the casualty's mouth ☐

Once the seizure has stopped:

- Check the unconscious casualty's airway and breathing ☐
- Check for and treat any injuries the casualty may have suffered. ☐
- Place the casualty in a lateral (side) position and allow recovery in a quiet place ☐
- Cover the casualty if there has been any loss of bladder or bowel control. Remember they will be extremely embarrassed ☐
- Stay with the casualty until they are fully conscious and aware of their surroundings ☐
- Monitor and record vital signs ☐

DIABETES

In severe cases, Diabetes may cause altered states of consciousness and represent potentially serious medical emergencies.

NOTICE

Person with a known Type 1 or Type 2 Diabetes may be carrying prescribed medication in the form of injectable Insulin and may request assistance in administering the drug in life-threatening situations.

Management of ***hypoglycaemia and hyperglycaemia*** :

1. **Call 000** for an ambulance. ☐
2. Calm and reassure the casualty ☐

If casualty is unconscious:

- Follow DRABCD (Danger, Response, Airway, Breathing, CPR, Defibrillation). ☐
- Check the casualty's airway is clear and if they are breathing. If the casualty is not breathing, commence CPR immediately ☐

If casualty is conscious:

- Keep the casualty calm ☐
- Place them in a position of comfort ☐

- Follow any emergency plan the casualty may have..... ☐
- Assist the casualty to take any prescribed medication (if applicable) ..... ☐
- Give them fluid or food containing sugar, such as lollies, non-diet soft drinks, fruit juice or water containing several teaspoons of sugar..... ☐
- Administer oxygen therapy if required..... ☐
- Monitor and record the casualty's vital signs ..... ☐
- If casualty stops breathing, administer CPR ..... ☐

POST EVENT ACTIONS

- Follow up with doctor. ..... ☐

NEW ACLAND COAL
EMERGENCY ACTION GUIDELINE
EAG 17 – ALLERGIC REACTION (ANAPHYLAXIS)

Name of 1st Response Controller:	

EAG 17 – ALLERGIC REACTION

SEVERITY OF INCIDENT

Nature of Injury:

☐ Allergic Reaction (Anaphylaxis)

☐ Other (specify)_____

How Serious:

☐ **Level 1 – Site Contained**

☐ **Level 2 – Time and Response Critical**

☐ **Level 3 – Major Incident or Crisis**

RESPONSE GUIDE

Apply EMERGENCY ACTION PLAN and prepare for Escalation of Threat

- Notify Immediate Supervisor / OCE – who takes over control of incident..... ☐
- Secure Scene – Withdraw Personnel from Danger (if required)..... ☐
- Mobilise Site Emergency Response Team (if additional resources required to cordon off incident scene)..... ☐
- Mobilise competent First-Aider – to treat casualty (if required) at scene or first-aid station. ..... ☐
- First Aider to complete Casualty Report (OB12)..... ☐
- Arrange escort for internal backup (if required)..... ☐

ADDITIONAL RESPONSE – IF REQUIRED

- Ambulance – Fire – Police (Dial 000)..... ☐
- Arrange escort for external backup (if required)..... ☐
- Arrange transport of person(s) to doctor. ..... ☐
- Notify area Superintendent and/or SSE. ..... ☐

WHAT TO DO

ANAPHYLAXIS – SEVERE ALLERGIC REACTION

Anaphylaxis is an acute (sudden), severe allergic reaction triggered by a variety of substances or venom of stinging insects. It is a form of shock and it can be life-threatening, particularly when the casualty's breathing is affected.

NOTICE

Person with a known allergy may be carrying prescribed medication in the form of injectable adrenaline (an EpiPen®) and may request assistance in administering the drug in life-threatening situations.

- Call 000 for an ambulance. ..... ☐
- Calm and reassure the casualty ..... ☐
- Follow any emergency plan the casualty may have ..... ☐
- Administer any prescribed medication the casualty may have relevant to the presenting anaphylaxis (e.g. inject EpiPen® into the thigh) ..... ☐
- Administer oxygen therapy if required ..... ☐
- If casualty stops breathing, administer CPR ..... ☐

POST EVENT ACTIONS

- Follow up with doctor. ..... ☐

NEW ACLAND COAL
EMERGENCY ACTION GUIDELINE
EAG 18 – RESPIRATORY EMERGENCIES

Name of 1st Response Controller:	

SEVERITY OF INCIDENT

Nature of Injury:

- ☐ Asthma
- ☐ Choking
- ☐ Drowning
- ☐ Anaphylaxis
- ☐ Hyperventilation
- ☐ Other (specify)_____

How Serious:

- ☐ **Level 1 – Site Contained**
- ☐ **Level 2 – Time and Response Critical**
- ☐ **Level 3 – Major Incident or Crisis**

RESPONSE GUIDE

Apply EMERGENCY ACTION PLAN and prepare for Escalation of Threat

- Notify Immediate Supervisor / OCE – who takes over control of incident..... ☐
- Secure Scene – Withdraw Personnel from Danger (if required)..... ☐
- Mobilise Site Emergency Response Team (if additional resources required to cordon off incident scene)..... ☐
- Mobilise competent First-Aider – to treat casualty (if required) at scene or first-aid station. ..... ☐
- First Aider to complete Casualty Report (OB12)..... ☐
- Arrange escort for internal backup (if required)..... ☐

ADDITIONAL RESPONSE - IF REQUIRED

- Ambulance – Fire – Police (Dial 000)..... ☐
- Arrange escort for external backup (if required)..... ☐
- Arrange transport of person(s) to doctor. ..... ☐
- Notify area Superintendent and/or SSE. ..... ☐

WHAT TO DO

- Be aware of potential for transmittable disease - use appropriate PPE and take precautions to avoid exposure. ☐

ASTHMA ATTACK

Remember:

People with asthma have sensitive airways that narrow when they are exposed to certain triggers, leading to difficulty in breathing. Asthma can be a life-threatening emergency.

NOTICE

Chronic asthmatics should have an emergency management plan that has been developed with their doctor or specialist. Such a plans allows asthmatics, who may be unable to speak due to a serious attack, to show somebody assisting them the best course of action to take to manage their situation.

If casualty is unconscious:

- Follow DRABCD (Danger, Response, Airway, Breathing, CPR, Defibrillation). ☐
- Call 000 for an ambulance. ☐

If casualty is conscious:

1. Make casualty comfortable – sitting upright and leaning forward ☐
   - Tell casualty to take slow, deep breaths ☐
2. Help with administration of casualty's medication: 4 x 4 x 4 technique ☐
   - give 4 puffs of a blue reliever inhaler—casualty takes a breath with each puff ☐
   - use a spacer if available: give 4 puffs, one at a time—casualty takes 4 breaths after each puff ☐
   - wait 4 minutes ☐
   - if no improvement, give another 4 puffs. ☐

If attack continues or worsens:

3. **Call 000** for an ambulance. ☐
4. Keep giving 6-8 puffs of casualty's medication every 5 minutes ☐
5. Administer oxygen therapy ☐

CHOKING EMERGENCY

1. **Call 000** for an ambulance. ☐

2. Reassure the casualty ☐

3. Encourage casualty to cough to try to expel foreign material ☐

If casualty's condition worsens:

1. Turn casualty on their side and attempt to clear and open the airway ☐
2. Check for signs of breathing – look, listen and feel ☐
3. If conscious, give up to five sharp blows between the shoulder blades with the heel of your hand ☐
4. Recheck the airway and for signs of breathing after each blow ☐
5. **If unconscious, commence CPR** ☐

ANAPHYLAXIS – SEVERE ALLERGIC REACTION

Anaphylaxis is an acute (sudden), severe allergic reaction triggered by a variety of substances or venom of stinging insects. It is a form of shock and it can be life-threatening, particularly when the casualty's breathing is affected.

NOTICE

Person with a known allergy may be carrying prescribed medication in the form of injectable adrenaline (an EpiPen®) and may request assistance in administering the drug in life-threatening situations.

1. **Call 000** for an ambulance. ☐
2. Calm and reassure the casualty ☐
3. Follow any emergency plan the casualty may have ☐
4. Administer any prescribed medication the casualty may have relevant to the presenting anaphylaxis (e.g. inject EpiPen® into the thigh) ☐
5. Administer oxygen therapy if required ☐
6. If casualty stops breathing, administer CPR ☐

HYPERVENTILATION

Hyperventilation is the term used to describe signs and symptoms resulting from stress-related or deliberate over-breathing. The increased depth and rate of breathing disrupts the normal balance of oxygen and carbon dioxide levels in the blood.

NOTICE

Not every person who is breathing deeply or rapidly is suffering hyperventilation. Other more serious conditions could be present, e.g.: asthma, heart attack, collapsed lung, poisoning, diabetes.

1. Call 000 for an ambulance ☐
2. Calm and reassure the casualty ☐

3. Tell casualty to take slow, deep breaths ☐

If casualty's condition worsens:

6. Turn casualty on their side and attempt to clear and open the airway ☐
7. Check for signs of breathing – look, listen and feel ☐
8. Administer oxygen therapy if required ☐
9. **If unconscious, commence CPR** ☐

POST EVENT ACTIONS

- Follow up with doctor ☐

NEW ACLAND COAL
EMERGENCY ACTION GUIDELINE
EAG 19 – POISONS, BITES and STINGS

Name of 1st Response Controller:	

SEVERITY OF INCIDENT

Nature of Injury:

☐ Snake Bite ☐ Spider Bite

☐ Other (specify)_____

How Serious:

☐ **Level 1 – Site Contained**

☐ **Level 2 – Time and Response Critical**

☐ **Level 3 – Major Incident or Crisis**

RESPONSE GUIDE

Apply EMERGENCY ACTION PLAN and prepare for Escalation of Threat

- Notify Immediate Supervisor / OCE – who takes over control of incident..... ☐
- Secure Scene – Withdraw Personnel from Danger (if required)..... ☐
- Mobilise Site Emergency Response Team (if additional resources required to cordon off incident scene)..... ☐
- Mobilise competent First-Aider – to treat casualty (if required) at scene or first-aid station. ..... ☐
- First Aider to complete Casualty Report (OB12)..... ☐
- Arrange escort for internal backup (if required)..... ☐

ADDITIONAL RESPONSE – IF REQUIRED

- Ambulance – Fire – Police (Dial 000)..... ☐
- Arrange escort for external backup (if required)..... ☐
- Give copy of Casualty Report (OB12) to ambulance on arrival. ..... ☐
- Arrange transport of person(s) to doctor. ..... ☐
- Notify area Superintendent and/or SSE. ..... ☐

WHAT TO DO

MANAGING A SNAKE BITE

NOTICE

IF SNAKE BITE - Do not wash venom off the skin as retained venom will assist identification. **Do not** use a constrictive bandage (i.e. arterial tourniquet). **Do not** try and catch the snake.

1. **Check for signs of life**: • if casualty is unconscious, follow DRABCD (Danger, Response, Airway, Breathing, CPR, Defibrillation). ..... ☐

2. **Calm casualty**. ..... ☐

3. **Apply pressure immobilisation bandage**: • apply a firm roller bandage starting just above the fingers or toes and moving up the limb as far as can be reached • the bandage needs to be very firm. ..... ☐

4. **Immobilise casualty**: • apply a splint to immobilise the bitten limb • check circulation in fingers or toes • ensure casualty doesn't move. ..... ☐

5. **Call 000** for an ambulance. ..... ☐

MANAGING SPIDER BITES

1. Follow DRABCD. ..... ☐

2. Lie casualty down. ..... ☐

3. Calm Casualty. ..... ☐

4. Immobilise casualty • apply a firm pressure immobilisation bandage starting just above fingers or toes and as far up limb as possible • ensure the casualty does not move. ..... ☐

5. Call 000 for an ambulance. ..... ☐

INSECT STING ALLERGIES – ANAPHYLAXIS

NOTICE

Person with a known allergy may be carrying an EpiPen® and may request assistance in administering the drug.

1. Follow DRABCD. ..... ☐

POST EVENT ACTIONS

- Follow up with doctor. ..... ☐

NEW ACLAND COAL
EMERGENCY ACTION GUIDELINE
EAG 20 – RADIATION EMERGENCY

An incident is any unplanned event or abnormal situation which may result in exposure to higher-than-background levels of radiation. An accident is any unplanned event or abnormal situation which does result in exposure to higher-than-background levels of radiation, injury to personnel or damage to radiation sources, their housings, storage areas or transport vehicles.

Name of 1st Response Controller:	

SEVERITY OF INCIDENT

Nature of Incident

☐ Radiation Source Damaged ☐ Vehicle Incident – Carrying Source

☐ Fire Near Radiation Source

☐ Other (specify)_____

Severity of Incident

☐ Higher than Background Levels of Radiation ☐ Potential for Exposure

☐ Other (specify)_____

How Serious:

☐ **Level 1 – Site Contained**

☐ **Level 2 – Time and Response Critical**

☐ **Level 3 – Major Incident or Crisis**

RESPONSE GUIDE

Apply EMERGENCY ACTION PLAN and prepare for Escalation of Threat

- Notify Immediate Supervisor / OCE – who takes over control of incident..... ☐
- Secure Scene – Withdraw Personnel from Danger (if required)..... ☐
- Mobilise Radiation Safety Officer (RSO)..... ☐
- Activate site Radiation Safety & Protection Plan..... ☐

ADDITIONAL RESPONSE – IF REQUIRED

- Arrange escort for internal and external back-up..... ☐
- Mobilise Site Emergency Response Team (if additional resources required to cordon off incident scene)..... ☐
- Notify area Superintendent and/or SSE. ..... ☐

WHAT TO DO

- General means of control is the same as emergency principles. Additional requirements include:
  - Mobilise a Radiation Safety Officer (RSO) ☐
  - Arrange for the evacuation of any non-essential personnel to a distance of not less than 25 metres (do not let them leave the area until monitored by the RSO) ☐

- The RSO will: ☐
  - Ensure that the necessary and appropriate emergency services have been summoned; ☐
  - On arrival at the site, immediately assess (with the aid of a radiation survey meter) the nature and scope of the radiation hazard; ☐
  - Take action to reduce radiation exposure levels - this action may involve applying shielding to the radioactive source, moving persons or the radioactive source to a safe distance, controlling access to the site and monitoring persons and equipment leaving the area; ☐
  - Identify and contact those people who may have been exposed to radiation - have them congregate together at a safe place and arrange for recording of details of their movements at the time of the incident; ☐
  - Immediately the incident is brought under control, investigate the circumstances of the incident and arrange for the estimation (by way of calculation or reading of personal dosimeters) of the radiation exposure to any person who may have been exposed; and ☐
  - Notify the Licensee and the Chief Executive, Queensland Health if any radioactive source is lost or damaged or if any person may have received a radiation dose in excess of the maximum permissible dose ☐
  - If required, arrange for the decontamination of personnel and equipment and for the safe storage and/or disposal of contaminated items. ☐

- The Licensee shall: ☐
  - Immediately report the matter to an emergency response provider (if required) and the Regulatory Authority, proposing a course of action to restore the normal situation; and ☐
  - Submit a detailed written account of the situation to the Regulatory Authority within 7 days. ☐
  - ensure that all requirements under the Coal Mining Safety & Health Act 1999 have been complied with. ☐

POST EVENT ACTIONS

- Secure incident scene for incident investigation. ☐

NEW ACLAND COAL
EMERGENCY ACTION GUIDELINE
EAG 21 – AIRCRAFT DOWN

Name of 1st Response Controller:	

SEVERITY OF INCIDENT

Severity of Incident

☐ Civil Aircraft Down at Mine ☐ Military Aircraft Down at Mine

☐ Emergency Landing (e.g. Civil or Military Aircraft)

☐ Other (specify)_____

How Serious:

☐ **Level 1 – Site Contained**

☐ **Level 2 – Time and Response Critical**

☐ **Level 3 – Major Incident or Crisis**

RESPONSE GUIDE

Apply EMERGENCY ACTION PLAN and prepare for Escalation of Threat

- Notify Immediate Supervisor / OCE – who takes over control of incident. ☐
- Secure Scene – Withdraw Personnel from Danger (if required) ☐
- Mobilise Site Emergency Response Team (if additional resources required to cordon off incident scene) ☐
- Mobilise competent First-Aider – to treat injured persons (if required) at scene or first-aid station. ☐
- First Aider to complete Casualty Report (OB12) ☐
- Mobilise Water Truck(s) – to 'stand by' ☐
- Arrange escort for internal backup (if required) ☐
- Assist pilot and crew with notifications and calls for assistance. ☐

ADDITIONAL RESPONSE – INCIDENT SITE COORDINATION and SECURITY

- Ambulance – Fire – Police (Dial 000) ☐
- Notify all relevant personnel. ☐
- Restrict Access - Barricade roadways to restrict entry to authorised personnel only. ☐

  a. Media and insurance representatives must remain outside mining lease boundaries. Release of information to and access by the media shall be left to the relevant authorities. ☐

  b. A restricted zone above and around the site will normally be declared and promulgated to pilots by means of a 'Notice to Airmen' (NOTAM) ☐

- Arrange escort for external backup (if required). ☐
- Conduct competent assessment to determine if / when safe to re-enter area. ☐
- Authority to re-enter area from SSE when considered safe (based on advice from relevant authority). ☐
- OCE to report hazards in OCE's Inspection Report. ☐

WHAT TO DO

Notifications:

- The accident must also be reported on the national emergency telephone number: **000** ☐
- All ***civil aircraft*** accidents are required, by law, to be reported to the Australian Transport Safety Bureau (ATSB): **1800 011 034** ☐
- All ***military aircraft*** accidents are required to be reported to the Directorate of Flying Safety – Australian Defence Force (DFS-ADF) Duty Officer on **0410 626 357**; and Army Aviation Centre (AAC) – Oakey

  Monday to Friday – Day flying operations (0730 – 1630h) contact the DS-DD Emergency coordination centre – ph. **074577 7555** ☐

  Monday to Thursday – Night flying operations (1830 – 2300h) contact the DS-DD Emergency coordination centre – ph: **07 4577 7555** ☐

  After hours / weekend contact:

  AAC Duty Officer – mob: **0408 026 728** ☐

  Ph: **07 4577 7003** ☐

  EEC Duty Member - mob: **0427 725 658** ☐
- Notify area Superintendent and/or SSE ☐

Additional Requirements:

- CAUTION: aviation accident sites contain potential hazards including flammable, radioactive and toxic materials and may also contain explosives ☐
- CAUTION: only personnel with SCBA or full-face canister respirators may enter an aircraft accident zone until fires are extinguished and loose composite fibres are suppressed ☐
- CAUTION: due to possible activation of damaged ordnance by radio transmission – DO NOT use portable communications equipment within immediate vicinity of accident site. ☐
- DO NOT do more than is necessary to preserve life without endangering your own. Seek advice from ATSB or Defence on any hazards that may be present ☐
- NOTHING should be disturbed other than that necessary to rescue survivors or preserve life and suppress post-crash fires. ☐

- Within the limits imposed by actions necessary to preserve life: photograph, video, sketch or make mental notes of wreckage before disturbing it. DO NOT become a casualty yourself. ☐
- Note the location and condition of safety harnesses and positions of survivors before they are moved ☐
- Every piece of the aircraft, its location and exact position, is important in determining the sequence of events and the contributing factors that led to the accident. ☐
- Secure the accident site by placing a cordon around all scattered wreckage, as well as other evidence such as marks made by the aircraft, and ground scars ☐
- Important evidence can be gained from instrument readings, control positions, soot and fire patterns, location of fatalities, ground scars, etc. ☐
- Obtain names, addresses, contact numbers and intended movements of witnesses, and note in particular any witnesses who may have photographic or video evidence of the accident ☐

If fatalities have occurred:

- Check with the coroner or their representative (usually the police) before taking any action to remove bodies ☐
- Check with the ATSB or DFS-ADF Investigator in-charge to ascertain whether there are any special requirements for in-situ pathological examination before removing bodies ☐

If bodies are removed before an ATSB or Defence Investigator arrives:

- Carefully record the posture and position of each victim, with photographs, video and/or sketches ☐
- Photograph or sketch any marks on the ground or wreckage that may be affected by removal of any victims or the actions of attending emergency services personnel ☐
- Leave the wreckage as undisturbed as possible when removing victims ☐
- Ensure bodies are decontaminated of hazardous substances prior to removal from accident site ☐

STEP 6 – POST EVENT ACTIONS

- Secure incident scene for incident investigation ☐

Who must report an aviation accident?

Civil: As required under the Transport Safety Investigation Act 2003 and regulations, the owner, operator or crew of the aircraft must report the accident immediately to the Australian Transport Safety Bureau (ATSB). However, it is understood that the owner and/or operator may not learn of the accident until some time after the event, and the crew may be unable to notify the ATSB due to personal injuries.

Anyone learning of an aviation accident should report the accident to the ATSB immediately, in addition to alerting emergency services as required.

Military: The aircraft captain and operating unit must report the military aircraft accident to Directorate of Flying Safety – Australian Defence Force (DFS-ADF). Should any person witness an aircraft accident and there is reason to suspect that an Australian or foreign military aircraft has been involved, contact the Duty Officer at your nearest military base and DFS-ADF should be advised as soon as possible.

DFS-ADF maintains a 24-hour Duty Officer, who will activate the military aircraft accident response plan.

NEW ACLAND COAL
EMERGENCY ACTION GUIDELINE
EAG 22 – BOMB THREAT

Name of 1st Response Controller:	

In Case of Firearm, Weapon or Bomb Threat SF103 - Bomb Threat Report shall be initiated and police contacted.

SEVERITY OF INCIDENT

Severity of Incident

☐ Bomb Threat ☐ Suspicious Package Found

☐ Other (specify)_____

How Serious:

☐ **Level 1 – Site Contained**

☐ **Level 2 – Time and Response Critical**

☐ **Level 3 – Major Incident or Crisis**

RESPONSE GUIDE

Remain Calm – Treat all Threats as Genuine

Apply EMERGENCY ACTION PLAN and prepare for Escalation of Threat

- Notify Immediate Supervisor / OCE – who takes over control of incident..... ☐
- Secure Scene – Withdraw Personnel from Danger (if required)..... ☐
- Mobilise Site Emergency Response Team (if additional resources required to cordon off incident scene)..... ☐
- Refer to and fill in details on Bomb Extortion Threat Report (attached to this EAG). ..... ☐

ADDITIONAL RESPONSE – AS REQUIRED

1. Ambulance – Fire – Police (Dial 000)
2. Arrange escort for internal backup (if required)

WHAT TO DO

BOMB THREAT

Bomb threats create a specific type of emergency and require a swift and positive procedure for dealing with the threat. In the event that a bomb threat is received, by whatever means, ALL action taken will be the responsibility of the Supervisor who has the sole authority to implement any bomb threat procedures.

General means of control is the same as emergency principals. Additional requirements include:

- Call 000 for police..... ☐
- Making the decision to evacuate or withdraw personnel from danger..... ☐

- Devising and implementing, with assistance of Police, a search plan ☐
- Devising and implementing, an evacuation plan ☐
- Assessing the long term and short term threat ☐
- Making the decision to re-occupy ☐
- Notification of the SSE ☐

Action to be Taken:

- DO NOT PANIC ☐
- DO NOT activate the mine site emergency alarm ☐

Threat by Telephone:

- REMAIN CALM ☐
- Try to obtain as much information as possible from the caller. Try to assess the following:
  - The caller: Man, Woman, or Child? – Speech? ☐
  - Distractions: Is the call from a public or private phone? Any background Noises? ☐
- Notify the Police and SSE (or representative). They will need all this information to decide on appropriate action ☐

Bomb in the Post:

If for any reason, a letter or package is suspected of being an explosive device:

- REMAIN CALM ☐
- DO NOT activate the mine site emergency alarm ☐
- Notify the SSE (or representative) ☐

⚠ WARNING

Under no circumstances should any person attempt to move or disarm a bomb when it is found. This action must be carried out only by a trained bomb disposal team authorised by the Police Department.

POST EVENT ACTIONS

- Secure incident scene for incident investigation. ☐
- Await notification from SSE prior to resuming operations ☐

QUEENSLAND POLICE DEPARTMENT

CONFIDENTIAL

BOMB EXTORTION THREAT REPORT

use delaying tactics——————leave telephone line open

Q.P. 173
2/83

WORDING OF THE THREAT (*Try to record exact words*)

_____

_____

_____

_____

KEEP THE CALLER TALKING

Try to obtain as much information as possible.

ASK THESE QUESTIONS to get details of the threat

1. When is bomb going to explode?_____
2. Where is it right now?_____
3. What does it look like?_____
4. What kind is it?_____
5. What will cause it to explode?_____
6. What kind of explosive is used in the bomb?_____
7. How much explosive is in the bomb?_____
8. When was it put there?_____
9. Why was it put there?_____
10. Who put it there?_____
11. How was the bomb carried there?_____
12. Who do you represent?_____
13. Are other involved with you?_____
14. Where are you?_____
15. Who are you?_____
16. What is your telephone number?_____
17. Are you going to call again?_____When?_____
18. Other details?_____

EVEN THOUGH THE CALLER MAY HAVE DONE SO —

---do not hang up---

IF THE BOMB IS ON AIRCRAFT, TRAIN, SHIP, ETC.

Where did aircraft, etc., leave from?_____When?_____

What is its destination?_____What type of aircraft, etc.?_____

Is it set to explode at an altitude or a time?_____What?_____

Do you know a passenger?_____Who?_____

ANALYSIS OF CALL (*Complete after call but do not hang up*)

VOICE	SPEECH	MANNER/ATTITUDE	BACKGROUND NOISE
☐ Man	☐ Fast	☐ Angry	☐ Clear
☐ Woman	☐ Slow	☐ Emotional	☐ Silent
☐ Child	☐ Hesitant	☐ Excited	☐ Talk
☐ Estimated age_____years	☐ Distinct	☐ Crying	☐ Street
☐ Loud	☐ Impeded	☐ Normal	☐ Traffic
☐ Soft	☐ Stutter	☐ Pleasant	☐ Trains
☐ Deep	☐ Incoherent	☐ Calm	☐ Aeroplane
☐ High Pitched	☐ Nasal	☐ Intoxicated	☐ Machines
☐ Raspy	☐ Cultured	☐ Irrational	☐ Motor
☐ Cracking	☐ Uneducated	☐ Laughter	☐ Office
☐ Clearing throat	☐ Foul	☐ Deep Breathing	☐ P.A. System
☐ Familiar	☐ Disguised		☐ Static
☐ Accent_____	☐ Taped		☐ Music
	☐ Slurred		☐ Animals
			☐ Children
			☐ House

☐ If voice is familiar, who did it sound like?_____

☐ Other Comments_____

TELEPHONE CALL ☐ Local ☐ Trunk ☐ Private ☐ S.T.D. ☐ Public

RECEIVER OF CALL Name_____Position/Rank_____Location/Station_____

TIME AND DATE CALL RECEIVED_____on_____Received on Tel. No._____Usual Tel. No._____

ACTION TAKEN_____

_____

_____

_____

_____

REPORT CALL IMMEDIATELY TO

Building Fire Warden **Phone**_____

Floor Fire Warden **Phone**_____

Police **Phone**_____

NEW ACLAND COAL
EMERGENCY ACTION GUIDELINE
EAG 23 – THREAT OF VIOLENCE

Name of 1st Response Controller:	

SEVERITY OF INCIDENT

Severity of Incident

☐ Threat of Physical Violence ☐ Assault

☐ Malae ☐ Firearms

☐ Other (specify)_____

How Serious:

☐ **Level 1 – Site Contained**

☐ **Level 2 – Time and Response Critical**

☐ **Level 3 – Major Incident or Crisis**

RESPONSE GUIDE

Remain Calm – Treat all Threats as Genuine

Apply EMERGENCY ACTION PLAN and prepare for Escalation of Threat

- Notify Immediate Supervisor / OCE – who takes over control of incident..... ☐
- Secure Scene – Withdraw Personnel from Danger (if required)..... ☐
- Mobilise Site Emergency Response Team (if additional resources required to cordon off incident scene)..... ☐

ADDITIONAL RESPONSE - AS REQUIRED

- Ambulance – Fire – Police (Dial 000)..... ☐
- Arrange escort for internal backup (if required)..... ☐

WHAT TO DO

THREAT OR VIOLENT ACT

General means of control is the same as emergency principals. Additional requirements include:

- Call 000 for police..... ☐
- Making the decision to evacuate or withdraw personnel from danger..... ☐
- Devising and implementing, with assistance of Police..... ☐
- Devising and implementing, an evacuation plan..... ☐

- Assessing the long term and short term threat ..... ☐
- Making the decision to re-occupy..... ☐
- Notification of the SSE ..... ☐

Action to be Taken:

- DO NOT PANIC ..... ☐
- DO NOT activate the mine site emergency alarm..... ☐

⚠ WARNING

Avoid directly confronting a person who is threatening violence. Wait for Police to arrive.

Threat by Telephone:

- REMAIN CALM ..... ☐
- Try to obtain as much information as possible from the caller. Try to assess the following:
  - The caller: Man, Woman, or Child? – Speech?..... ☐
  - Distractions: Is the call from a public or private phone? Any background Noises?..... ☐
- Notify the Police and SSE (or representative). They will need all this information to decide on appropriate action..... ☐

POST EVENT ACTIONS

- Secure incident scene for incident investigation..... ☐
- Await notification from SSE prior to resuming operations ..... ☐

NEW ACLAND COAL
EMERGENCY ACTION GUIDELINE
EAG 24 – INTRUDER AT NEW ACLAND MINE

Name of 1st Response Controller:	

SEVERITY OF INCIDENT

Severity of Incident

☐ Intruder on Site ☐ Unauthorised Person Suspected on Site

☐ Other (specify)_____

How Serious:

☐ **Level 1 – Site Contained**

☐ **Level 2 – Time and Response Critical**

☐ **Level 3 – Major Incident or Crisis**

RESPONSE GUIDE

Apply EMERGENCY ACTION PLAN and prepare for Escalation of Threat

- Notify Immediate Supervisor / OCE – who takes over control of incident..... ☐
- Secure Scene – Withdraw Personnel from Danger (if required)..... ☐
- Mobilise Site Emergency Response Team (if additional resources required to cordon off incident scene)..... ☐

ADDITIONAL RESPONSE - AS REQUIRED

- Ambulance – Fire – Police (Dial 000)..... ☐
- Arrange escort for internal backup (if required)..... ☐
- Notify area Superintendent and/or SSE. ..... ☐

WHAT TO DO

INTRUDER AT THE MINE

For the purposes of this scenario an Intruder, is a person or persons who are onsite and pose a perceived or actual risk to New Acland Mine personnel or property via direct or indirect threats and or actions.

1. Do not set off alarms to evacuate people as the sound may agitate the intruder or cause persons to evacuate into the path of the intruder. ..... ☐
2. Obey all directions given to you by the Supervisor / On Scene Controller. ..... ☐
3. The Supervisor / On Scene Controller has responsibility for determining whether to evacuate and the manner in which to do so, or advise people to lock themselves in their offices or a secure area. ..... ☐

4. Remain calm, and avoid confrontation with the intruder. Do not antagonise them. ☐

5. Stay where you are evacuated to, or in your office, until advised otherwise by the Emergency Controller or a representative. Do not enter the area / buildings unless given the all clear by the On Scene Controller or Emergency Services personnel. ☐

Personal safety is of paramount importance.

- Call 000 for police. ☐
- Making the decision to evacuate or withdraw personnel from danger ☐
- Devising and implementing, with assistance of Police, a search plan ☐
- Devising and implementing, an evacuation plan ☐
- Assessing the long term and short term threat ☐
- Making the decision to re-occupy ☐
- Notification of the SSE ☐

Action to be Taken:

- DO NOT PANIC ☐
- DO NOT activate the mine site emergency alarm ☐
- Notify the Police and SSE (or representative). They will need all this information to decide on appropriate action ☐

POST EVENT ACTIONS

- Secure incident scene for incident investigation. ☐
- Await notification from SSE prior to resuming operations ☐

NEW ACLAND COAL
EMERGENCY ACTION GUIDELINE
EAG 25 Emergency Response Vehicle – attending Off-Site Incident

Name of 1st Response Controller:	

EAG 25 Removing emergency response vehicle from site to an Incident offsite

SERVERITY OF INCIDENT

Type of Incident

☐ Wild (Bush) Fire

☐ Motor Vehicle Accident ☐ Other (specify) _____

Severity of Incident

☐ Person(s) Trapped ☐ Person(s) Injured ☐ Gas/Toxic Fumes

☐ Fire Escalation Risk ☐ Explosion Risk ☐ Electrical Risk

☐ Other (specify) _____

How Serious

☐ Level 1 – Site Contained

☐ Level 2 – Time and Response Critical

☐ level 3 – Major Incident or Crisis

Response Guide

Apply EMERGENCY ACTION PLAN and prepare for Escalation of Threat

- Follow 02 16 01 Emergency Response Procedure, Duty Card 3 - Call **000** and advise situation. ☐
- Ask **000 Dispatcher** if NAC can dispatch the site Emergency Response Vehicle to the incident. ☐
- Operator of ERV must hold a current license for MR vehicle (to operate off-site). ☐
- Advise SSE of incident and the present situation (Duty Card 3) ☐
- Assign radio communication person onsite to maintain communications with ERT while off site. ☐
- Positive communication from OCE to Mine Site that ERV has left site. Use more than a single method of communication with ERV vehicle (mobile phone and two-way). ☐
- A nominated person is to undertake a reconnaissance of the scene to determine the exact location, and what resources may be required. ☐
- Are there any high risk activities being undertaken that may impact on a secondary emergency on site? ☐
- How far will the vehicle be from site in distance (km) and time? ☐
- The ERV can be **no more than 10mins travel back to site**. ☐
- If ERV is off-site, arrange to have vehicle hooked up to Fire Trailer with spare defib, oxy-viva and first aid kit. ☐
- Are there adequate alternative competent persons on site while ERT Members are in attendance off-site? ☐
- **Do not send any unregistered assets off-site without SSE approval**. ☐
- Mobilise competent First Aider – to treat injured persons (if required) at scene or first-aid station. ☐

Appendix C. Process Element 05.20 Severe Weather Events (Standard Work Procedure)

New Acland Coal

HEALTH, SAFETY AND ENVIRONMENT STANDARD

PROCESS ELEMENT 05.20

SEVERE WEATHER EVENTS

(STORMS, FLOODS, LIGHTNING AND OTHER NATURAL EVENTS)

(STANDARD WORK PROCEDURE)

DOCUMENT OWNER:	**PREPARED BY:**
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APPROVED BY:

Jim Randell
Site Senior Executive **Signature: J Randell** **Date: 15.12.2011**

Title	date effective	revision status	planned review	page
05 20 - Severe Weather Events	26.10.2011	Rev 3	26.10.2014	1 of 8

1. POLICY / OBJECTIVES

We will establish and maintain minimum safe standards for site so that people working at or visiting our premises are not exposed to unnecessary risk from severe weather events.

2. SCOPE

This Standard provides guidelines on the minimum safe standards for severe weather events that we have no control over at New Acland Coal.

3. PROCEDURE

3.1 Severe Weather Events Standard

We will maintain minimum standards for the safety of people during natural environmental conditions (storms, lightning, floods and other natural events).

3.1.1 Monitoring Equipment

All site computers have immediate access to the weather monitoring web site – you must log in to access. This weather monitoring web site provides a full range of weather related information including lightning tracking and storm movement in real time.

In addition, monitor the local ABC radio station for severe weather warnings.

3.1.2 Storms

The operation of mobile equipment during storms or rain will continue until the operators of the equipment consider the severity of the conditions to be unsafe or are advised by their supervisor to suspend operations. Operators of mobile equipment will park in designated areas, remain in their vehicles if it is unsafe to leave. Where mobile equipment can not access a designated parking area the operator will advise all road users that they are stationary and switch on hazard and all operational lights to improve unit visibility.

3.1.3 Fixed Plant and Mobile Equipment Maintenance People

Supervisors of the Coal Plant will monitor conditions and advise when to reduce or stop feed to the plant.

Maintenance and Service people will reduce their exposure to the conditions by accessing a designated parking area or returning to the workshop building. People should remain in their equipment/vehicle if it is unsafe to leave.

3.1.4 Lightning - General Controls

Where a storm displays lightning or appears to eventuate into a lightning storm then this procedure should be followed. Monitor the lightning tracker from the web site, after logging on, to determine the severity and actual distance/location of approaching storms. Implementation of controls should commence when lightning strikes are approaching the 20 kilometre range.

1. People are to leave and not access any area of exposed height such as conveyor structures and coal/reject bins.
2. All unessential electrical equipment is to be shut down and, if possible, unplugged for protection purposes. This includes instrumentation and computer hardware not required to maintain operations.
3. If you are inside a vehicle with a metal frame, as in any site vehicles, remain in the vehicle. You are at higher risk moving from one vehicle to another or to a building. Vehicles with partial frames or "soft" tops do not provide suitable protection.
4. All personal should avoid contact with metallic structures during electrical storms eg. lighting towers, coal bin structures.
5. Do not use hard-wired telephones or other metallic devices (plumbing fixtures) during storms.
6. Keep away from windows and door ways.

NOTICE

Supervisors for the Open Cut must refer to the SOP 06 16 03 Charging and Firing of Shots for specific controls – exclusion zones of 500 metres for people operating mobile equipment apply when shots have been tied.

3.1.5 Ground Activities

Ground activity on the mine site, is any activity where an individual's work places them in contact with the ground. Typically this will include maintenance people, servicemen, surveyors and shot firers. This group has the highest exposure during lightning storms. To minimise the risk to this group the following should be implemented. Monitor the lightning tracker from the web site, after logging on, to determine the severity and actual distance/location of approaching storms. Implementation of controls should commence when lightning strikes are approaching the 20 kilometre range. Where people on the mine site or elsewhere do not have immediate access to the system the following "rule of thumb" method should be used.

1. Cease ground work activities when lightning and the sound of thunder are approximately 30 seconds apart. Apply a Flash/Bang of 30, this will give an approximate distance of 10 kilometres from the lightning to the person undertaking ground activities.
2. The Work Area Supervisor will advise when ground based activities can recommence after reviewing the lightning tracker on the web site. Where no technical information is available the following rule of thumb will apply - no ground-based activities should be resumed for 30 minutes after the storm has passed.

3.1.6 Mobile Equipment

1. All site equipment has fixed metal cabins, which provide a partial Faraday Cage effect. During an electrical storm this provides the safest location for the operator. Leaving the machine places the operator outside of this protective frame.
2. Equipment being operated above natural ground level will be relocated to a lower work area.
3. Equipment will not be operated adjacent to rubber tyred machines, e.g. dozer adjacent to a rear dump truck at the dump.
4. The loader at the ROM will not load trucks in the ROM location, but will continue to feed the ROM hopper.
5. Mobile equipment is to maintain operations. In the rare event of a lightning strike to a unit the site procedure for 06.11.03 - Potentially Hazardous Tyre Conditions will be followed.

3.1.7 Coal Handling Plant

1. The Coal Handling Plant feed rate may need to be reduced or stopped during the storm in the event a power outage occurs. This will reduce downtime from blockages and assist in restarting the plant.
2. All people in the plant area should reduce exposure by leaving exposed areas such as tops of bins, hoppers, conveyor walkways and the plant roof top. Stay away from sides of the structure and do not contact any external metal components.
3. Stay within the framework of the plant or building until the storm has passed.

3.1.8 Caught in the Open

If you are caught in the open when an electrical storm hits there are some basic survival procedures that should be followed.

1. Do not take shelter under trees.
2. Leave exposed, raised areas and seek shelter at lower levels.
3. Make yourself as small as possible, but do not lie flat on the ground, crouch down.

3.1.9 Flooding

It is not expected that flooding will effect the operations of New Acland Coal with the exception of inflows to the excavation and around the base of the ROM Bins of the Coal Handling Plant.

During periods of heavy, continuous rain there is a risk of inundation in the excavation – water rise in this situation can occur rapidly. All employees in the excavation will relocate their equipment to areas where they may access ramps to higher ground.

Where operators or other people are isolated or may be trapped by rising water, they must immediately initiate the emergency procedure to ensure assistance is made available.

No equipment will be left in the lower sections of the excavation during periods of employee absence from site.

When severe rain events are expected, pumps and other equipment located in high risk areas may be withdrawn.

The lower area around the ROM Bins of the Coal Handling Plants may be affected by heavy rain. Operators should limit their exposure to areas that are accessible by walkways and wait until water levels have lowered before accessing areas of concern, i.e., Feeder Breaker. The plant feed can be reduced or stopped in these situations, if access is required for breakdowns.

3.1.10 Building & Structures

All buildings, including temporary structures for personnel, must be secured using an approved method to prevent possible roll over in severe weather events. There are a number of approved anchors available commercially, any method that achieves the local area wind loading N3 (W41) expected for the mine site will be acceptable.

Structures added to buildings must be secured in such a manner that they do not affect the integrity of the building and can't be torn from the structure during a severe weather event.

3.1.11 Other Natural Events

It is not expected that New Acland Mine will be exposed to other natural events. The following procedures will be implemented in the event of:

- Earthquake/tremor – shut down all plant and relocate all employees to open ground away from buildings or excavations

- Tornado – shut down all plant and relocate all employees to main office building or similar secure buildings. Keep people clear of windows and exposed areas.

- Hail Stone Storms – advise people to remain in vehicles or buildings.

3.1.12 Off Site Natural Disaster Management

Where the community is experiencing flooding or severe storms

1. SMT will establish an off site/on site communications base for the duration of the event (this may be a community building or office for off site).

2. Where information needs to be sent out to employees the HR department will allocate a person to represent the site and immediately act on the SMT directions to provide mass email and SMS messages, and maintain information on the web page.

3. Site recorded messages – the Main Office phone will be programmed with a new message in these events to provide direction for employees, contractors and suppliers.

4. Maintenance of personal contact details – at the commencement of October each year a reminder notice will be sent to each employee to check their personal details.

5. Establishment of response team for returning to site

    i. Determining acceptability of route

    ii. Determining work groups to return based on damage or mitigation requirements

6. Monitoring of emergency information

    i. Contacts SES, Police, QFRS.

    ii. Web pages – 131940

    iii. List of alternate routes from site – include maps as attachments.

    iv. List of potential flood risk locations

7. Actions to be taken to reduce risk to people

    i. Staying at site - It may be safer to stay at site than attempt to cross flooded rivers and creeks, if it is necessary to stay at site, management will ensure that food supplies are arranged if it is likely to be an extended period

    ii. Site wide evacuation plan – If a call is made to evacuate site due to rising flood waters then this will be communicated to all departments, if it is outside of normal business hours then all department supervisors on site at the time will meet and discuss the situation and contact a senior management member for further clarification

    iii. Emergency extraction from site

    iv. Provision of food for employees and contractors unable to leave site

        - At the commencement of the storm season a number of frozen meals will be stored in the freezer of the Main Office.

8. Maintenance of Employee Pay

    i. The SMT will establish guidelines for the maintenance of pay during these events.

3.2 Register of Corrective and Preventive Actions

All maintenance records, including a register of corrective and preventive actions will be maintained for our severe weather events in accordance with Foundation Element 12.00 – Corrective and Preventive Actions.

4. COMMUNICATION / TRAINING

Relevant sections of this Standard and associated procedures will be incorporated into New Acland Coal's Induction Program.

Training is not required to follow the intent of this Standard.

5. REFERENCES

- Coal Mining Safety and Health Act – Qld. (1999)
- Coal Mining Safety and Health Regulation – Qld. (2001)
- New Acland Coal's SHMS Standards

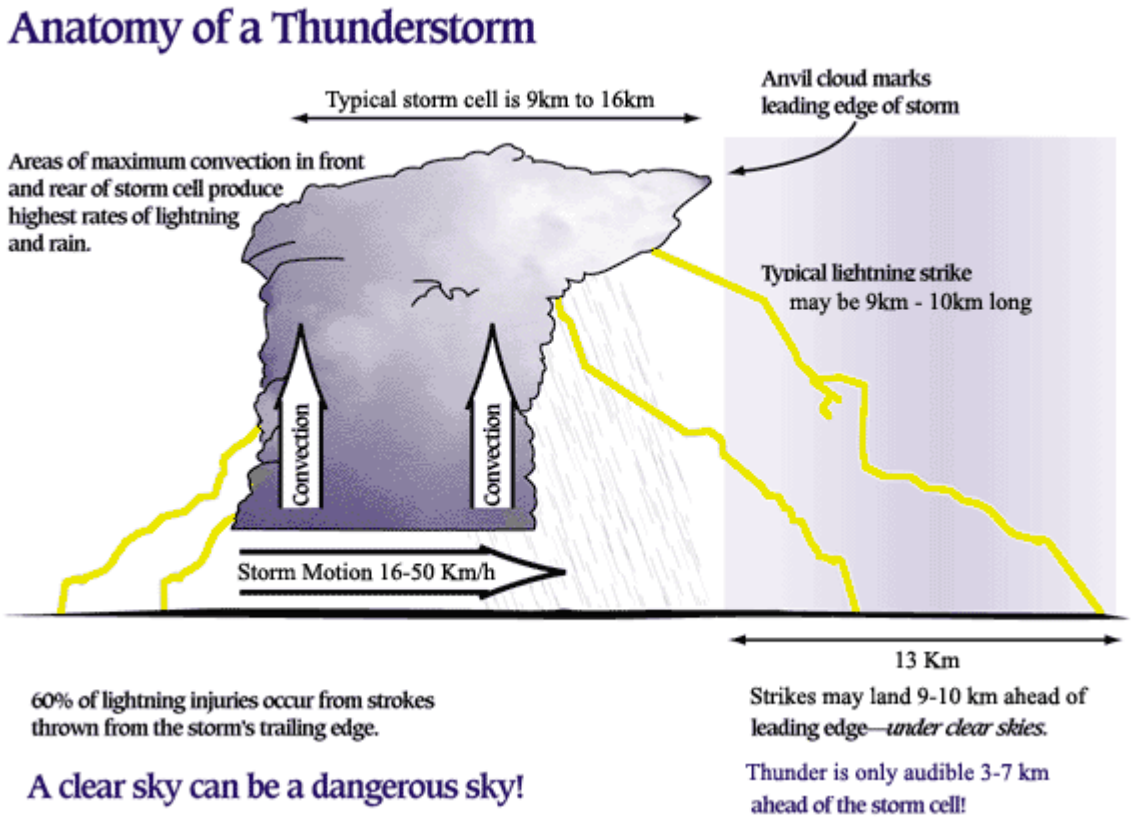
6. RECORDS

Records relating to this standard shall be maintained in accordance with Element **14.00 – Records Management**.

Rev	Date	Revision description	By	Check	Approved
0	06.12.02	Environment Conditions - Issue	GB	GB	CV
1	05.10.05	Environmental Conditions - Rev 1	GB	GB	KJ
2	11.03.09	Severe Weather Events - Rev 2 – DME review requirement, change of title, additional controls.	GB	GB	KJ
3	26.10.2011	Rev 3 changes as a result of Jan flood events.	GB	GB	JR

APPENDIX 1

General Information



The most common and dangerous misconception about lightning is when a storm has cleared the area. *Clear skies with little or no rain does not mean the area is safe!* **LIGHTNING STROKES CAN EXTEND 9 TO 16 Km** from the edge of a storm.

Over 30% of all lightning victims are struck *before* a storm arrives. 60% of all victims are struck *after* a storm has passed. **LIGHTNING STROKES EXTEND FAR BEYOND YOUR ABILITY TO HEAR THE THUNDER.** You are still in danger even under a clear sky. Advanced warning through technology is the only defence against the dangers of lightning from an approaching storm.

*A **severe thunderstorm** is defined by the Bureau of Meteorology as one which produces:*

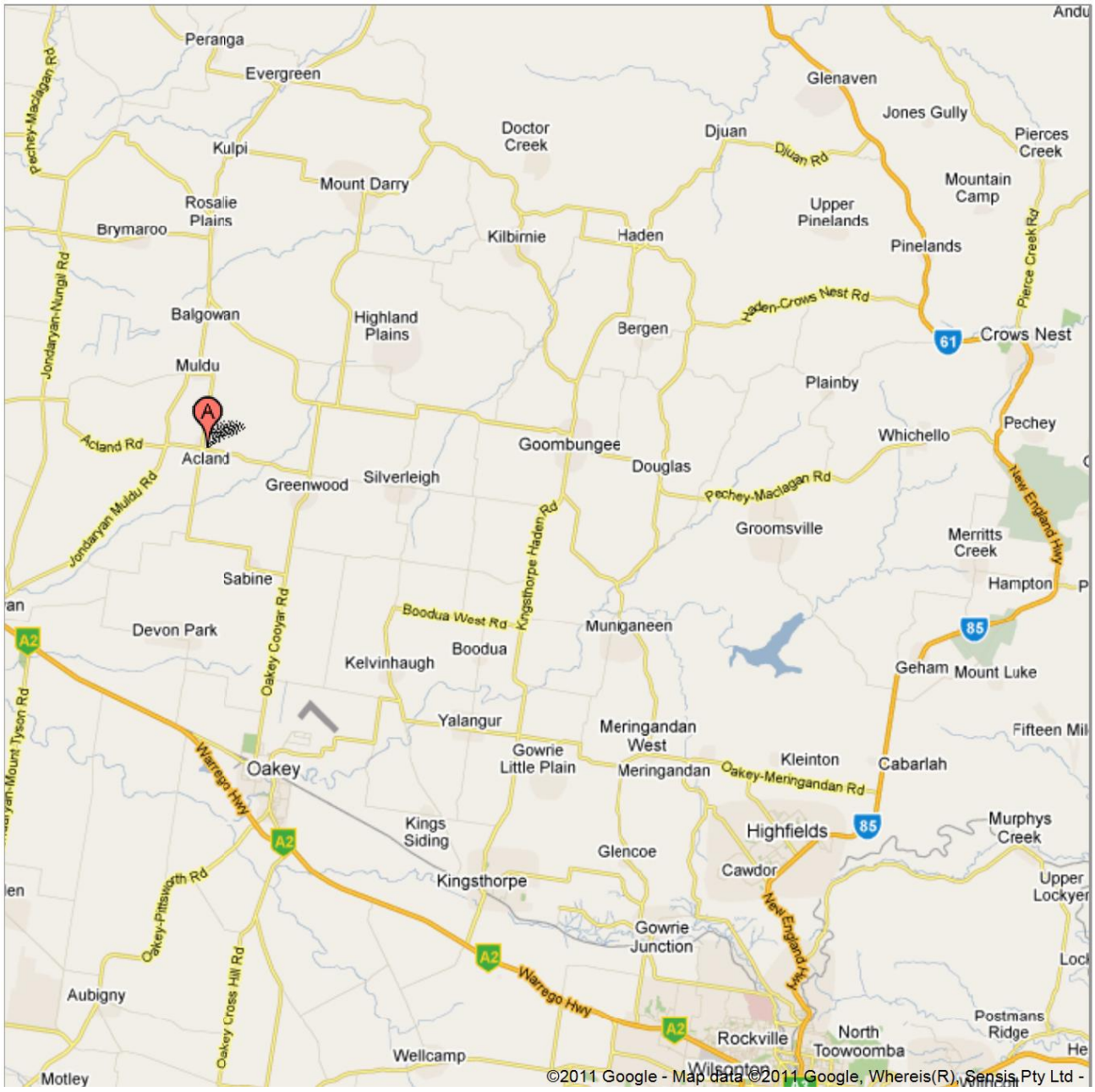
- *hail, diameter of 2 cm or more ($2 coin size); or*
- *wind gusts of 90 km/h or greater; or*
- *flash floods; or*
- *tornadoes, or any combination of these.*

Most thunderstorms do not reach the level of intensity needed to produce these dangerous phenomena, but they all produce lightning which can cause death, injury and damage.

Did You Know?

About 75% of people who are struck by lightning are struck with blue sky overhead! This is because a storm system can generate lightning that can injure or kill even when it is ten miles away.

Severe thunderstorms are localised events, usually affecting smaller areas than tropical cyclones and floods, so their devastating impact is often underestimated. These storms, which are more common than any other natural hazard, can occur anywhere in Australia. Each year, on average, severe thunderstorms are responsible for more damage (as measured by insurance costs) than tropical cyclones, earthquakes, floods or bushfires. Unfortunately, thunderstorms also kill people - between 5 and 10 deaths are caused by lightning strikes each year. More deaths occur when strong winds cause tree limbs to fall, debris to become projectiles and small boats in open water to capsize. Although many people believe that tornadoes do not occur in Australia, they have caused at least 41 deaths here.


Peranga
Evergreen
Kulpi
Mount Darry
Rosalie Plains
Brymaroo
Balgowan
Highland Plains
Muldu
Acland
Acland Rd
Jondaryan Muldu Rd
Jondaryan-Nungil Rd
Pechey-Maclagan Rd
Greenwood
Silverleigh
Sabine
Devon Park
Oakey Cooyar Rd
Doctor Creek
Kilbirnie
Haden
Djuan
Djuan Rd
Glenaven
Jones Gully
Pierces Creek
Mountain Camp
Upper Pinelands
Pinelands
Pierce Creek Rd
Haden-Crows Nest Rd
Bergen
Crows Nest
Plainby
Goombungee
Douglas
Whichello
Pechey
Pechey-Maclagan Rd
New England Hwy
Groomsville
Merritts Creek
Hampton
Boodua West Rd
Kingsthorpe Haden Rd
Munganeen
Boodua
Kelvinhaugh
Geham
Mount Luke
Yalangur
Meringandan West
Gowrie Little Plain
Meringandan
Kleinton
Cabarlah
Oakey-Meringandan Rd
Oakey
Warrego Hwy
Kings Siding
Glencoe
Kingsthorpe
Highfields
Murphys Creek
Cawdor
Upper Lockyer
Oakey-Pittsworth Rd
Gowrie Junction
Aubigny
Oakey Cross Hill Rd
Wellcamp
Rockville
North Toowoomba
Postmans Ridge
Motley
A2
61
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