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ALLPRO[®]
ECO-FRIENDLY SOLUTIONS



ALL PRO CHEMICAL & CLEANING SUPPLIES

EMERGENCY PLAN

NSW Factory

Revised By:

Steven Robinson – General
Manager

January 2025

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Purpose

The purpose of this Emergency Plan is to provide details of how **All-Pro** will prepare and respond to emergency situations should they occur within our workplace. The aims of the plan are:

- to decrease the level of risk to life, property and the environment at **All-Pro**,
- to control any emergency and minimise its effects, and
- to provide the basis for training of all workers and visitors to our workplace who could be involved in any emergency that may arise at our place of work.

Scope

This Emergency Response Plan has been developed for the safety and well-being of all staff and visitors to our workplace at Unit 3/7 Ayrshire Crescent, Sandgate NSW.

Legal Requirements

All-Pro must meet the legal requirements of the **Work Health and Safety (WHS) Regulation 2017**, whereby pursuant to **Chapter 3 Part 3.2 Clause 43** there is a duty to prepare, maintain and implement an emergency plan as follows;

- (1) A person conducting a business or undertaking at a workplace must ensure that an emergency plan is prepared for the workplace, that provides for the following:
 - (a) Emergency procedures, including:
 - (i) an effective response to an emergency, and
 - (ii) evacuation procedures, and
 - (iii) notifying emergency organisations at the earliest opportunity, and
 - (iv) medical treatment and assistance, and
 - (v) effective communication between the person authorised by the person conducting a business or undertaking to coordinate the emergency response and all persons at the workplace,
 - (b) Testing of the emergency procedures, including the frequency of testing,
 - (c) Information, training and instruction to relevant workers in relation to implementing the emergency procedures.
- (2) A person conducting a business or undertaking at a workplace must maintain the emergency plan for the workplace so that it remains effective.
- (3) For the purposes of sub-clauses (1) and (2) the person conducting the business or undertaking must have regard to all relevant matters, including the following:
 - (a) The nature of the work being carried out at the workplace,
 - (b) The nature of the hazards at the workplace,
 - (c) The size and location of the workplace,

(d) The number and composition of the workers and other persons at the workplace.

(4) A person conducting a business or undertaking at a workplace must implement the emergency plan for the workplace in the event of an emergency.

Emergency Accountabilities

The emergency plan details accountabilities of management, workers and visitors to our workplace in the event of an emergency arising. These are as follows;

All-Pro management will;

Provide for the safety of all workers and visitors to our workplace by;

- Delegating the factory manager on duty as the Emergency Coordinator to control company response to emergencies.
- Consulting with workers and others to identify possible types of emergencies at our workplace, formulate and test plans for such emergencies and incorporate within the All-Pro Safety Management Plan.
- Taking steps to reduce or eliminate the effects of potential emergencies.
- Training staff in the effective response to emergencies.
- Making emergency procedures easily available.
- Ensuring that all workers are aware of the relevant emergency procedures.

All-Pro workers will;

- In the event of a serious accident or emergency, act to save life or prevent further injury to fellow workers and visitors to our workplace.
- Be familiar with site emergency procedures.
- Follow all directives given by the factory manager.

Evacuation Routes

If directed to evacuate our workplace by the factory manager or emergency services personnel you must immediately leave the premises via the closest exit point. There are 3 designated sections within the building structures at **All-Pro** that are occupied by workers during rostered shifts and they are identified as;

1. Office Administration and Distribution factory
2. Manufacturing factory
3. Storage factory

All 3 buildings can be easily exited via large roller doors. The office area has an additional escape route via the front entrance door. Additional fire exit doors have been installed in the manufacturing and storage factories and they are clearly identifiable with their green exit lights affixed above the doors and there are evacuation plans throughout the buildings.

In the event of an emergency, you must follow all directives given by the factory manager or any other person who observes and communicates imminent danger and you must make your way directly to the Emergency Assembly Point.

Emergency Assembly Point

The Emergency Assembly Point is located adjacent to the entrance driveway off Ayrshire Crescent. You must assemble to the left-hand side of the driveway that faces the roadway as to not obstruct emergency service vehicles from accessing the driveway. All staff and visitors will be accounted for by and remain under the directions of the factory manager until emergency services personnel arrive and take control of the emergency.

Emergency Situations

An emergency at our workplace would be considered an abnormal and dangerous situation needing prompt action to control, correct and return to the premises to a safe condition. It may be considered as a situation:

- Which may not be contained immediately by using available resources;
- Where injuries have been, or could be, incurred;
- Where damage has occurred, or property is placed in jeopardy; or
- With the potential to seriously damage the environment.

Hazardous Chemical Emergencies

A chemical emergency occurs when a hazardous chemical has been released and the release has the potential for harming a person's health and manage causing danger to life, property and the environment.

All-Pro management in consultation with workers have identified the following hazardous chemical emergencies and how they should be responded to;

1) Chemical Spills & Leakages

- Raise the alarm.
- Attend to any injured persons immediately, provide first aid and remove from area of spill or leakage.
- Identify the hazardous chemical – Product labels will be attached.
- Contain the spill or leakage by using the contents of spill kits and as directed for use
- Wear appropriate personal protective equipment (PPE).
- Avoid breathing vapors.
- Eliminate all sources of ignition.
- Limit access to the spill or leakage area to the minimum number of staff required to control the situation.
- Contact emergency services as required.

- Refer to the Safety Data Sheet for additional emergency response information inclusive of first aid treatment and how to safely control the hazardous chemical.
- Follow all directions from the factory manager including evacuation of the building if deemed necessary.
- Make your way immediately to the emergency assembly point if directed to do so.
- Remain at that location and follow all directives from the factory manager or emergency services personnel.
- Do not return to the building until it has been rendered safe for re-entry by emergency services personnel.
- Clean up any residue.
- Replenish contents of the spill kit.

2) Explosion

All staff should be aware that an explosion could develop from gas/vapour sources and electrical equipment on site.

In the case of an explosion;

- Attend to any injured persons rendering first aid, if safe to do so.
- Evacuate the building and assist injured persons where able.
- Proceed immediately to the emergency assembly point
- Ensure all person on site have been accounted for.
- Contact relevant emergency services.
- Remain at the emergency assembly point and follow all directives from the factory manager.
- Follow all directives from emergency services personnel.
- Do not re-enter the premises unless the building has been rendered safe by emergency services personnel.

Fire

Any person on site discovering a fire shall:

- Raise the alarm and if it is safe to do so, fight the fire with the appropriate firefighting equipment which is signposted and stored for ease of access within the factory.
- If the fire is not immediately controlled, then;
- The factory manager will contact emergency services and order an evacuation.
- All persons on site will make their way immediately to the emergency assembly point.
- The factory manager will account for all persons on site and remain with them until the arrival of emergency services personnel.
- Emergency services will respond to the needs of the emergency and direct the factory manager and others as required.

CAUTION: Do not take any unnecessary risk in attempting to fight a fire. Where a fire is not controlled by one extinguisher, ensure that the fire emergency is communicated to all persons on site and evacuation procedures are followed. Emergency services will be contacted immediately.

1) Fire Extinguishers

Fire extinguishers are considered First Aid appliances. All staff will be trained in their classification and use. When a fire is detected, **THINK SAFETY FIRST!**

Fire extinguishers have been strategically placed throughout the workplace. They are clearly signposted and they are serviced and maintained by *Coastal Fire Services* and tagged accordingly for fire safety compliance via a compliance maintenance schedule.

To assist in the selection of the correct fire extinguishing agent, the following fire extinguishers are to be used on the following classes of fire:

Dry Chemical Extinguisher – [red with white band] – A:B (E) Class: May be used on solid carbonaceous materials (wood), liquids, gases and on fire involving electricity.



Water Extinguisher – [red]: May be used on solid carbonaceous materials only.



Carbon Dioxide - CO2 Extinguisher – [red with black band] – B-Class & E-Class: May be used on solid carbonaceous materials (wood), liquids, gases and on fire involving electricity.



2) Fire Hose Reel

A fire hose reels are affixed externally to the walls beside the rear roller door of the distribution factory and between the manufacturing and storage factories. They are serviced and maintained by Coastal Fire Services.

NOTE: Water flow to factory is turned on/off via a lever connected to water mains via a small door mounted on the wall in the administration office. Water is turned on during operational hours.



3) Fire Blanket

A Fire Blanket is affixed to the wall in the meal room. Important requirements;

- Always place the blanket carefully over cooking fires (pertinent when cooking stove used for heating raw chemicals).
- Ensure the heat source is turned off once the blanket is over the flames.
- Do not remove or touch the fire blanket until completely cool.
- Never re-use a fire blanket. They are for single use only.
- Clothing fires – wrap the fire blanket around the person and roll them on the ground.
- Do not use a fire blanket on electrical fires.



NOTE: A list of fire response equipment, their type, location and current certification records are listed on the Fire Response Equipment Asset Register along with photographs of the equipment in-situ is prepared and maintained by Coastal Fire Services. They are stored electronically on the company K:Drive and can also be accessed from the desktop of the factory computer for reference.

Life Threatening Medical Emergencies

Life threatening medical emergencies may involve staff or visitors to our workplace. They may occur where a person:

- Has stopped breathing
- Is unconscious
- Is bleeding from an artery [blood being pumped out]
- Is engulfed in fire
- Affected by vapors or gases
- Other serious injuries etc.

ACTIONS

- Raise the alarm ensuring the factory manager is aware of the medical emergency.
- A qualified person should render first aid immediately.
- Call **000** for an ambulance.
- The first aider will provide first aid support to the injured person until medical assistance arrives.

Certified First Aid Staff

and are currently certified to apply first aid in our workplace.

Even if there is no qualified first aid support on site at the time, we all have a moral obligation, first aid trained or not, to render assistance until other help arrives.

The person discovering a life-threatening situation should:

- **STAY CALM**
- **SEND FOR HELP [send someone to raise the alarm]**
- **PROTECT THE VICTIM AND YOURSELF FROM FURTHER DANGER**
- **DO NOT LEAVE VICTIM ALONE**

Emergency First Aid

DANGER: to first aider and casualty.

RESPONSE: shake and shout.

AIRWAY: is it clear? Ensure all unconscious casualties are placed on the side.

BREATHING: If so, place in recovery position, if not commence Expired Air Resuscitation.

CIRCULATION: check pulse, if no pulse start **Cardio Pulmonary Resuscitation**.

Oil & Fuel Spills

Spills may occur in both bunded and unbunded areas. The containment and clean up procedures are the same:

- Stop the source of the spill if possible.
- Enact the emergency firefighting procedures where required (Refer to SDS).
- If the spillage is contained by use of spill kits and absorbents, safely place refuse into sealed waste containers for environmentally safe disposal.
- Be aware of vapors – use of appropriate PPE and caution is required.
- Be aware of possible ignition sources.
- Call emergency services and evacuate the workplace where spillage is unable to be effectively contained.

Gas Leaks

GENERAL

Evacuate the immediate area, establish where possible the name and the type of gas involved, and assess the likely effects of the gas leakage in the affected area.

LEAKING CYLINDERS

Most leaks occur at the valve fitted into the top of the cylinder. Isolate gas supply by closing the valve.

GAS CONTROL EQUIPMENT / PIPELINES

Isolate the gas supply.

Dealing With Gasfire Situations

GENERAL

- If possible, immediately **ISOLATE GAS SUPPLIES** so that they do not continue to flow into the affected area. Safely release the gas pressure in affected pipelines and equipment. Ventilate area to prevent explosive atmosphere build up, i.e. keep it below the lower limit.
- Fire threatening compressed gas containers, there is a risk of rupture/explosion of cylinders subjected to prolonged heating (such as fire). Such cylinders should be removed to a protected safe place before they become too hot or if this is not possible, cooled with water hosed from a protected position a safe distance away.
- Any cylinder that has been involved in a fire must be clearly marked as such and the supplier must be notified accordingly to prevent hazards to people who refill the cylinders.
- Visibility of flames, not all fuel gases burn with a clearly identifiable flame. Burning hydrogen, for example, is very difficult to see.

- Ignited flammable gas leak, if possible, ISOLATE THE GAS SUPPLY. If this is not possible, DO NOT extinguish the flame. Try to ensure the flammable gas burns in as controlled manner as possible, does not ignite anything else and does not impinge on any pressurised gas containers, equipment or pipelines. If possible keep the surrounding area/equipment cool by spraying with water from a protected and safe distance.

CONTACT GAS SUPPLIER OR CONTACT 000 FOR EMERGENCY SERVICES RESPONSE

Severe Storms

In the event of extreme weather conditions such as heavy rain, electrical and wind storms follow the procedure outlined:

- Stay indoors in a protected area.
- Do not attempt to climb onto roofs of sheds or any structural steel work.
- Be alert, be careful of fallen power lines.
- Keep telephone use to an absolute minimum.

Earthquake

In the event of an earthquake:

If indoors:

- If indoors stay there.
- Drop down and take cover under an internal door frame, sturdy table or bench.
- Keep away from windows, mirrors, overhead fittings and storage shelving etc..
- Move away from chemical stock.
- Do not attempt to leave the building until the shaking stops.
- Be aware of aftershocks.

If outdoors:

- Keep well clear of buildings, power lines, trees etc.
- Watch for fallen debris.
- Drop to the ground.
- Seek refuge safely when able.
- Be aware of “downed” power lines, debris, damaged pathways, bridges and roadways.
- Be aware of aftershocks.

Following an earthquake:

- Be aware of hazards.
- Check for injured persons and apply first aid.
- DO NOT move anyone with serious injuries unless they are in immediate danger.
- Turn off electricity and water.

- Check for broken water, sewerage and electrical mains.
- Check for fuel and gas leaks.
- Be aware of aftershocks.

Flooding

The **All-Pro** workplace is bounded by low lying swamps and poorly drained waterways. Past incidents have resulted in surrounding roadways being closed due to extreme rising waters which hindered access to our factory.

Should excessive rainfalls or resultant overflows of storm water drains etc. occur after hours you will be contacted by the factory manager where closure of our workplace has been deemed necessary or as instructed by emergency services personnel.

When flood situations appear to be imminent during working hours the factory manager will make a judgement call to close the factory and direct staff to cease duties and exit the area.

Motor Vehicle Accidents (Company Vehicles)

Emergency actions to be taken in the event of vehicles colliding are as follows:

If uninjured:

- If you are involved in an accident in a company vehicle your first priority is your own welfare and that of others involved.
- If uninjured and able to exit the vehicle do so with safety and move to the side of the roadway with caution.
- If required and you are able check on the welfare of others involved in the accident and render first aid where required.
- Contact emergency services where required and notify All Pro.
- Remain at the scene and provide all necessary assistance and information required to emergency personnel.

If injured:

- Your welfare is foremost and must be your primary consideration.
- If you are injured and unable to exit the vehicle remain as calm as possible and communicate your injuries to any person rendering assistance.
- Communicate your requirements in notifying family.
- Be assured that those rendering assistance will have your welfare and that of your family as their primary concern.

Forklifts Accidents

All-Pro has gas and electric forklifts used in factory operations. They are used for various tasks including loading and unloading transport vehicle, shifting loaded and unloaded pallets

and IBC's and for other lifting requirements. Forklift safety is high priority and **All-Pro** will ensure that:

- Staff operating of forklifts will either hold a LF High Risk licence obtained from a Registered Training Organisation (RTO) or be under supervision if they are "in training" until such times as they are competent enough to be assessed for a licence.
- Staff operating a forklift will do so in accordance with the safety requirements of their LF High Risk licence or if under supervision similar application of safety requirements is communicated and complied with.
- Staff operating forklifts apply caution to preserve the safety of themselves and others and to avoid impact incidents within our workplace.

If an impact incident occurs within our workplace:

- Immediately check for injuries to self and others.
- Provide first aid where required.
- Cease the operation of the forklift unless it is required to be moved to a safe location.
- Check the source of the impact and ascertain what risks to the safety to our workers is evident, communicate dangers, isolate the area and evacuate the workplace if required.
- Check if the load contained hazardous chemicals and whether leakages are present.
- Notify staff of the situation.
- Refer to SDS and chemical spill procedures.
- Identify if PPE is required in response to the incident.
- Do not continue work or re-enter the workplace unless it is safe to do.
- Do not operate the forklift until a thorough safety inspection has been carried out.
- Record details of the incident.
- Provide communication to all staff as to the cause of the impact incident and how further incidents can be avoided.
- The factory manager will assess the capability of the forklift operator involved in the incident as to their ability to continue operating a forklift within our workplace with safety or refer for re-certification if deemed necessary.

Raising The Alarm

In the case of an emergency and you are directed by the factory manager to contact emergency services proceed as follows:

- **CALL 000**

State:

- The name of the business – All Pro Chemical and Cleaning Supplies.
- Address – Unit 3/7 Ayrshire Crescent, Sandgate.

- Phone number – 0249 682000.
- Your name and mobile phone number.
- Nature of the emergency – chemical spill, fire, explosion etc.
- If there are any casualties.
- The emergency assembly point.
- Adjacent business names.

Emergency Situation De-Brief

Following all emergency situations, management at **All-Pro** will ensure that a formal de-brief takes place at the first available opportunity post the emergency. A de-Brief will be conducted by the factory manager and it will provide an opportunity for all staff to discuss all aspects of the emergency such as:

- The nature of the emergency.
- The severity of the emergency.
- How the emergency occurred.
- Why injuries occurred, if any.
- Emergency response.
- Evacuation response.
- Adequacy of emergency response equipment.
- Assessment of training needs for emergency response situations.

Some people may experience great difficulty in coping with a serious or disturbing incident. By talking about the emergency, it will provide an opportunity for all staff to discuss their concerns, reactions and thoughts on how the emergency situation was handled and how improvements in our workplace can be made to prevent a reoccurrence of such an emergency in the future. Management will assess the welfare of all staff in particular where trauma has been evident, counselling may ensue with ongoing management support.

Neighbouring Businesses

Neighbouring Business			
Name	Address	Contact Person	Contact Number
<i>Wilson & Oliver Engineering</i>	Units 1 & 2 Ayrshire Crescent, Sandgate	Bruce Calvert Business Owner	0425 268 310
<i>Michilis Pty Ltd Building & Construction</i>	5 Ayrshire Crescent Sandgate	Mark Michilis	49 673100 (Office) 0425 324 013

Emergency Response Plan Access

The **All-Pro** Emergency Response Plan NSW is located in booklet form and on display in the office and respective factories.

An electronic version is stored on the company K:Drive in the clearly identifiable folder titled Emergency Response Plan. Electronic copies are also stored on the work station computer in the distribution factory and on the computer in the batching area of the manufacture factory.

Training

Information, training and instruction will be conducted periodically.

Emergency evacuation drills will be conducted at least twice annually to provide an opportunity for staff to prepare for any given emergency in our workplace.

Team meetings will provide an opportunity for consultation in our workplace regarding the Emergency Response Plan and the interrelationship with Work health and Safety (WHS) in our workplace.

Emergency Plan Review

A review of the **All-Pro** Emergency Response Plan NSW will be conducted every 5 years or when situations change within our workplace which require additions or changes to the existing plan.

Further References

- SafeWork NSW website www.safework.nsw.gov.au – Emergency Plans.
- Safe Work Australia www.safeworkaustralia.gov.au – Emergency Plan Fact Sheet.
- ALL-PRO Safety Management Plan.
- ALL-PRO Induction.



Mobility impaired persons should evacuate immediately on hearing the fire alarm assisted by a nominated Team Member.



ACTION ON DISCOVERY OF FIRE

Remove people

If in danger to the Assembly Area

Alert the fire service

Near by stores, Centre Management and customers

Confine fire and smoke

Close all doors if safe to do so

Extinguish

And control the fire if safe to do so

STAGES OF EVACUATION

IN CASE OF FIRE

- ✓ Alert others by one long blow on the Air Horn
- ✓ Try to stop the cause/source of the fire if safe to do so
- ✓ Use the nearest suitable extinguisher to put out the fire

IF IN DOUBT, JUST GET OUT!

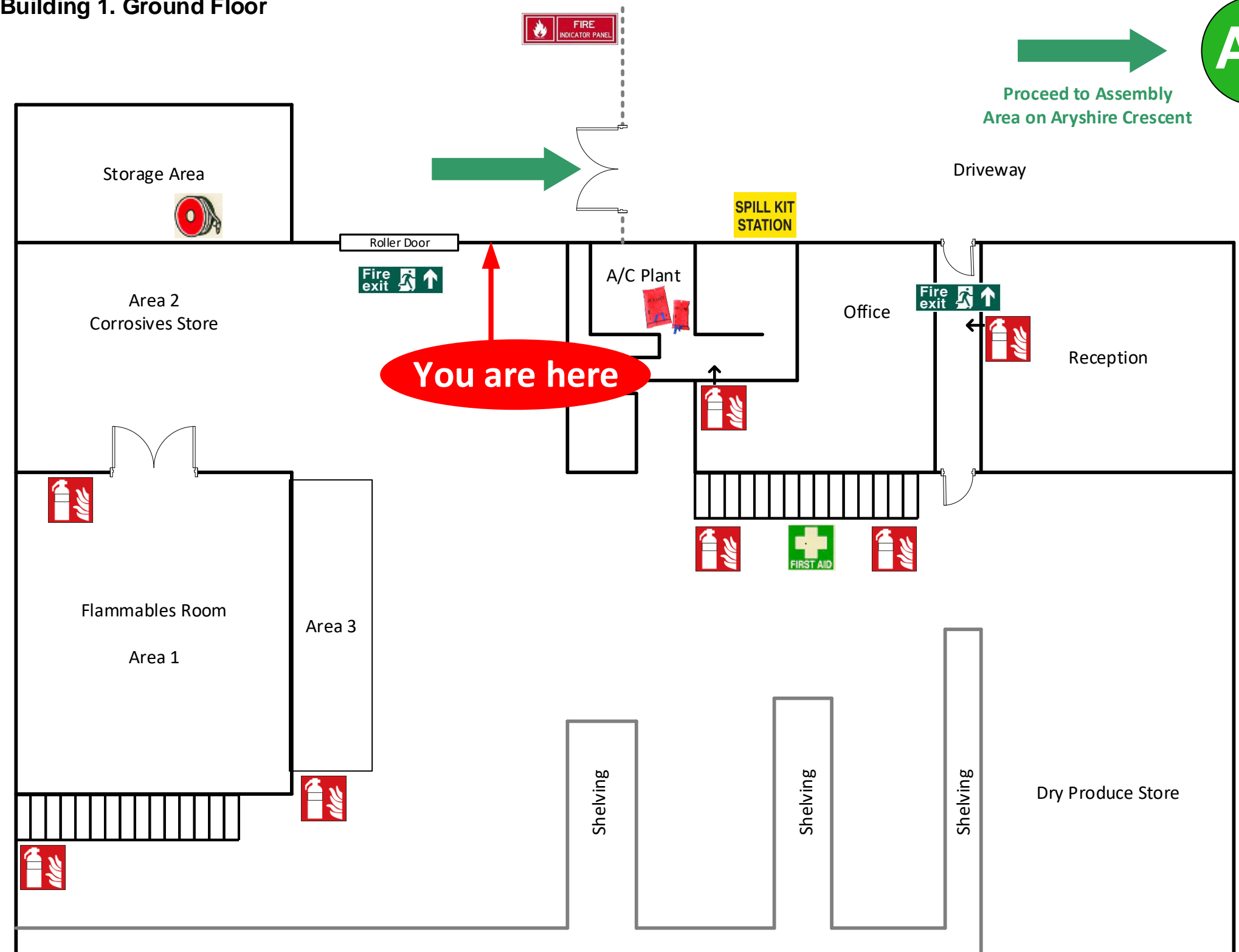
- ✓ If you are going to Evacuate Alert others by blowing 3 distinct blows on the Air Horn
- ✓ Move staff and customers to the Assembly point
- ✓ The Branch/Department Managers are to conduct a visual inspection to ensure the premises is clear
- ✓ Notify the emergency services by calling 000
- ✓ As soon as practicable, notify your Supervisor/Area Manager

ASSEMBLY AREA



Date Issued: 05.04.2019
Expiry Date: 05.04.2024

Building 1. Ground Floor





Mobility impaired persons should evacuate immediately on hearing the fire alarm assisted by a nominated Team Member.



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Remove people

If in danger to the Assembly Area

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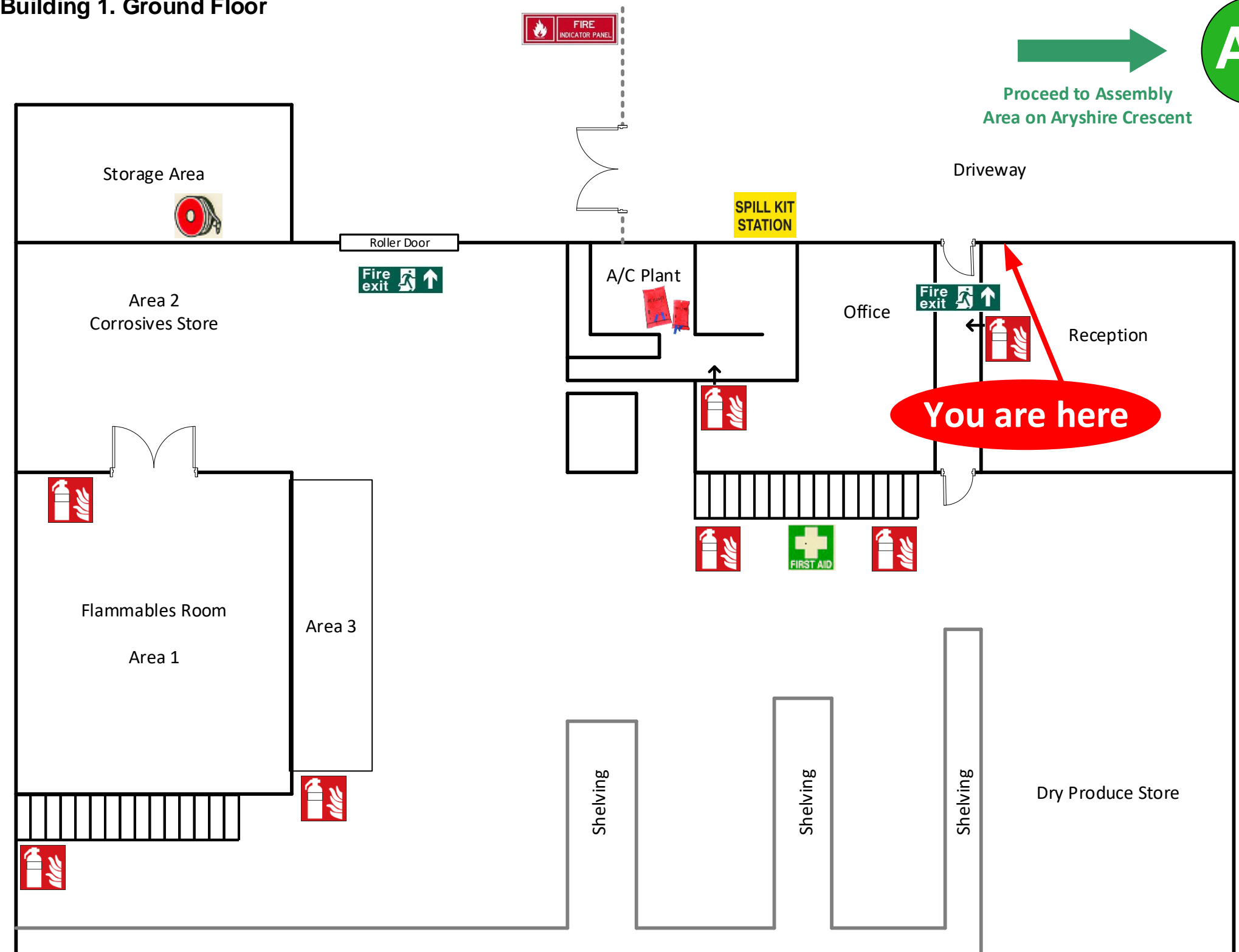
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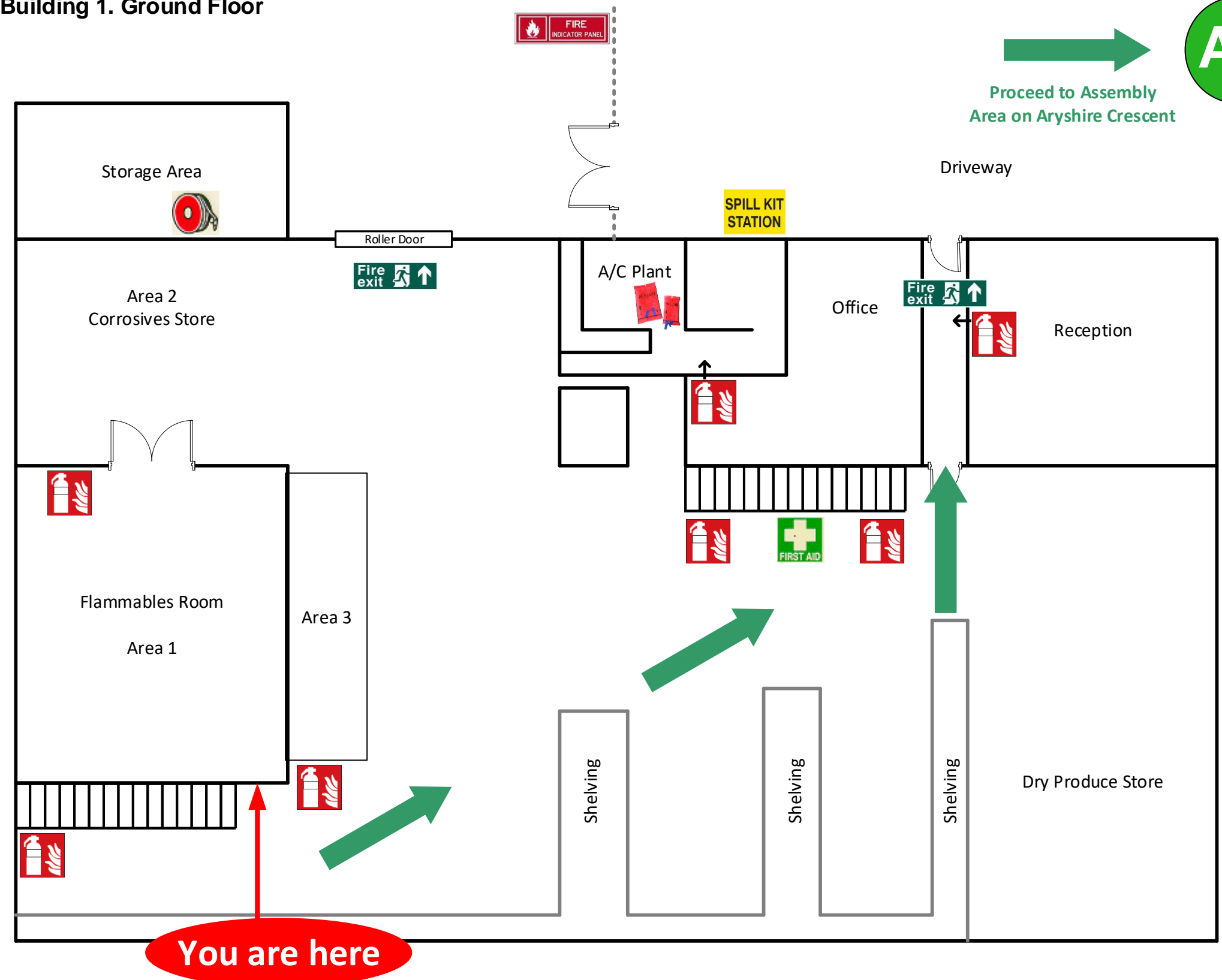
ASSEMBLY AREA



Date Issued: 05.04.2019

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Building 1. Ground Floor



Dry Powder



CO2



Water



Wet Chem.



Hose Reel



Fire Hydrant



Fire Blanket



Fire Information Panel



Dangerous Goods



Spill Kit



First Aid



Exit



Exit Route



Assembly Point



Assembly Point



Alternative Exit Route



Mobility impaired persons should evacuate immediately on hearing the fire alarm assisted by a nominated Team Member.



ACTION ON DISCOVERY OF FIRE

Remove people

If in danger to the Assembly Area

Alert the fire service

Near by stores, Centre Management and customers

Confine fire and smoke

Close all doors if safe to do so

Extinguish

And control the fire if safe to do so

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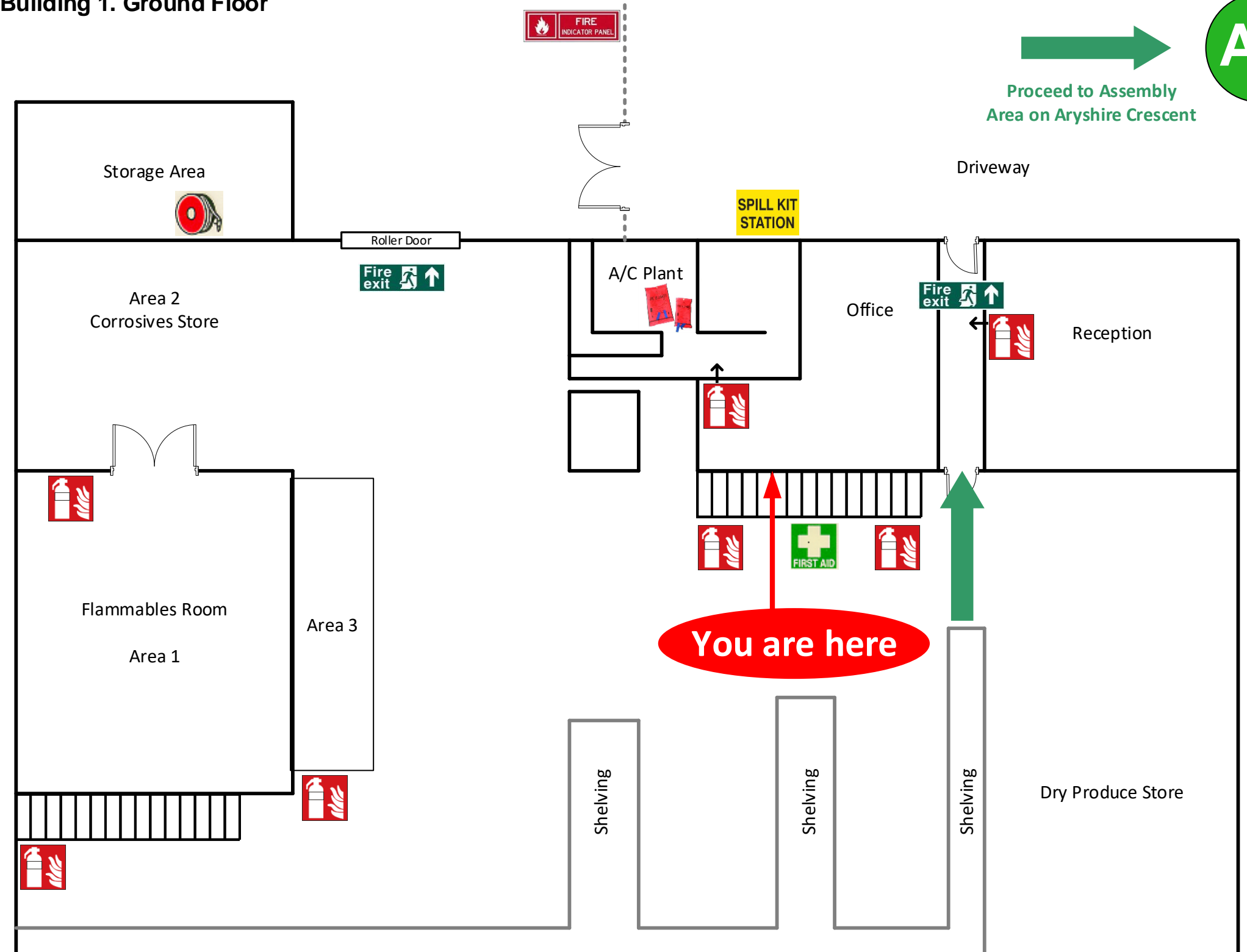
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Date Issued: 05.04.2019

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Building 1. Ground Floor



Dry Powder



CO2



Water



Wet Chem.



Hose Reel



Fire Hydrant



Fire Blanket



Fire Information Panel



Dangerous Goods



Spill Kit



First Aid



Exit



Exit Route



Assembly Point



Assembly Point



Alternative Exit Route



Mobility impaired persons should evacuate immediately on hearing the fire alarm assisted by a nominated Team Member.



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Confine fire and smoke

Close all doors if safe to do so

Extinguish

And control the fire if safe to do so

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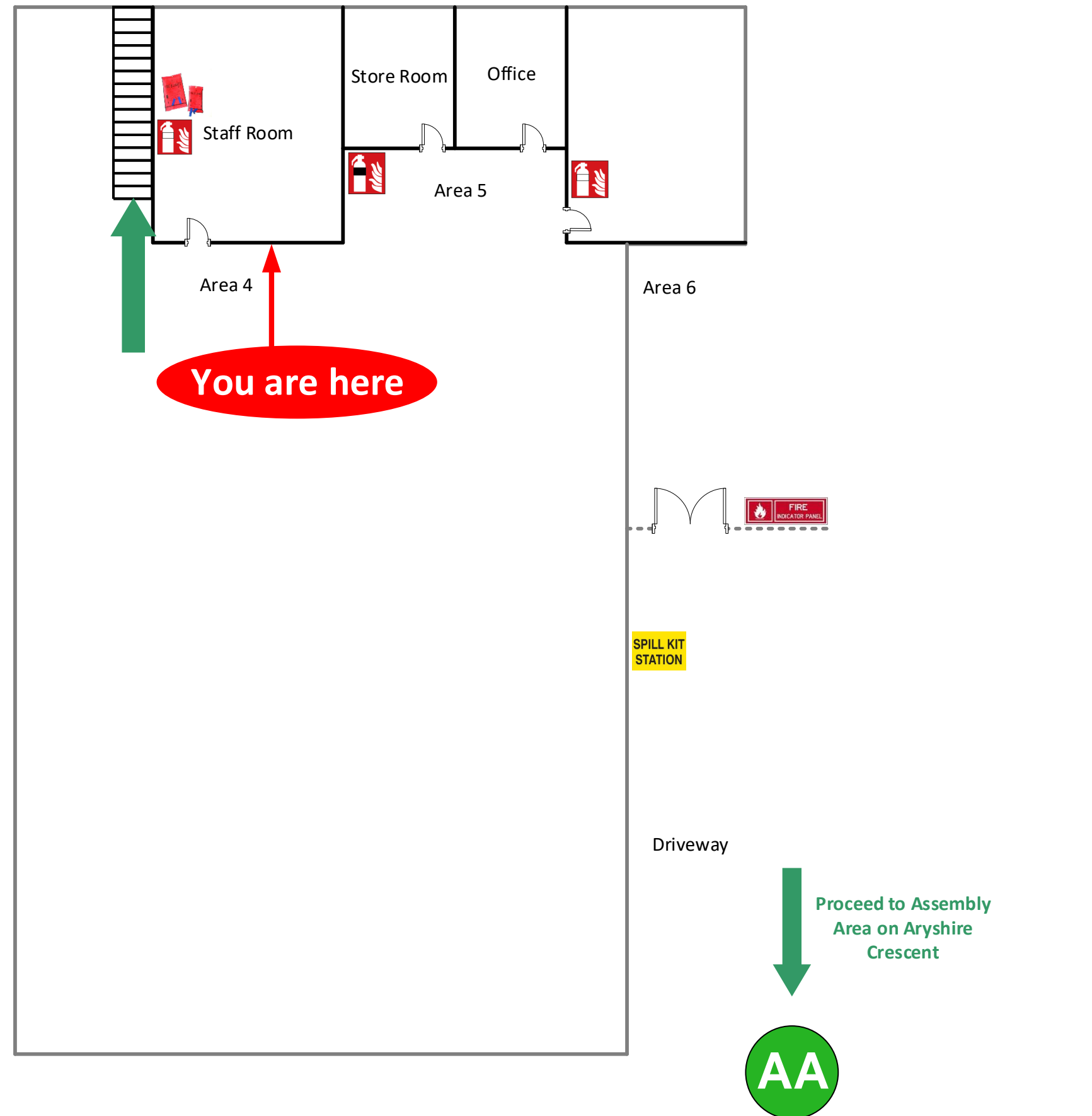
ASSEMBLY AREA



Date Issued: 05.04.2019

Expiry Date: 05.04.2024

Building 1. Upstairs



Dry Powder



CO2



Water



Wet Chem.



Hose Reel



Fire Hydrant



Fire Blanket



Fire Information Panel



Dangerous Goods



Spill Kit



First Aid



Exit



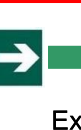
Exit Route



Assembly Point



Assembly Point



Alternative Exit Route



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- ✓ Notify the emergency services by calling 000
- ✓ As soon as practicable, notify your Supervisor/Area Manager

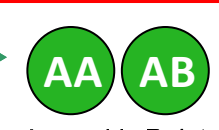
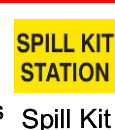
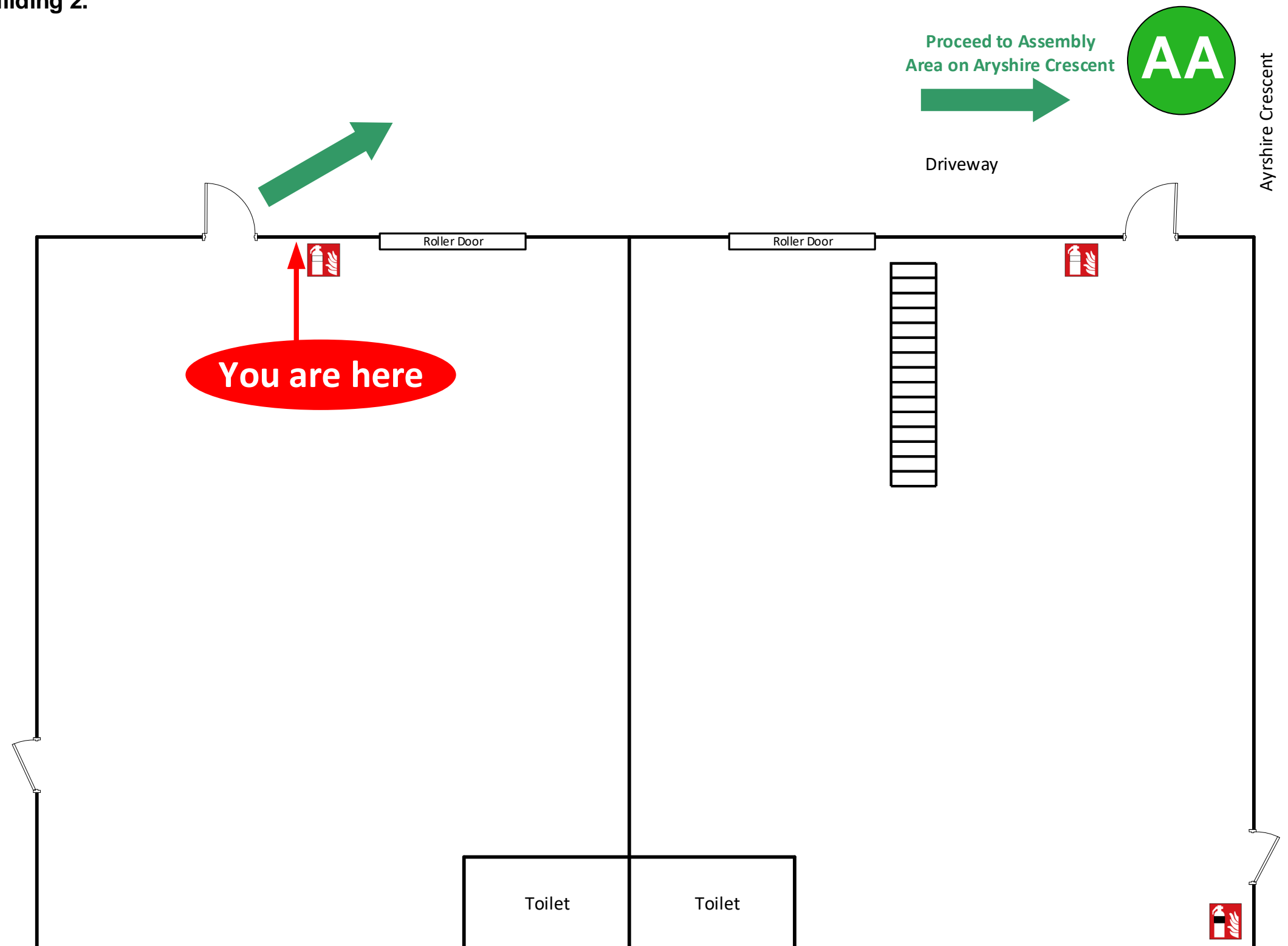
ASSEMBLY AREA



Date Issued: 05.04.2019

Expiry Date: 05.04.2024

Building 2.





Mobility impaired persons should evacuate immediately on hearing the fire alarm assisted by a nominated Team Member.



ACTION ON DISCOVERY OF FIRE

Remove people

If in danger to the Assembly Area

Alert the fire service

Near by stores, Centre Management and customers

Confine fire and smoke

Close all doors if safe to do so

Extinguish

And control the fire if safe to do so

STAGES OF EVACUATION

IN CASE OF FIRE

- ✓ Alert others by one long blow on the Air Horn
- ✓ Try to stop the cause/source of the fire if safe to do so
- ✓ Use the nearest suitable extinguisher to put out the fire

IF IN DOUBT, JUST GET OUT!

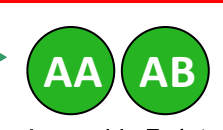
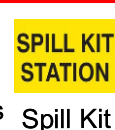
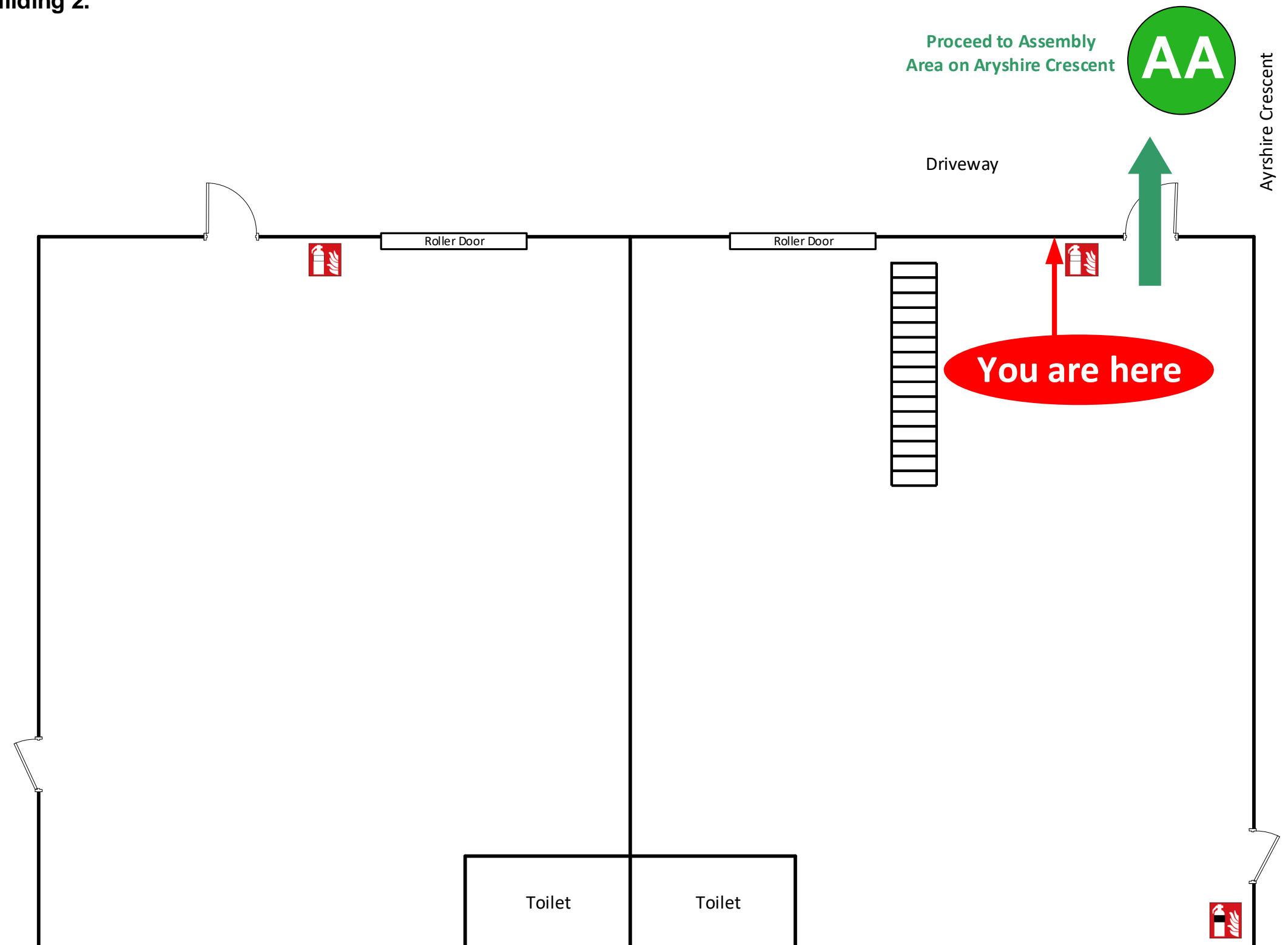
- ✓ If you are going to Evacuate Alert others by blowing 3 distinct blows on the Air Horn
- ✓ Move staff and customers to the Assembly point
- ✓ The Branch/Department Managers are to conduct a visual inspection to ensure the premises is clear
- ✓ Notify the emergency services by calling 000
- ✓ As soon as practicable, notify your Supervisor/Area Manager

ASSEMBLY AREA



Date Issued: 05.04.2019
Expiry Date: 05.04.2024

Building 2.



Asset No.1



Asset No. 2



Asset No.3



Asset No.4



Asset No.5



Asset No.6



Asset No.8



Asset No.8A



Asset No.11



Asset No.12



Asset No.13



Asset No.14



Asset No.15



Asset No.17



Asset No.18



Asset No.18A



Asset No.19



Asset No.20



Asset No.21



Asset No.9/F1



Asset FHR1



Asset FHR2

