

Emergency Preparedness & Response | Mirvac Minimum Requirements

1. Purpose & Scope

The purpose of this document is to eliminate or minimise the risk of injury or harm by having appropriate plans in place for responding to emergencies, so far as is reasonably practicable.

This document applies to all workplaces under the management or control of a Mirvac entity which must develop and maintain a current workplace Emergency Response Plan (**ERP**).

2. Minimum Requirements

Mirvac personnel and Service Providers must have processes in place to ensure compliance with:

- the Critical Controls (refer Section 3);
- relevant Forms (refer Section 4);
- all relevant Legislation, Codes of Practice and Standards (refer Section 7); and
- product guidelines for installation, use or maintenance from the Original Equipment Manufacturer.

3. Critical Controls

- **Risk Management:** A risk-based approach must be utilised to determine the credible emergency scenarios and response requirements for each Workplace. The Hierarchy of Controls should be used to identify the highest level of control practicable to prevent emergency situations from occurring and then to respond to them. Refer Hierarchy of Controls Diagram Section 9.
- **Emergency Planning Committee (EPC):** The EPC is based in Mirvac Head Office in Sydney and comprises the members of Group Risk and the HSE&S Committee. The EPC shall meet at least annually. The EPC is responsible for the development of the Emergency Response Plan template, emergency response related procedures and forms.
- **Emergency Control Organisation:** Each workplace that requires an Emergency Response Plan must nominate the Emergency Control Organisation (**ECO**) for that work place. The ECO must ensure the ERP is developed, implemented and maintained.
- **Emergency Response Plan (ERP):** Each workplace must have an Emergency Response Plan that follows either template [Emergency Response Plan Template](#) or [Emergency Response Plan Template \(Construction\)](#)

The workplace ERP must meet the requirements of this MMR and must be reviewed no less frequently than annually. The Workplace Manager is responsible to ensure the ERP covers the relevant emergency response /rescue situations and is communicated to all Mirvac personnel, service providers, visitors, affected community contacts or neighbours and where required, emergency services. As a minimum, where electrical work is been undertake a low voltage rescue kit must be at the workplace for the duration of the live electrical works. The ERP must be provided to service providers during the tendering / on-boarding process. Workplace induction must communicate ERP arrangements. The Workplace Manager must induct members of the ECO in the ERP requirements and maintain a record of this induction.

- **Competency:** All persons at the workplace must be inducted to the ERP. All members of the ECO must undertake training as documented in the ERP. All Fire Wardens, First Aiders and people identified in the ERP and involved in emergency response generally must undergo industry recognised training for performance of their roles at the frequency required, as documented in the ERP. Persons undertaking Low Voltage Rescue must be trained in Low Voltage Rescue by a certified organisation and hold a current CPR certification (may be as part of a First Aid certification).
- **Emergency & First Aid Equipment:** the ECO together with the First Aider will ensure necessary first aid and emergency equipment is identified to address the first aid and emergency requirements for the workplace. Where emergency equipment has not been identified as part of the design of the building, the tenant is responsible to ensure a suitably qualified fire consultant is engaged to provide advice on the number and type of fire protection devices required. These devices will be shown on the building Emergency Evacuation diagram.

- During the construction phase of a project, the Workplace Manager is responsible to ensure adequate fire protection devices are in place on the project as it progresses through construction. Refer Table 6 for required qualifications to undertake this task. The type of fire protection equipment to be used on a construction project will be recorded in the ERP. These must be in accordance with the Legislation, Codes of Practice and Standards (see Section 7).
 - The First Aid requirements for the project will be assessed by a qualified First Aider and documented with the aid of the [First Aid Establishment Checklist](#).
 - Additionally, where a unique task is required to be carried out (eg confined space entry or electrical work) the equipment will be identified and managed in accordance with the JSEA / SWMS process.
 - **Display of Emergency Information at the Workplace:** At each workplace the contact numbers for First Aiders and Fire Wardens, the location of Emergency Exits and Equipment Diagram and the Emergency Evacuation Route must be displayed. Other information may also be required depending on the credible emergency scenarios identified in the ERP, including:
 - location of nearby health facilities;
 - contact information for the Ambulance, Police and Fire Services;
 - dangerous Goods Manifest;
 - website information for the Bureau of Meteorology (BOM).
 - **Emergency Drills and Emergency Response Scenarios:**

The Workplace Manager is responsible to ensure:

 - the adequacy of arrangements to test the effectiveness of the Emergency Evacuation Plan and training of personnel in the plan;
 - that relevant emergency response scenarios have been identified, assessed and plans developed for successful response;
 - relevant emergency response scenarios are practiced (relevant to the workplace risk profile) every six months (for operational areas) and at a minimum of every three months in Construction.
- In Construction the [Fire Protection Checklist - monthly](#) is used to conduct a monthly check of Fire Protection arrangements. This may be conducted by site personnel or a Fire Safety consultant.
- The [Evacuation and Emergency Drill Evaluation](#) form will be used to document the result of the emergency evacuation drill or emergency scenario. Actions arising from the drill/scenario practice must be recorded on this form and discussed at the Workplace Managers monthly meeting (where relevant) and tracked through minutes of this meeting.
- **Location of the ERP:** Where the workplace has a Workplace Risk Management Plan the ERP should be attached as an appendix. Where no WRMP exists, the ERP must be readily available to workplace personnel through a Share Point site or similar.

4. Mirvac Forms

Checklists and Permits are to be completed and then authorised by Mirvac representative prior to work

Emergency Call Ambulance – to be displayed on the project	Fire Extinguisher Register – to be used to track servicing and replacement of fire extinguishers and hoses
Emergency Response Plan Template	Emergency Response Plan Sign Off Checklist
Emergency Response Plan Template (Construction)	Emergency Evacuation Diagram Checklist – to be used to prepare Evacuation Diagrams
Evacuation and Emergency Drill Evaluation – to be used to document the drill evaluation findings	Emergency Evacuation Diagram – to be displayed on the project
First Aid Establishment Checklist	Fire Protection Checklist - monthly – to be used in Construction as a monthly fire preparedness inspection

5. Roles and Responsibilities

The Mirvac workplace Manager of each workplace over which Mirvac has control is responsible to ensure workers at the site are aware of and adhere to the performance requirements of this document and responsible to ensure workers are equipped with adequate tools, training, competency and licensing to undertake the work.

6. Training and Competency

Minimum Training Requirements Emergency Preparedness & Response

Type of Activity	Required Training
All workers on site	Induction into the Workplace ERP
Members of the ECO	Roles & Responsibilities of ECO Members; and Induction into the ERP
First Aiders / Determination of Workplace First Aid Requirements	Workplace First Aid or Occupational First Aid Training (including CPR)
Fire Wardens	Fire Warden training
Determination of Requirements for Workplace Fire Equipment (Operations)	Workplace or Tenancy Manager with the guidance of an experienced Fire Safety Consultant
Determination of Requirements for Workplace Fire Equipment (Construction)	Workplace Manager with 5 years' site management experience; Person who has completed Fire Warden training and who has served as a Fire Warden for 1 year; suitably experienced Fire Safety Consultant.
Conduct Low Voltage Rescue	Person who has completed Low Voltage Rescue training course and who holds a current CPR qualification (e.g. Occupational First Aid)

7. Relevant Legislation, Codes of Practice and Standards

Document Title	
NSW:	Work Health and Safety Act 2011 (NSW) Work Health and Safety Regulation 2017 (NSW) (including reg 39)
Vic:	Occupational Health and Safety Act 2004 (Vic) Occupational Health and Safety Regulations 2017 (Vic) (including reg 49)
Qld:	Work Health and Safety Act 2011 (Qld) Work Health and Safety Regulation 2011 (Qld) (including reg 39)
ACT:	Work Health and Safety Act 2011 (ACT) Work Health and Safety Regulation 2011 (ACT) (including reg 39)
WA:	Occupational Safety and Health Act 1984 (WA) Occupational Safety and Health Regulations 1996 (WA) (including reg 3.8)
Safe Work Australia – Managing the work environment and facilities: Code of practice 2011	
Safe Work Australia – Emergency Plans Fact Sheet 2012	
Safe Work Australia - Managing risks of hazardous chemicals in the workplace: Code of Practice	
Safe Work Australia - First aid in the workplace: Code of Practice	
Work Safe QLD - Managing the Work Environment and Facilities - Code of Practice	
Worksafe QLD - First aid in the workplace: Code of practice	
Work Safe Vic - Workplace amenities and work environment:- Compliance Code	
Safe Work NSW - Managing the Work Environment and Facilities - Code of Practice	
Worksafe WA – Preparing for Emergency Evacuations at the workplace: Guidance Note	
AS 3745 <i>Planning For Emergencies in Facilities</i>	
AS 1851 <i>Routine service of fire protection systems and equipment</i>	
AS 1940 <i>The storage and handling of flammable and combustible liquids</i>	
AS 2444 <i>Portable Fire Extinguishers and Fire Blankets – Selection & Location</i>	
AS 1851 <i>Routine service of fire protection systems and equipment</i>	

8. Additional Information

[Incident Management Procedure](#)

[Crisis & Incident Management Plan Quick Reference](#)

[Crisis & Incident Management Plan](#)

[Site Establishment MMR](#)

9. Hierarchy of Controls Triangle

