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1. DEFINITIONS & ABBREVIATIONS

1.1 Definitions

CONTRACTOR	Boskalis Australia Pty. Ltd.
Director General	Director General of the Department of Planning and Infrastructure (or delegate)
Emergency	Any sudden and unexpected incident which represents a real and immediate danger to personnel, assets, plant and equipment, the environment, or business/operational continuity.
Facility	Work site, vessel or craft
Hazard	Something that has the potential to cause harm, including death or injury to people, or damage to property, environment or reputation.
Incident	Any unplanned event resulting in, or having a potential for injury, ill health, damage or other loss.
Near Miss	Incident with the potential to cause an injury, damage or environmental loss, but where the harm was avoided by circumstances.
Person Conducting a Business or Undertaking	Under the 2011 WHS Act and Regulations - a person conducting a business or undertaking may be an employer, self-employed, a principal CONTRACTOR, a person with management or control of a workplace, a designer, manufacturer, supplier, importer or installer.
Procedure	Specified way to perform an activity.
Project	Port Kembla, Berth 103, Stage 2 Development Project - Dredging and Spoil Disposal Works
Proponent	NSW Ports
Safe Work Method Statement	A work method statement, sometimes referred to as a safe work method statement or SWMS is predominately used in construction to describe a document that gives specific instructions on how to safely perform a work related task, or operate a piece of plant or equipment.
Subcontractor	Companies contracted by CONTRACTOR to perform a specific portion of the work.
Supplier	A company that is requested to supply (temporary) materials or services on behalf of CONTRACTOR.
Worker	A worker is someone who carries out work for a PCBU. A worker includes an employee, labour hire staff, volunteer, apprentice, work experience student, subcontractor, and CONTRACTOR.

1.2 Abbreviations

ALARP	As Low As Reasonably Practicable
AS/NZS	Australian Standard / New Zealand Standard
BKA	Boskalis Australia Pty. Ltd
BHD	Backhoe Dredge
DEMP	Dredging Environmental Management Plan
ERP	Emergency Response Plan
ENF	Emergency Notification Flowchart
HAZID	Hazard Identification Workshop
HSSMP	Health, Safety & Security Management Plan
HSES	Health, Safety, Environment & Security
IMO	International Maritime Organisation
ISM	International Management Code for the Safe Operation of Ships and for Pollution Prevention
ISO	International Organisation for Standardisation
MARPOL	International Convention for the Prevention of Pollution from Ships
MSDS	Material Safety Data Sheets
NSWP	NSW (Ports)
PCBU	Person Conducting a Business or Undertaking
PPE	Personal Protective Equipment
OHDSKA	Outer Harbour Dredge Spoil Containment Area
RBW	Royal Boskalis Westminster
RTW	Return to Work
SHB	Split Hopper Barge
SOPEP	Shipboard Oil Pollution Emergency Plan
SOW	Scope of Work
STCW	International Convention on Standard of Training Certification
TBD	To be determined
VTC	Vessel Traffic Control

2. PROJECT INTRODUCTION

2.1 General

NSW Ports, as part of its capital works program, will carry out dredging associated with the B103 Stage 2 development in Port Kembla' s Inner Harbour.

Dredging and spoil disposal works associated with the extension of Berth 103 (B103) in the Inner Harbour of Port Kembla will allow an increase in the size of ships currently using the berth from 200m length overall (LOA) to 235m LOA and Panamax and Post-Panamax beam width.

The proposed dredging site lies within the Inner Harbour and the spoil disposal site is in the Outer Harbour (refer figure 1-1 and 1-2) and are summarised below.

2.2 Project Overview

The Scope of Work is for the Stage 2 dredging of Berth 103 in the Eastern Basin of the Inner Harbour of Port Kembla. Berth 103 is a land backed bulkhead berth with a rock armoured northern revetment.

When the berth was constructed the berthing basin was dredged to RL -12.3m Port Kembla Harbour Datum (PKHD). NSW Ports (NSWP) is intending to remove the northern armoured revetment by extending the driven piled bulkhead wall in a westerly direction to retain the northern stockyard and to dredge the whole of the berthing basin area and approach channel to RL -14.5m PKHD.

For a detailed overview of the project scope, see 036-10211-14-001 Work Method Statement – Dredging and Spoil Disposal.



Figure 1-1 Overview of dredging & disposal site



Figure 1-2 Outer Harbour Dredge Spoil Containment Area (OHDSCA)

Port Kembla Operations Pty. Ltd. a wholly owned subsidiary of NSW (Ports) has contracted Boskalis Australia Pty. Ltd. to undertake the Dredging and Spoil Disposal Works.

2.3 Purpose and Applicability

The purpose of this Emergency Response Plan (ERP) is to ensure that there is a coordinated and prompt response in the event of an eventual emergency incident and is applicable to all Dredging and Spoil Disposal Works and associated onshore activities these being:

- Removal of remnant piles
- Removal of rock armour from the Northern Revetment and stockpiling for future use
- Removal of the Grout mattress on the Southern Revetment
- Construction of the new B103 Western Rock Revetment.

This ERP is not intended to give detailed instructions on how employees at a specific work site or vessel shall respond to a particular emergency situation. The intention is to give guidance as to the activities to be performed by the person in charge (Project Manager, Superintendent Site Manager, Vessel Master, etc.) specifically with respect to the local circumstances and requirements set by CONTRACTOR and Proponent.

This plan is applicable whenever an emergency situation arises, directly related to CONTRACTOR activities. An emergency situation occurs whenever one of the following questions is answered with “**yes**”:

- Are there any fatalities or personnel with major injuries?
- Is the situation (potentially) life-threatening?
- Has serious environmental loss/damage occurred or is it likely to occur?
- Has serious damage to plant or other assets occurred or is it likely to occur?
- Is the situation (potentially) sensitive to the press and/or public opinion?
- Have NSWP advised of an emergency situation within the port that could have an impact on CONTRACTOR’s activities?

This ERP is to be read in conjunction with Document 036-10211-02-002 – Dredging Environmental Management Plan and 036-10211-02-001 Health, Safety, Security Management Plan (HSSMP).

This ERP is a dynamic document and will be made available to all parties concerned and will be revised whenever the need arises.

3. REFERENCES

3.1 Controlled Legislation

The following controlled legislation is related to this document:

- Navigation Act 2012;
- Ozone Protection and Synthetic Greenhouse Gas Management Act 1989, amended 2003;
- Environmental Protection & Biodiversity Conservation Act 1999, amended 2014;
- Protection of the Sea (Prevention of Pollution from Ships) Act 1983, amended 2004;
- Protection of the Sea (Harmful anti-fouling systems) Act 2006;
- Protection of the Environment Operations Act 1997, amended 2014;
- Environmental Planning and Assessment Act 1979, amended 2014;
- Australian Maritime Safety Authority Act 1990, amended 2014;
- Fisheries Management Act 1994, amended 2014;
- Maritime Services Act 1935;
- Heritage Act 1977, amended 2013;
- Rivers & Foreshores Improvement Act 1948, amended 2008;
- Water Management Act 2000, amended 2014
- National Biofouling Management Guideline for non-trading vessels, 2009.

3.2 Codes of Practice and Standards

The following Codes of Practice and Standards are related to this document:

- AS/NZS ISO 31000:2009 Risk Management;
- AS/NZS ISO 14001:2004 Environmental Management Systems;
- AS/NZS ISO 19011:2003 Guidelines for quality and/or environmental management system auditing;
- AS 2601:2001 Demolition of Structures;
- AS 1949 Acoustic Measurement of Airborne Noise emitted from Vessels in Waterways, Ports and Harbours;
- International Safety Management Code for the Safe Operation of Ships and for Pollution Prevention; (International Safety Management (ISM) Code: 1998);
- International Maritime Safety requirements, including STCW 95;
- International Convention for the Prevention of Pollution from Ships 1973/78 (MARPOL).

3.3 PROPONENT Documents

The following PROPONENT documentation is related to this document:

- NSW 2013-05 Berth 103 Stage 2 Dredging & Spoil Disposal – Volume 1 _REV B 02 December 2014;
- NSW 2013-05 Berth 103 Stage 2 Dredging & Spoil Disposal – Volume 2 Technical Specification REV A – 02 December 2014;
- NSW 2013-05 Berth 103 Stage 2 Dredging & Spoil Disposal Volume 3 – Tender Drawings;

- Revised BKA Dredging Program – 036-10211 Port Kembla Berth 103 Construction – Dredging Scope 20141003;
- Concept Project Approval – Section 75O, 75P and 75J of the Environmental Planning and Assessment Act 1979, application 050073, dated 6th April 2006
- Project Approval – Section 75J of the Environmental Planning and Assessment Act 1979, application 08_0249, October 2011

3.4 CONTRACTOR Documents

The following RBW documentation is related to this document:

- RBW-002 (Corporate) Policy Statement Safety, Health and Environment;
- RBW-104 Preparing;
- RBW-105 Executing;
- RBW-106 Evaluating;
- RBW-302 Engineering Activities Control;
- RBW-308 Audits;
- RBW-310 Non-conformities and Corrective Actions;
- RBW-311 Preventive Actions;
- RBW-504 SHE-Q Management Checklist (model);
- RBW-527 Non Conformity Report;
- RBW-532 Inspection & Test Plans;
- EQP-205a Annex I Bunker operations;
- EQP-306 Ballast Water Management;
- EQP-308 Garbage Control.

The following BKA documentation is related to this document:

- BKA-001a Bridging Document BKA;
- BKA-002d Policy Statement Environment;
- BKA-004 Emergency Plan;
- BKA-312 Site Reporting;
- BKA-313 Hazard Identification and Risk Assessment;
- BKA-350 SHE-Q Communication, Consultation and Resolution;
- BKA-355 Management of Change;
- BKA-401 Office Document and Data Control;
- BKA-510 Incident Reporting and Investigation Procedure;
- BKA-510a Incident Notification Form;
- BKA-510b Incident Report and Investigation Form;
- BKA-513 HAZID and Risk Assessment Register;

- BKA-514c Safe Work Method Statement;
- BKA-570 Legal and Other Requirements;
- BKA-576 (Sub)CONTRACTOR Selection and Alignment;
- BKA-606b Visitor Induction Checklist – Projects;
- BKA-670 Legal and Other Requirements Register;
- BKA-690 SHE-Q Event Register.

3.5 PROJECT Documents

The following PROJECT documentation is related to this document:

- 036-10211-02-001 Health, Safety and Security Management Plan;
- 036-10211-02-002 Dredging Environmental Management Plan;
- 036-10211-02-003 Project Quality Management Plan;
- 036-10211-02-004 Emergency Response Plan;
- 036-10211-02-005 Transport Management Plan;
- 036-10211-03-001 Master Document Register;
- 036-10211-06-001 Project HSSE Hazid;
- 036-10211-14-001 Work Method Statement – Dredging and Spoil Disposal

4. EMERGENCY RESPONSE - OBJECTIVES AND TARGETS

4.1 Management Objectives

Once an emergency situation has been reported, the strategy to be followed by CONTRACTOR and Subcontractor(s) will be as follows, in this order of priority:

Priority	Action
1	Saving lives and bringing people to safety
2	Avoiding or limiting further damage to the environment
3	Ensuring the emergency situation is under control and preventing further escalation
4	Safeguarding facilities, vessels and/or other assets
5	Making the working location/vessel safe
6	Salvage and repair
7	Post Incident Recovery

The nature and severity of the emergency situation will determine which actions will be necessary. The ERP is used as the guideline for this. In this context it should be noted that the ERP also deals with (impending) emergencies or situations which will require other forms of assistance involving, or consultation with, persons or organizations outside the location.

4.2 Targets

The targets of this ERP are;

- Ensure clear and effective emergency response;
- Ensure this Emergency Response Plan is in line with Project and statutory requirements;
- Management of the recovery process following an emergency situation.

5. EMERGENCY RESPONSE ORGANISATION AND RESPONSIBILITIES

The following chapter outlines the roles and responsibilities of CONTRACTOR personnel involved in the management of emergencies occurring in an area of CONTRACTOR and Subcontractor(s) scope of works.

Reference should be made to Appendix 1: CONTRACTOR Emergency Communications and Contact Flow Chart for the relationship of the positions outlined below and the reporting process for all emergencies.

5.1 Crisis Manager (CM)

The **Project Manager** or nominated deputy shall assume the role of Crisis Manager and is responsible for:

1. Maintaining an overall view of the whole situation and communicates directly with the Incident Controller;
2. Ensuring that the times and nature of all critical events occurring during the emergency are recorded in the Emergency Log Book;
3. Keeping Company Representative informed of any developing situation;
4. Providing a representative to communicate with Company and the relatives of casualties;
5. Keeping CONTRACTOR Corporate Office informed of any developing situation;
6. Initiating where/when it is deemed necessary the involvement of the crisis support.

5.2 Incident Controller (IC)

The designated Incident Controller is responsible for:

1. Establishing the facts and assessing the situation, taking into account the impact on:
 - Health and safety of personnel;
 - The Environment;
 - Security;
 - Assets and facilities.
2. Establishing and checking communications with the impacted worksite, Vessel(s) and Harbour Control (depending on the location of the incident);
3. Communicating with other Vessels or nearby worksites and issue instructions to evacuate the area if deemed necessary;
4. If the Emergency is beyond the capabilities of the immediate response personnel the IC will request assistance/resources from other Vessels and contact external authorities;
5. When the situation is brought under control, the Incident Controller will authorize the announcement "All Clear" to be made;
6. As soon as practicable after the emergency, the Incident Controller must initiate a debrief with all

involved, prepare and issue a detailed report.

7. Record details in the emergency communication register.
8. Act as the liaison focal point between NSWP, external services and other parties
9. Complete the reporting requirements and assist in the Incident Investigation process.

In the Incident Controller's absence, a nominated Deputy Incident Controller will take over the responsibilities as detailed above for managing the emergency.

5.3 Emergency Response Team (ERT)

Each vessel shall have emergency response teams, procedures and duties as per the requirements of STCW95 for vessels.

At the project office location, on the Southern end of Berth 103, sufficient trained personnel will be available to respond to any onshore emergency situations.

Training drills will be conducted to provide continuous skills and confidence in their role.

5.3.1 Emergency Drills

Emergency Drills for ERT Members working on the project shall be in line with legal and project requirements and shall include:

- Firefighting
- Medical Emergency
- Man Overboard
- Oil Spill response
- Security

6. EMERGENCY SCENARIO'S

Based on the Scope of Work, CONTRACTOR's ERP has been created to cover the following scenario's which may occur on the Project involving CONTRACTOR or Subcontractor personnel:

- (Major) medical emergency
- Fire or explosion
- Man overboard
- Vessel grounding or collision
- Oil or Hydrocarbons spills
- Road traffic accidents

6.1 General Emergency Response

When an emergency incident occurs anywhere in the port, the primary concern is the safety of personnel. Therefore, if required, emergency services should be called immediately and concurrent notification to Vessel Traffic Control (VTC) located at the Port Operations Centre.

This will ensure that emergency services have been activated and provide a central contact point for additional information or direction for emergency services. It also provides internal NSWP notification and activation. This also enables the project to manage and minimise any impact on broader port operations, community and infrastructure.

The facility that is the source of the incident must ensure that the incident is reported to VTC. It is recommended that a facility liaison person be deployed to the security gate or the main entrance to provide emergency services with initial direction to the location of the incident and provide first-hand information regarding the incident, any specific response plans or specific information relating to hazardous materials.

A responsible person from the facility affected should identify themselves to the Incident Controller (IC), be identified by a tabard/vest, indicating the company and role and should be able to commit facility resources and/or provide or facilitate the provision of specialist information and/or resources specific to the facility and the incident.

6.2 Vessel Traffic Control

The information required by VTC is:

- Name, organisation, and contact details of person reporting the incident.
- What has occurred?
 - Description of incident
 - Extent of damage
 - Injuries / fatalities

- Is the incident under control/contained?
- Where has the incident occurred?
 - Berth/port location
 - Port Emergency Marker number
- When did the incident occur?
 - Time
 - Date
- How did the incident occur?
 - Do not assume just provide facts
 - If unknown state as such
- Who is required?
 - Emergency services, police, fire brigade, and ambulance
 - Duty Port Safety Officers, Harbour Master, Duty Port Security Officer
 - Duty Manager, Emergency Management
 - Infrastructure & Services Supervisor
 - Port security provider
- Who has been notified/or is in attendance?
 - Emergency services
 - EPA
 - Work Safe
 - AMSA
 - Port security etc.

The VTC can be contacted on VHF Channel 11 in an emergency.

7. MEDICAL EMERGENCIES

7.1 Medical Services and Provisions

CONTRACTOR's primary vessels have medical facilities onboard which are maintained and stocked in accordance with International Maritime Organization (IMO) requirements. All medical facilities onboard vessels and worksites will be sufficient for the type of work being performed and the number of personnel at each work location or on each vessel.

All marine crew have first aid training and senior officers have advanced ships medical training. All other vessels and worksites shall be medically prepared by having adequately stocked first aid kits appropriate to the numbers of persons working on the vessel or area.

7.1.1 First Aid Kits

First Aid kits shall be supplied and maintained current and complete of content by the CONTRACTOR/ Subcontractor(s) and will:

- Be immediately accessible to all personnel;
- Have emergency contact numbers (phone and/or radio) located in the vicinity of the kits along with resuscitation charts, a content list, treatment log and pen.
- Be clearly marked and numbered for identification and the contents inspected once every month for acceptability and completeness.

The Project SHE Advisor or other nominated person is responsible for checking the contents of the kit, cleaning the outside and inside of the kit and tidying up the contents and checking everything is in date. Records shall be maintained of the content checks indicating the kit number, location, date, by whom it was checked and the replacement of any items.

All CONTRACTOR and Subcontractors vehicles will have a First Aid kit and fire extinguisher.

7.2 Preferred Injury Management Routing

CONTRACTOR will establish preferred providers list in the event any of its personnel or personnel from third parties require medical assistance, either emergency or not.

Injured personnel will be transferred to the most appropriate facility for the most effective and expedient management, according to their needs and the time of the incident, as initially communicated by Site staff (Master/Project SHE Advisor/Superintendent) to the Rehabilitation Manager. Preferred provider location will be primarily determined by the severity of the injury, then by the most appropriate provider, location and time of occurrence. This may change depending on the phase or other aspects of the Project. Usually the appropriate venue will be advised by the Project SHE Advisor in consultation with the Rehabilitation Manager within the triage conversation which should be undertaken prior to the initial medical attention.

Maps and directions to the local hospital and preferred providers referenced are attached in appendices.

7.2.1 Major Injuries / Fatalities

The CONTRACTOR's Project Manager or nominated deputy shall inform Proponent Representative of any Project related major injury, within 2 hours, unless fatal which shall be reported immediately.

7.2.2 Moderate, Minor Injuries (cuts, bruising, contusions, finger injuries etc.)

Depending on the location of the vessel concerned, Ambulance/CTV will generally meet at Berth 103. The appropriate location will be advised by Project SHE Advisor and directions noted below should be altered accordingly if this is not the case. Destinations remain the same.

Major injuries and After Hours: (Life threatening, loss of consciousness, obvious major fractures etc.) will follow the ERP procedure Management Plan. Ambulance or CONTRACTOR arranged transport to;

Wollongong Hospital, Crown Street, Wollongong (02) 4222 5000.

Refer to Appendix 2 – Route from Berth 103 to **Wollongong Hospital.**

Moderate-Minor injuries: (cuts, bruising, minor fractures, contusions etc.)

These will go to the most expedient facility for the nature of the injury and the first available appointment **as determined by the Triage process** and consultation between Project SHE Advisor and Rehabilitation Manager. Project SHE Advisor or CONTRACTOR arranged transport to:

Medical & Physio

Refer to Appendix 3 – Route to IOH - Injury and Occupational Health 02 4210 7200 32 Swan St, Wollongong, NSW 2500

7.3 Injury and Illness Rehabilitation

Efficient early management, communication and the subsequent active rehabilitation (Injury/illness Management) is the most effective means to help an employee regain their health and facilitate their early and durable return to work. The rehabilitation process to be applied to the Berth 103 Project aims to get the best result for the employee involved, minimize time away from their normal duties by returning them to work rather than just achieving "fitness for work" status.

Rehabilitation commences immediately after the injury or illness occurs and is reported to the persons direct Supervisor and/or CONTRACTOR Rehabilitation Manager.

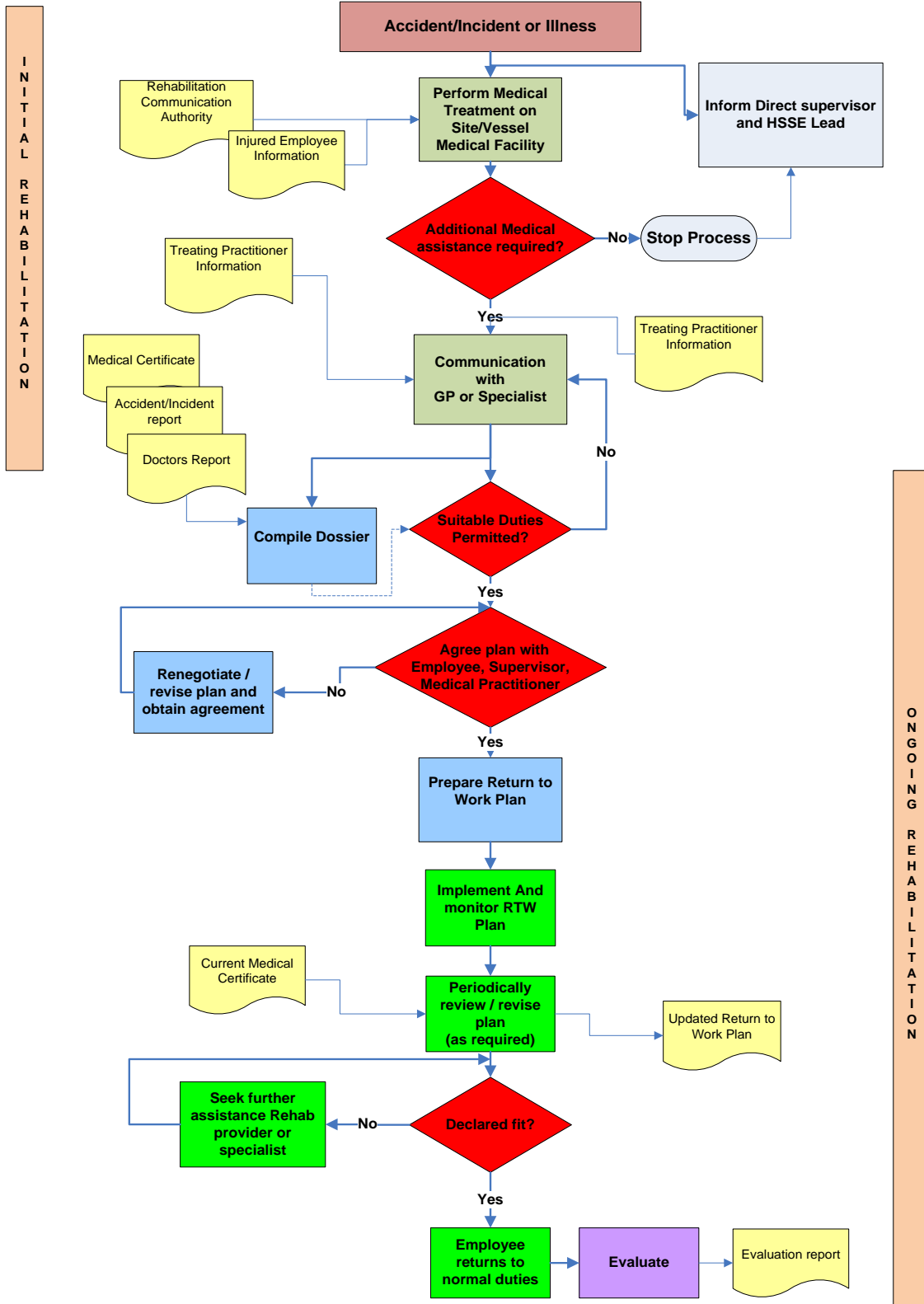
In broad terms, the two phases of rehabilitation can be defined as:

Initial Rehabilitation - Incident Management – Incident reporting and investigation, first aid, initial medical advice and treatment as indicated and initial certification.

On-going Rehabilitation – Return to Work/Resolution - On-going Injury/illness management governed by medical advice which is usually incremental and progressive. This involves medical reviews and

certification and Return to Work (RTW) Plan developments until normal duties are resumed or other resolution reached.

The general rehabilitation process to be followed is shown in figure below.



8. FIRE RESPONSE ONSHORE AND VESSELS

CONTRACTOR shall ensure that suitable firefighting equipment in the way of extinguishers, fire blankets and hose reels are readily available and identified via signage in office areas and other identified high risk work site locations.

All firefighting equipment shall be suitable to the conditions and the identified fire hazards. All fire extinguishers shall be placed in a fixed position, visible, and serviced in accordance with relevant regulations. Access to all firefighting equipment shall not be obstructed or have anything placed on it which may hinder obtaining it in the event of a fire.

CONTRACTOR will ensure that appropriate fire extinguishers (portable or fixed) are available at the following locations:

- Project office (Southern end of Berth 103);
- Storage locations for oils, grease, hazardous materials and paint;
- On all CONTRACTOR Vessels;
- In all mobile plant (also those of Subcontractors).

In the event of a fire being detected at a worksite person shall before attempting to extinguish the fire raise the alarm either through verbal communication or the activation of the emergency alarm. Should personnel be unable to bring the fire under control by the use of portable or fixed firefighting equipment the building, work site, or mobile plant shall be evacuated in accordance with the relevant evacuation procedure and the appropriate emergency services contacted. The evacuation procedure shall form part of each office area, work site, vessel induction process.

Mobile plant shall be fitted with fixed fire extinguishers which shall be activated by the mobile plant operator immediately on the identification of a fire. The location of fire extinguishers and the immediate response to a fire shall be communicated through a specific worksite induction.

8.1.1 Fire Response Actions Offshore Vessels

All CONTRACTOR vessels shall respond to fires in accordance with the up-to-date and flag state approved Vessel Fire Safety Plan.

9. **MAN OVERBOARD**

Each vessel will have a specific procedure to follow in the event of a man overboard emergency occurring.

Below is an example of the minimum steps that should be taken by the vessel in the event of a man overboard emergency occurring:

Sound the general alarm, if possible throw a lifebuoy in the vicinity of the person overboard and always maintain eye contact.

Actions to be carried out by the Bridge team:

- Release lifebuoy with light and smoke signal on the side the person(s) has fallen overboard;
- Activate GPS man overboard marker;
- Muster MOB boat crew;
- Prepare rescue boat for launching;
- Distribute portable VHF radios for communication (channel 16);
- Engage hand steering;
- Sound three (3) prolonged blasts of the ship's whistle and repeat as necessary;
- Post a lookout with binoculars and instructions to maintain a continuous watch on the person overboard;
- Hoist signal flag "O";
- Inform Vessel Master, if not already on the bridge and engine room;
- Note ship's position, wind speed, direction and time.

10. VESSEL GROUNDING, VESSEL COLLISION

10.1 Vessel Grounding

Immediately after a stranding or grounding of the vessel, the Vessel Master shall immediately order the termination of all operations and to choose all necessary means with regard to the security of the vessel.

Vessel specific procedures and checklists shall be followed. The Vessel Master will immediately notify the Port Authority and if necessary the Coast Guard in relation to the area where the grounding / standing has occurred.

The Vessel Master will then await further instructions from the Port or other Authorities.

10.2 Collision

In all cases, the Vessel Master is responsible for the safety of the vessel and personnel on board.

Immediately after the collision or as soon as a real danger of collision is known to exist, the Vessel Master has the authority to order the termination of all operations and to choose all necessary means with regard to the safety of the vessel and its personnel. Vessel specific procedures and checklists shall be followed.

The Vessel Master will immediately notify Port Authority and Coast Guard in relation to the area where the collision has occurred.

After a collision, every effort will be made to keep the vessel afloat. De-ballasting and/or ballasting will be carried out to compensate for flooding of some compartments.

The Vessel Master will then await further instructions from the Port or other Authorities

11. OIL OR HYDROCARBON SPILL

1.1 General

CONTRACTOR shall take all measures necessary to ensure that that spills do not occur, however in the unlikely event of a spill incident it is critical that all personnel are trained to know what to do, the location and use of Shipboard Oil Pollution Emergency Plan (SOPEP) equipment.

Operations where there is risk of a spill (e.g. bunkering) shall be controlled through strict procedures and trained personnel.

SOPEP Kits are available on all CONTRACTOR vessels and personnel shall be adequately trained in the use of the SOPEP equipment. These kits shall be readily available and accessible at all times.

CONTRACTOR has assessed the risks associated with the potential for an oil spill or hydrocarbon release, these are outlined below;

Onboard Vessels:

- During bunkering operations;
- Pumping sludge / bilges to a shore facility;
- Collision with another vessel;
- Grounding;
- Fire / Explosion;
- Hull failure.

Onshore Worksites (i.e. Northern, Southern or Western Revetments, Stockpile area)

- Refuelling of plant and equipment;
- Collision between plant, equipment & vehicles;
- Fire / Explosion.

Each vessel and worksite has its own emergency procedures to deal with the above identified scenarios. Bunkering operations do have a high risk of spills. Bunker operations on the project shall be carried out in strict accordance with the BKA Bunkering Procedure or NSWP requirements.

1.2 Spill Prevention

1.2.1 Oil spill materials onsite/onboard

In case of a spill, SOPEP kits are available at various locations. SOPEP kit locations are clearly marked onboard the marine vessels and at applicable work sites. The materials within the SOPEP kits are listed and periodically checked against SOPEP kit inventory to ensure kits are in a serviceable condition and fully stocked.

1.2.2 Training and drills

To ensure that all CONTRACTOR personnel, ashore or onboard a vessel are familiar with their SOPEP response procedures, regular drills are to be arranged with the minimum of 2 drills in any 12 month period. A detailed record of the drill undertaken is to be maintained on board or at the work site for audit and compliance purposes. All CONTRACTOR personnel will be trained in SOPEP response according to CONTRACTOR's Training and Competency Plan.

Periodic inspections shall be conducted to ensure that the required training/drills and facilities for SOPEP response are in order.

1.2.3 Prevention checks

On all locations effort should be made to keep the vessel / worksite in a clean good condition. This will help not only to prevent leakages but also to improve safety on site and onboard and will identify leakages in an early stage. Potential causes of spills to the environmental are:

- Lack of maintenance; engines leaking along gaskets, couplings, hoses, etc.;
- Worn / damaged hydraulic hoses;
- Drip trays not maintained;
- Deteriorating quality of storage containers/drums/jerry cans/barrels;
- Incorrect storage against external forces; wind, rain, movement (pitch/roll), etc.

The following should be done on all worksites to avoid spillage:

- Keep engines clean so new leakages can be spotted straight from the start;
- Have sufficient spare parts in store (gaskets/filters/hoses/washers, etc.);
- Daily checks of equipment;
- Have drip trays installed under anything containing fluids hazardous to the environment;
- Keep drip trays clean and dry and in good condition;
- Ensure bunds are emptied on a periodical basis and after a heavy rain event;
- Secure containers against movement from external forces.

1.2.4 SOPEP Response

In the event of an incident or emergency resulting in the uncontrolled release / spillage of oil or other hydrocarbons the first priority is to ensure the safety of personnel and to initiate action to prevent the situation from getting worse. CONTRACTOR will then implement a tiered response plan as indicated in table 11-1 below, that is aligned with the Port Oil Spill Contingency Plan.

	Tier 1 (small)	Tier 2 (medium)	Tier 3 (large)
Indicative spill size	Up to 10 m ³ (10,000 litres)	Up to 100 m ³ (100,000 litres)	>100 m ³ (>100,000 litres)
General	<p>CONTRACTOR will be able to respond to and clean up a spill utilising local resources.</p> <p>In cases where additional resources are required, these will be available from NSW or local resources within the region.</p>	<p>Tier 1 response supplemented with regional and/or national assistance.</p> <p>These resources will be facilitated by the statutory governmental agency</p>	<p>Largest response. The Combat Agency will require local, regional, national and possibly international assistance.</p> <p>These resources will be facilitated by the Australian Government. Tier 3 spills are spills of such a magnitude that they cannot be handled by Company pollution response resources.</p>

Table 11-1 Spill Tiered Response Levels

1.2.5 CONTRACTOR Response Hierarchy

The below listed response hierarchy outlines CONTRACTOR's objectives as soon as any leak is detected:

- Immediate Response - Prevent the spill entering the water (drip trays and use of absorbent pads and booms);
- If a leak is detected on the vessel or any type of plant used on land (mobile or fixed), stop the source of the leak (as per the vessel SOPEP or worksite instruction);
- During refuelling use absorbent booms and pads as a barrier to prevent drips and leaks;
- Well-planned, early water containment and recovery using absorbent booms and pads around the spill source (where practicable depending on the speed of the currents at the time as well as tidal variation).
- For shore based activities any spill shall be contained using spill kits available at the worksite. Emergency services shall be contacted for spills which are not able to be controlled by worksite personnel.
- Monitor and observe the spill (from the vessel) if the spill enters the water.

1.2.6 Equipment held Onboard Contactor Vessels

The following SOPEP equipment is held onboard the CONTRACTOR Backhoe Dredge (BHD):

Item
1. Absorbent pillows
2. Compression sprayer Ferrum 3580, resistant 3610
3. UNITOR Natural hand cleaner
4. UNITOR Water based general purpose degreaser
5. Rolls of plastic waste bags (blue)
6. Rubber boots
7. Raincoats with trousers
8. Rubber gloves
9. Oil booms (various sizes)
10. Jsbir Sentetik oil spill container (for oil spill products), SWL 1000 kg
11. Absorbent grit bags
12. Absorbent pillows (roll)

13. Steel Shovel
14. Granulated Absorbent

Table 11-2: Spill Response Equipment onboard CONTRACTOR vessels.

1.2.7 Spill Response Equipment held at CONTRACTOR Worksites

Spill response equipment held at the CONTRACTOR managed worksites shall be determined during a risk assessment prior to worksite set up. The following spill response equipment will be considered for worksite spills:

- Absorbent material;
- Land socks for perimeter containment;
- Acid resistant gloves;
- Absorbent mats;
- Shovel for cleaning up spill response material.

12. ROAD TRAFFIC ACCIDENT

The Project has defined two types of potential road traffic accidents:

- Road traffic accidents associated with equipment working within the confines of the Port;
- Road traffic accidents associated with personnel travelling to and from their designated work location.

12.1 Road Incident involving equipment transport

In the event of a road traffic incident or accident involving equipment all traffic shall be stopped or re-routed to a designated alternative route, as necessary to avoid further deterioration of the situation.

First aid shall be administered as necessary, and medical assistance shall be called for if required. For life threatening injuries an ambulance shall be called. Any traffic incident resulting in injury or spillage of project materials onto highways or local roads shall immediately be reported to the Police. The driver shall also report the incident to the CONTRACTOR Project Manager using a mobile phone as soon as practicable after the incident has occurred.

For reporting and follow-up the following shall be noted:

- Vehicle details (plate number, make and model, operator, driver name, passenger name(s));
- Establish extent of damage, number of casualties and extent of injuries;
- If persons have been taken to hospital, obtain details (address and telephone number);
- Whether any fuel or cargo has spilled and how much;
- Advise and assist the authorities in securing of the scene.

12.2 Road Incident involving personnel travelling to work locations

In the event of a road traffic incident or accident involving personnel travelling to and from their designated work location, the first priority is administering first aid or other medical assistance. All CONTRACTOR and Subcontractor vehicles are fitted with first aid kits, however for major injuries an ambulance will be called to provide medical assistance.

Whenever possible and convenient the person involved in the incident should call the CONTRACTOR's Project Manager or Project SHE Advisor who will then organise support and assistance.

For reporting and follow-up the following shall be noted:

- Vehicle details (plate number, make and model, operator, driver name, passenger name(s));
- Establish extent of damage, number of casualties and extent of injuries;
- If taken to hospital, obtain details (address and telephone number);
- Advise and assist the authorities in securing of the scene.

13. INCIDENT REPORTING

In line with the Project Approval, section 75J of the Environmental Planning and Assessment Act 1979, condition B43, B44, B45 and B46 PROPONENT and CONTACTOR shall have an Incident Reporting system.

CONTRACTOR's Incident Reporting and Investigation Procedure (BKA-510) contains protocols in respect to the timely reporting, investigation, follow-up and feedback to personnel of all project related incidents and near misses. For the Port Kembla Berth 103 Development Project all incidents and near misses shall be reported in accordance with the requirements of the aforementioned procedure.

13.1 Reporting to PROPONENT and Authorities

The Project Manager, Project SHE Advisor or their delegates shall report all incidents and near misses in accordance with PROPONENT and Project Approval requirements. All incidents and near misses shall be reported using the CONTRACTOR - Incident Notification Form (BKA-510a).

The completed incident report form shall be transmitted to the nominated PROPONENT Superintendent and copied to the CONTRACTOR SHE-Q Reporting email address (TBD) in accordance with the reporting timelines.

Australian legislation requires CONTRACTOR to report notifiable incidents to the appropriate regulatory authorities Australian Marine Safety Authority (AMSA), NSW Environmental Protection Authority, Port Authorities and/or Work Safe. Vessel Masters shall provide as soon as is practical details of all accidents and incidents so that these requirements can be fulfilled by Project Management. Oil spill and pollution incidents must be reported immediately to Project Manager and Project SHE Advisor.

13.2 Investigation Procedure

The Project Manager in conjunction with the Project SHE Advisor shall review all hazards, near misses and incident notification reports. Should it be deemed necessary, a Tap Root investigation shall be conducted. This investigation shall be reported within a timely manner and completed reports provided to PROPONENT as per the Incident Reporting and Investigation Procedure BKA-510.

The Boskalis investigation summary report shall include as a minimum:

- A summary of events;
- Details of all witnesses and include statements and photos where possible;
- Identify contributing factors;
- Identified root causes;
- Identified opportunities for improvement;
- An action plan;
- Nominated responsible person(s) for implementation of the action plan and acceptable time frame for close-out.

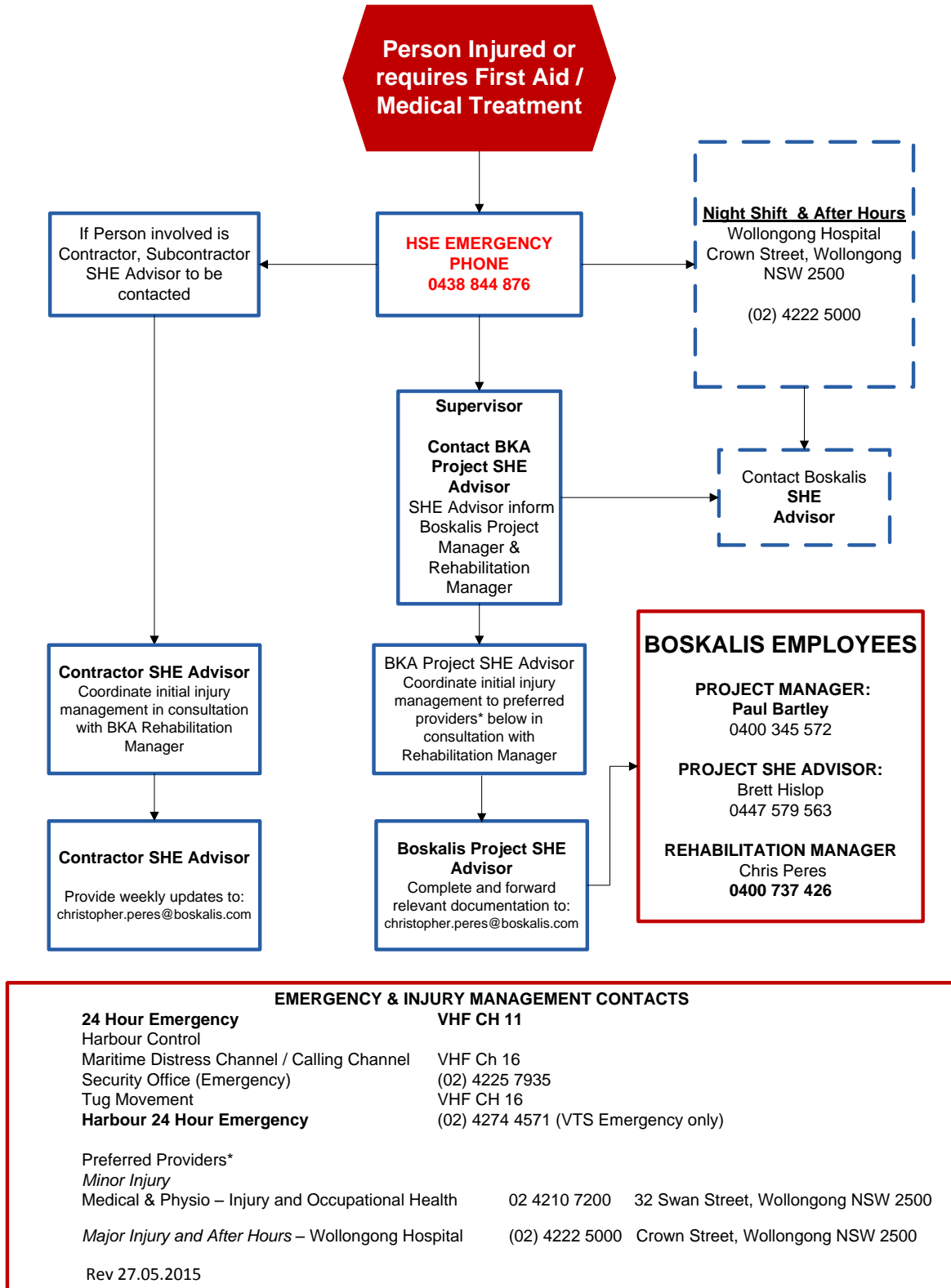
14. APPENDICES

14.1 Appendix 1. CONTRACTOR Emergency Communications List

Name	Contact Details
CONTRACTOR's Site Office Project HSE Emergency Phone	Mobile: 0438 844 876 (call may divert to duty superintendent phone)
Boskalis Project Manager	Paul Bartley – 0400 345 572
Boskalis Head Office (Perth)	(08) 9327 1000
Boskalis HSEQ National Manager Lyn Barratt - Boskalis National SHE-Q Manager	0437 783 633
Emergency Services: Police, Fire, Ambulance	000
Environmental Protection Agency	13 15 55
NSW Fire and Rescue	1300 729 579
Marine Rescue	(02) 8071 4848
Wollongong Hospital , Crown Street , Wollongong	(02) 4222 5000
IOH - Injury and Occupational Health , 32 Swan St, Wollongong	(02) 4210 7200
NSW Ports Head Office	(02) 4275 0700 (Office hours only)
Port Security	(02) 4225 7935
Port Authority of NSW Head Office (Port Kembla) Port Kembla Port Corporation – Harbour Master Port Kembla Port Corporation – Marine Operations -Manager and Deputy Harbour Master Port Kembla Port Corporation VTC	(02) 4275 0100 (Office hours only) 0412 423 112 0411 115 014 (02) 4274 4571
General NSW Health	<i>Wollongong Office</i> (02) 4221 6700 (Work Hours) (02) 4222 5000 (After Hours)
Work Cover	13 10 50
Poisons Information Centre	13 11 26
Australian Maritime Safety Authority (AMSA)	(02) 4274 7805

14.2 Appendix 2. Injury Management flowchart

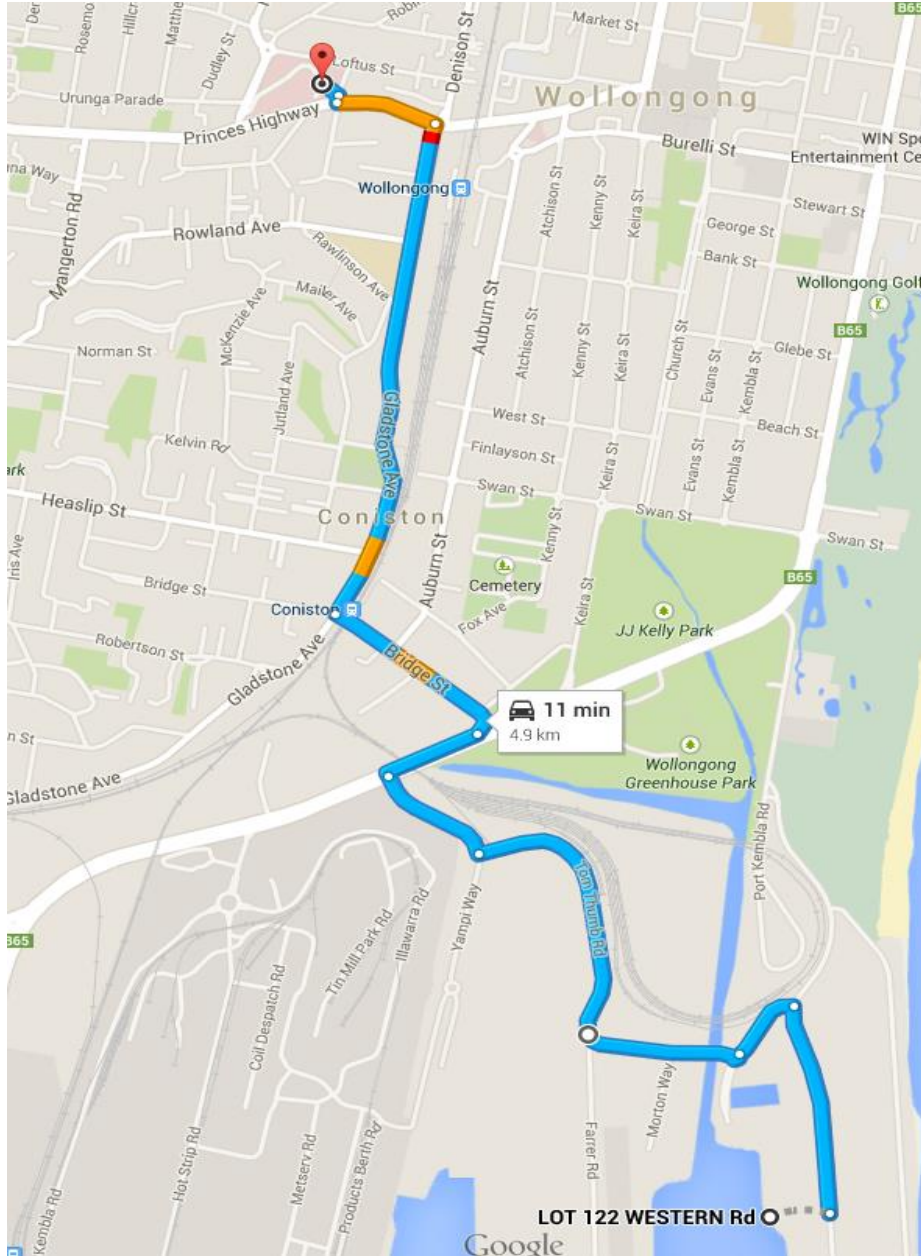
**Boskalis Injury Management Flow Chart
 All injuries or Illnesses Port Kembla Project**



14.3 Appendix 3. Route from Berth 103 to Wollongong Hospital

Berth 103 to Wollongong Hospital

11 min 4.9 km



Site office Berth 103, WESTERN Rd, Port Kembla NSW 2505

Take Tom Thumb Rd to Grand Pacific Dr/Springhill Rd/B65 4 min (2.3 km)

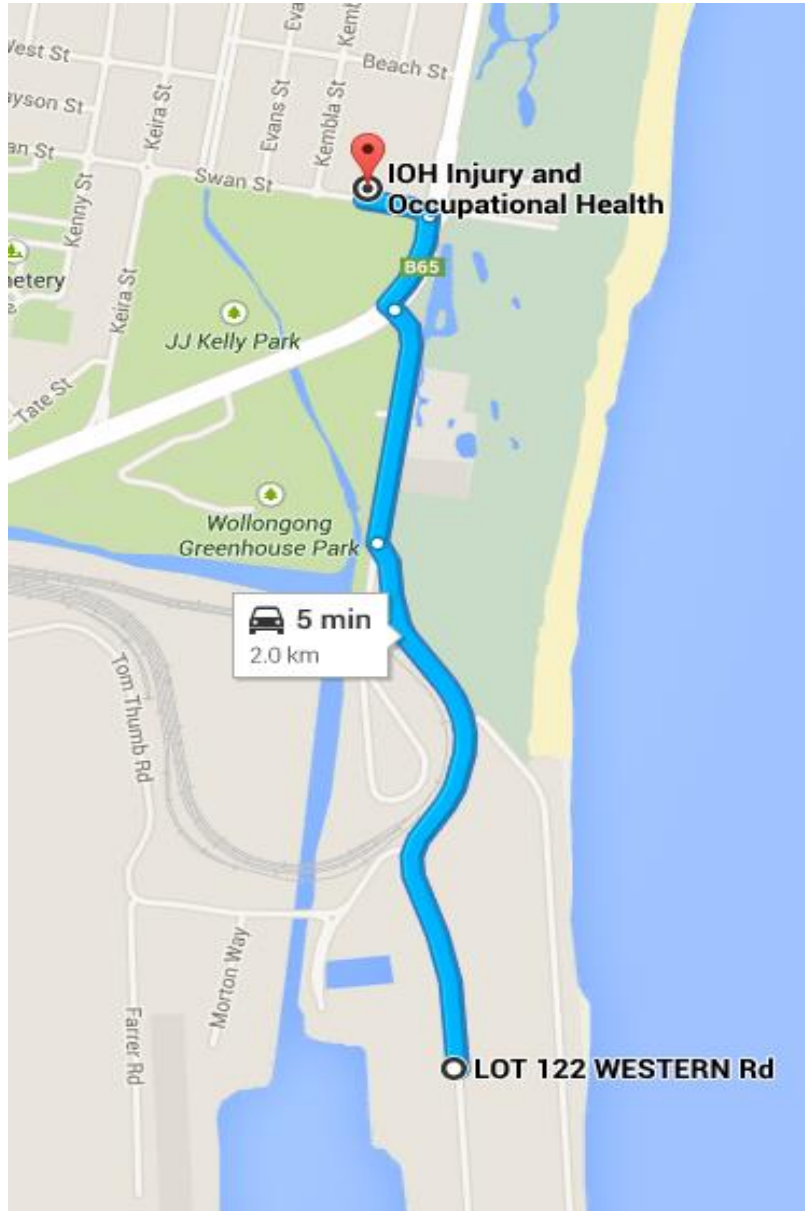
Take Gladstone Ave to Darling St in Wollongong 5 min (2.5 km)

Drive to your destination 54 s (74 m)

Wollongong Hospital, Crown Street, Wollongong NSW 2500

14.4 Appendix 4 Route to IOH - Injury and Occupational Health - Swan St, Wollongong

Site office Berth 103 to Injury & Occupational Health (IOH), 32 Swan St, Wollongong
 5 min 2.0 km

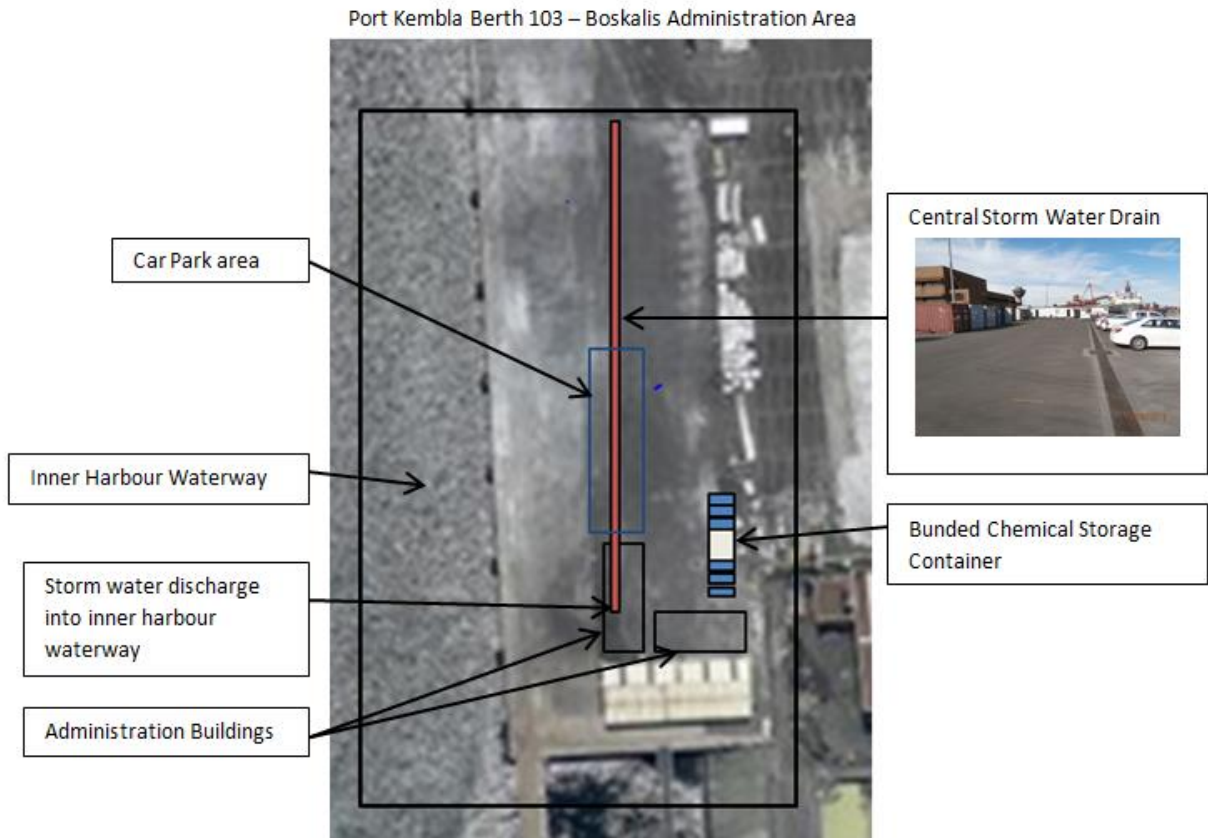
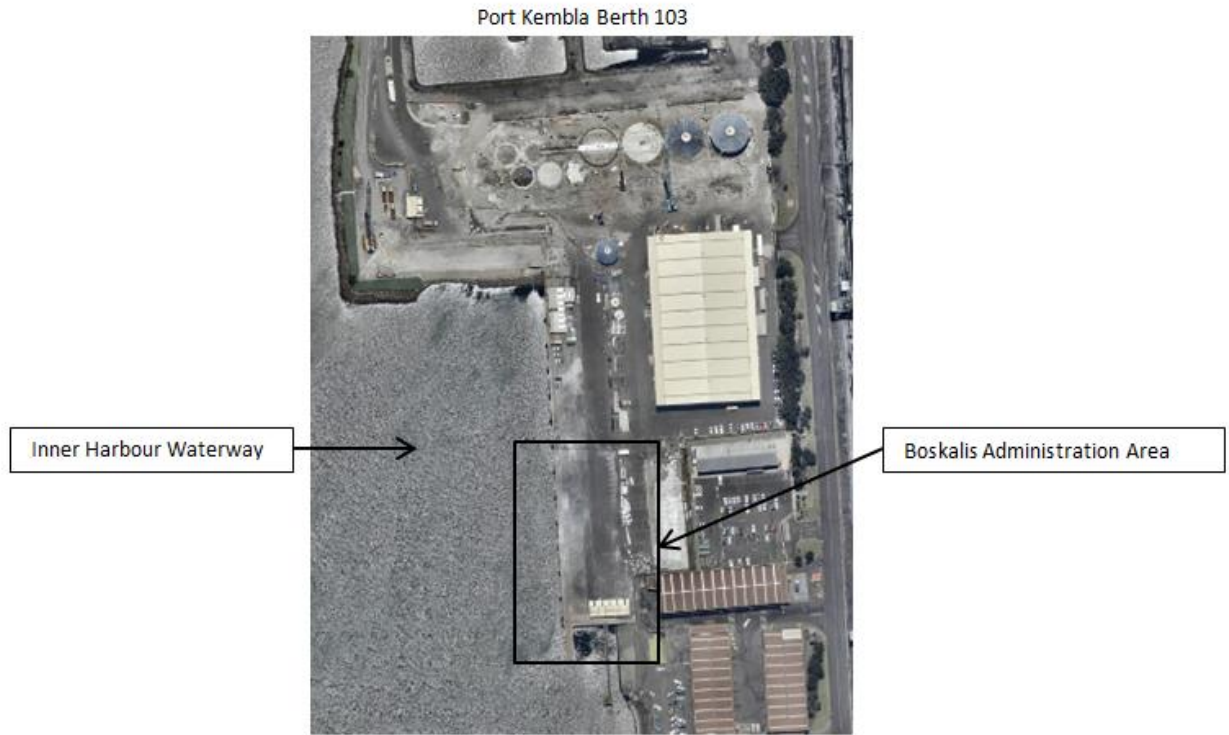


Berth 103, Port Kembla NSW 2505

- Head north towards Tom Thumb Rd 1.2 km
- Slight right onto Port Kembla Rd 500 m
- Take the 1st right onto Corrimal St/Grand Pacific Dr/B65 220 m
- At the roundabout, take the 1st exit onto Swan St
- Destination will be on the right 130 m

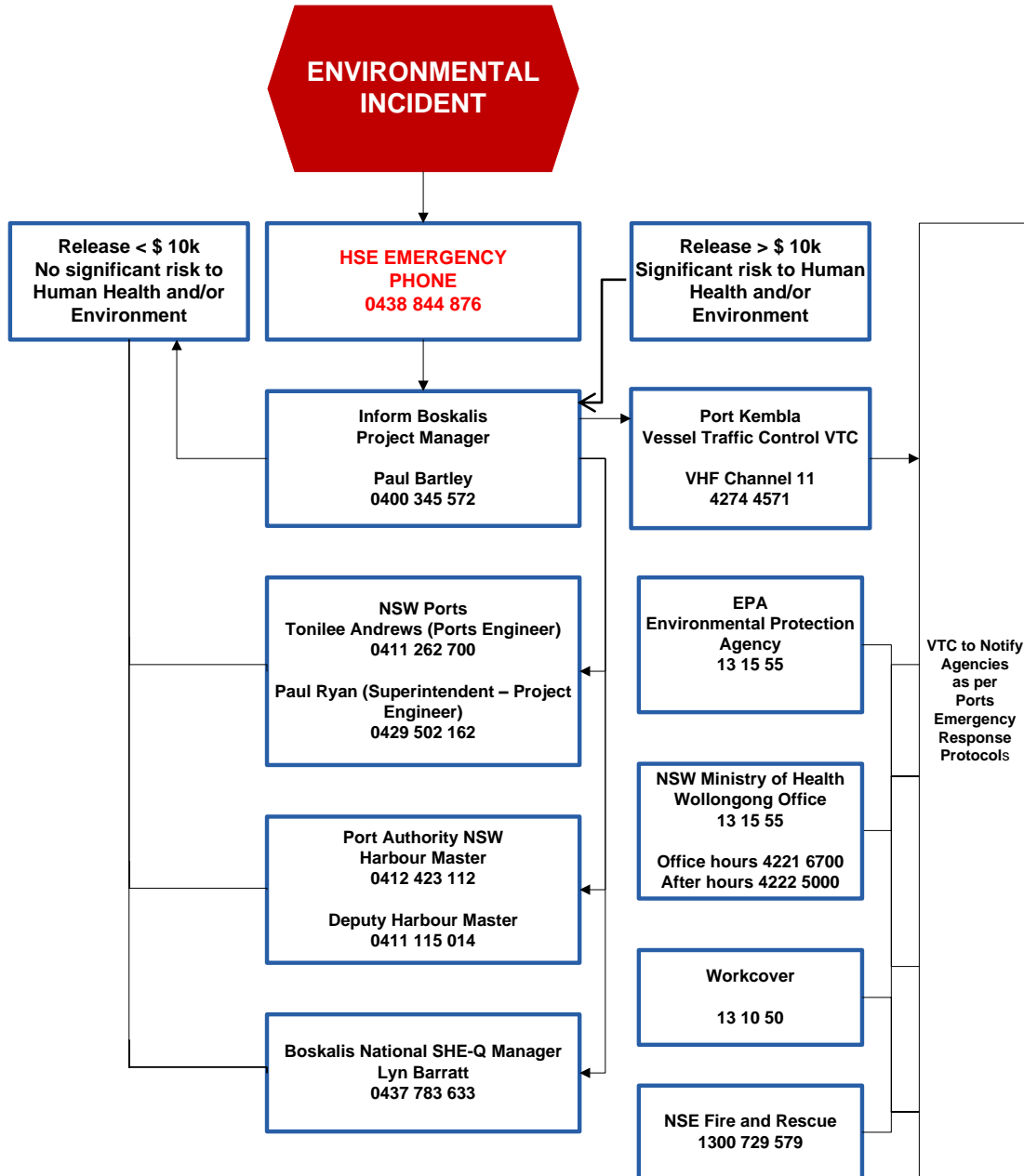
IOH Injury and Occupational Health, 32 Swan Street, Wollongong NSW 2500

14.5 Appendix 5 Boskalis – Port kembla Berth 103 Site Plans



14.6 Appendix 6 Environmental Incident Flow Chart

**Boskalis Environmental Incident Flow Chart
 Port Kembla Project**



Version 12th June 2015