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Emergency Response Plan

1.0 Purpose

The Emergency Action Plan provides guidance on actions necessary for emergency situations, which could cause hazard to life or property from accidental or natural causes. Specifically, guidance is provided to:

- Protect life and property
- Minimize severity of emergency situations
- Comply with State and National regulations

Emergencies can occur when least expected. The Emergency Response Plan identifies the type of emergencies that might occur in Aid and Able Services operations and sets out an appropriate plan of response. The aim is to have the plan well drilled into all Aid and Able Services personnel so that an emergency situation can be dealt with calmly and purposefully according to a plan.

2.0 Scope

These Emergency Action procedures apply to all Aid and Able Services site personnel, on-site contract personnel, contractors and visitors.

The Emergency Response Plan attempts to identify emergency situations and applies a Safety Management System for the protection and accounting of all personnel involved in Company operations should an emergency arise.

Emergency situations requiring a response may include:

- Fire and Explosion,
- Escape of Gas or uncontrolled flow of hydrocarbons (Blowout), or
- Personnel Rescue and Recovery
- Environmental contamination or spills

All personnel engaged in activities relating to rig operations are participants in the Emergency Response Plan (ERP). The ERP is a pro-active personal emergency response procedure for the safety and protection of all personnel at a worksite controlled by Aid and Able Services.

This plan will be reviewed and revised where necessary periodically to ensure that emergency preparedness is achieved. This should occur after drills, incident/accidents or new equipment is introduced into the site area.

3.0 References


- Queensland Workplace Health and Safety Act 1995
- AS/NZS 4804:2001 Occupational Health and Safety Management Systems.
- Queensland Environmental Protection Act (1994)

4.0 Method

On a worksite, any emergency will be indicated by one long continuous blast of the vehicle horn. Actions to be taken by specific personnel, depending on the emergency, are as defined in the procedures below:

All personnel/contractors and site visitors who are not required for defined responsibilities are to report directly to the Primary Muster Point situated in the vicinity of the Office/Workshop. The Manager and crew at the Muster Point will account for crew members and visitors at the site.

As directed by the Manager (Senior Manager in Charge):

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- the whereabouts of any missing personnel will be immediately investigated;
- the location or recovery of missing person(s) is a matter of top priority
- control or containment of the emergency by available personnel and resources will commence.

In the event of the Primary Muster Point being inaccessible due to wind direction, or within the area of the emergency, all personnel are to assemble at the Alternate or Secondary Muster Point. The Alternate or Secondary Muster Point is always to be located in an appropriate location upwind from the worksite. This location may be subject to continual variation. Notification of this point will be covered in the site Toolbox Meetings each morning.

A list of emergency telephone numbers must be permanently displayed on the Site Office wall as well as in the glove box of the crew vehicle. A portable satellite phone is fitted in the crew vehicle as standard equipment.

4.1 Procedure

4.1.1 Background Information

During an emergency, proper action saves lives. The ERP addresses procedures for dealing with potential hazards. However, no plan can cover every situation. All personnel require good judgement and responsibility when an emergency occurs.

The ERP provides an appendix for a variety of potential emergencies.

The Supervisor / Manager on site will assign specific actions and directions. All actions to combat and control an emergency situation will be addressed to these priorities:

- Protection of people
- Prevention of increased emergency
- Protection of environment
- Protection of structures and equipment

4.1.2 Responsibility


All employees are responsible for recognising potential hazards, and when required, for initiating emergency actions.

The **Supervisor/Manager** will ensure that the following items are adhered to:

- Evaluate the number and types of hazards expected, based on past experience and general knowledge, to develop and maintain the ERP.
- Provide for technical assistance in the development and execution on the ERP.
- Provide for emergency equipment, training of employees and on-site contractors, and induction of visitors on ERP requirements and responsibilities.
- Conduct all other actions as required in the ERP to maintain an effective program.
- Conduct scheduled and periodic drills, evolving mock emergency situations. This will be carried out with the consultation of the HSE Coordinator.

The **Supervisor/Manager** has the primary responsibility for implementing ERP actions in their assigned areas. Managers will:

- Carry out all ERP actions as required or assigned by the Company representative on-site.
- Conduct necessary drills to exercise emergency evacuation plans (quarterly).
- Review the ERP with new employees, whenever an employee's responsibility changes under this plan and whenever the plan changes.

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Employees are responsible for remaining familiar with the ERP procedures and emergency evacuation plans.

Contractors/ Visitors are responsible for being aware of their role during an emergency situation or drill. This includes following all directives of the Supervisor/Manager when instructed (without exception).

5.0 Emergency Preparedness

It is the responsibility of all personnel including staff, company representatives, contractors and site visitors to ensure that they are aware of their roles and responsibilities during an emergency situation. This will be covered during your site induction, so ensure that there is careful note taken as it is a legal responsibility and undertaking once you have been inducted onto a Aid and Able Services site or equipment.

At intervals prescribed by Aid and Able Services, emergency preparedness will be monitored and tested for efficiency and effectiveness, this will in the form of mock drills, incident & accident reporting and annual reviews by management to ensure currency and compliance. The results of the drills will be reviewed and utilised to identify and modify any shortcomings in the emergency preparedness of the site staff and Aid and Able Services' ERP. It will be the responsibility of the Operations Manager to review, after each occurrence of an accident or incident the currency and effectiveness of the sites emergency preparedness and emergency response procedures and if necessary modify and document these changes. They will also be responsible for communicating these changes to the Personnel, Site Representatives and the Director.

Information regarding the effectiveness of these drills will be available to Aid and Able Services personnel and company representatives at The Aid and Able Services' next scheduled safety meeting from the period of being prepared by the safety coordinator.


6.0 General Emergency Procedures

In the event of an emergency situation at any location or facility, the following procedures should be followed:

6.1 Witness

It is the responsibility of the individual who witnessed the incident to:

1. Protect himself/herself.
2. Notify his/her immediate supervisor of the emergency condition and activate appropriate warning systems for all personnel.
3. Take appropriate action to control the incident, **ONLY if properly trained and if it is possible without creating any undue risk of injury or exposure to himself/herself and/or other personnel.**
4. Take all reasonable measures necessary to prevent the occurrence of fires, explosions, or other releases. If one of these events has occurred, take all reasonable measures to prevent a recurrence, **ONLY if properly trained and if it is possible without undue risk.**
5. **In most cases, the Supervisor will serve as the Emergency Coordinator in the event of major emergency. If he or she is injured or killed then the role will revert to the Manager and so on.**

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6.2 Supervisor

It is the responsibility of the Supervisor to notify the Company Representative upon the discovery of an emergency situation.

It is the responsibility of the Supervisor to do the following:

1. Determine the character of the emergency (i.e. source, amount of discharged materials, appropriate response, etc.)
2. Assess the present and potential hazards (i.e. likelihood of fires, explosions, etc.)
3. Activate appropriate internal facility alarms/communication systems if not already done.
4. Contact emergency services as needed (see Emergency Contact List [EP-103]). Appoint personnel to direct emergency vehicles to the emergency scene when they arrive at the site.
5. Activate all appropriate corrective actions to remediate the emergency. Invoke all relevant company provisions related to environmental controls.
6. Notify Aid and Able Services management personnel, the site Company Representative and relevant Government agencies with designated response roles, as needed.
7. Warn others to stay away and/or leave the danger area.
8. Avoid creating ignition sources.
9. Turn off any machinery or equipment in the immediate area.
10. Do not touch, breathe or make contact with any leaking liquids or gasses.
11. From a safe place, call 000 (or 112 from a Mobile) or the customers emergency response number (see Aid and Able Services Site Emergency Information Sheet) give your name, telephone number, a description of the situation.