

# Camsons Management System – Emergency Response

Work Instruction	Heavy Vehicle Incident																												
<p><b>Emergency Response Team</b></p>	<p><b>1 Responsibilities:</b></p> <ul style="list-style-type: none"> <li>• Have at least <b>1</b> trained worker to <b>coordinate</b> response procedures from the office</li> <li>• Have at least <b>2</b> trained workers able to <b>respond</b> to the incident</li> <li>• <b>Deploy</b> Emergency Response Kit</li> <li>• <b>Examine</b> area for other hazards or damage</li> <li>• Ensure personal protective equipment (PPE) <b>used</b> as required</li> <li>• Ensure <b>fire</b> protection is available for <b>flammable</b> spills</li> <li>• <b>Control</b> the source</li> <li>• <b>Follow</b> direction of <b>authorised</b> personnel for clean up procedure</li> <li>• Decontaminate the <b>affected</b> area using an <b>appropriate</b> material</li> <li>• Decontaminate the <b>salvage</b> equipment</li> <li>• <b>Analyse</b> the area to ensure proper decontamination has <b>taken</b> place</li> </ul> <p><b>2 Debriefing:</b></p> <ul style="list-style-type: none"> <li>• All emergency personnel involved <b>in</b> the spill response should be debriefed <b>after</b> the spill has been resolved.</li> <li>• All spill control supplies / PPE should be <b>restocked</b>.</li> <li>• All damaged or used equipment should be <b>repaired</b> or <b>refilled</b>.</li> <li>• <b>Investigation report</b> generated and process reviewed</li> </ul> <p><b>3 Members:</b> Tracy Vanderschoot / Peter Sultana / Craig Williams / Paul Sultana/ Damien Sultana/ Kane Sultana</p>																												
<p><b>Emergency Response Kit</b></p>	<p><b>4 Inclusions:</b></p> <table border="0"> <tr> <td>• Oil Absorbent Pads HP</td> <td>• Water</td> </tr> <tr> <td>• Hand Cleaner solution</td> <td>• Personal Protective Equipment:</td> </tr> <tr> <td>• Yellow bag 'Contaminated Waste'</td> <td>• Safety Vest</td> </tr> <tr> <td>• Disposable Camera</td> <td>• Gloves</td> </tr> <tr> <td>• Flashing Light</td> <td>• Disposal Overalls</td> </tr> <tr> <td>• Fire Extinguisher</td> <td>• Face Mask</td> </tr> <tr> <td>• Wet weather gear</td> <td>• Safety Glasses</td> </tr> <tr> <td>• MSDS</td> <td>• Hard Hat</td> </tr> <tr> <td>• Torch</td> <td>• Ear Protection</td> </tr> <tr> <td>• Orange Cones</td> <td>• First Aid Kit</td> </tr> <tr> <td>• Brooms</td> <td>• Shovels</td> </tr> <tr> <td>• Rolls of plastic</td> <td>• Grey Tape</td> </tr> <tr> <td>• Stanley knife</td> <td>• Red &amp; white 'danger' tape</td> </tr> <tr> <td>• Notebook</td> <td>• Pens</td> </tr> </table>	• Oil Absorbent Pads HP	• Water	• Hand Cleaner solution	• Personal Protective Equipment:	• Yellow bag 'Contaminated Waste'	• Safety Vest	• Disposable Camera	• Gloves	• Flashing Light	• Disposal Overalls	• Fire Extinguisher	• Face Mask	• Wet weather gear	• Safety Glasses	• MSDS	• Hard Hat	• Torch	• Ear Protection	• Orange Cones	• First Aid Kit	• Brooms	• Shovels	• Rolls of plastic	• Grey Tape	• Stanley knife	• Red & white 'danger' tape	• Notebook	• Pens
• Oil Absorbent Pads HP	• Water																												
• Hand Cleaner solution	• Personal Protective Equipment:																												
• Yellow bag 'Contaminated Waste'	• Safety Vest																												
• Disposable Camera	• Gloves																												
• Flashing Light	• Disposal Overalls																												
• Fire Extinguisher	• Face Mask																												
• Wet weather gear	• Safety Glasses																												
• MSDS	• Hard Hat																												
• Torch	• Ear Protection																												
• Orange Cones	• First Aid Kit																												
• Brooms	• Shovels																												
• Rolls of plastic	• Grey Tape																												
• Stanley knife	• Red & white 'danger' tape																												
• Notebook	• Pens																												

## Emergency Contact Details

Emergency – Police / Fire / Ambulance	000
RTA Traffic Control	131 700
Endeavour Energy Emergency Response	131 003
Energy Australia	1800 044 808
Origin Energy	1800 054 458
NTI Accident Assist	1800 684 669
Fleet Towing	9608 3444
All Sweeper Hire	9826 8636
A1 Sweeper Hire	9822 1310
SP Sweepers (Newcastle)	4942 4999
EPA Pollution Line (For Advice)	131 555

## Incident/Accident Reporting

- Contact Allocations to **advise** them of the type of incident
- Advise your **location** and whether '**emergency**' conditions exist
- Do not place **self** or **others** at risk
- Take action where possible to make area **safe**
- Position **triangles** as soon as possible
- **Follow** any **advice** or **information** provided by Allocations and the Emergency Response Team
- **Offer** assistance to others if and when required

## Incident/Accident Reporting Vehicle Sticker

### **INCIDENT / ACCIDENT REPORTING**

**TWO WAY – P3  
ALLOCATIONS – (02) 9675-6222  
Peter – 0409 368 511  
Craig – 0418 221 997**

1. Do not place self or others at risk
2. Contact Allocations to advise them of the type of incident. If call unanswered leave a message
3. Advise your location and whether 'emergency' conditions exist
4. Take action where possible to make area safe
5. Position triangles as soon as possible
6. Follow any advice or information provided by Allocations and the Emergency Response Team.



**Incident/  
Accident  
Report**

- 1 Do not place self or others at risk
- 2 Contact Allocations to advise them of the type of incident
- 3 Advise your location and whether 'emergency' conditions exist of incident
- 4 Take action where possible to make area safe
- 5 Position triangles as soon as possible
- 6 Follow any advice or information provided by Allocations and the Emergency Response Team

Driver		Fleet No:		Date:	
Driver Contact No:		Truck Vehicle Type:			
Loaded (describe product)		Rego No:		Time:	
Empty		Rego No:		Time:	
Location					
Nearest Cross Street					
Blocking Road:	YES / NO	Any Injuries / Damage	YES / NO	Emergency Assistance Required	YES / NO
Workshop Required	YES / NO		Other Services Required:		Contact: 2 Way or Phone
Comments	<hr/> <hr/> <hr/> <hr/>				

**Other Parties  
details**

	<b>VEHICLE OR PROPERTY</b>
Name of other driver:	
Age:	
Phone number:	
Address:	
Licence number:	
Vehicle make & model:	
Rego number:	
<b>Name of Registered Owner: (If different)</b>	
Address:	
Phone number:	
Insurance Company:	
Policy number:	
Description of damage:	