

Environmental Emergency

Objective

The purpose of this policy is to ensure the safety and wellbeing of all personnel on site during an environmental emergency. This policy outlines the procedures to follow in the event of fire, earthquake, or other emergencies requiring site evacuation.

Scope

This policy applies to all employees, contractors, and visitors on site. It covers actions to be taken during fires, earthquakes, and site evacuations to ensure prompt and organized responses to emergencies.

Policy

Ensure the wellbeing of all people on site in the event of an environmental emergency.

Procedure

1. Site Evacuation

Tell everyone to Evacuate

- Activate the fire alarm.
- The Team Leader will announce on the RT *"Emergency, Emergency, Emergency. This is a KPY evacuation. Everyone on site must immediately make their way to the emergency assembly area."* Clarify which assembly area.

Emergency Assembly Area

- All employees, contractors, and visitors must safely proceed to the emergency assembly area.

Roll call

- Team Leader or Fire Warden will visually check to ensure everyone is off the yard.
- Team Leader or Fire Warden will conduct a roll call using the staff plan and the visitor register.
- Stay calm to ensure the roll call can be completed quickly and accurately.

All Clear

- No one is allowed to return to work or leave the site until all clear is given by the Team Leader.

2. Fire

Ensure Safety

- Make sure the scene is safe for yourself and others.

Inform the Team Leader

- Notify your Team Leader of the emergency.

Small Fires - Assess and Contain

- If the fire is small and can be safely contained using available fire extinguishers, fire hoses, or mobile water blasters, do so.
- Do not attempt to fight the fire if there is any risk of injury.
- Do not attempt to remove contents from burning buildings, machines, or vehicles.

Large Fires - Call Emergency Services

- If the fire is large or has the potential to become large, immediately call emergency services (dial 111). Do not hesitate.
- Provide the following details:
 - Service required. (e.g. Fire)
 - Location. (e.g. Kawerau Processing Yard, pinned on Google Maps).
 - Fire size.
 - What's burning (e.g. Machine type).
 - Available manpower.
 - Weather conditions.

Site Evacuation

- In the event of any emergency that threatens the wellbeing of people across the site the Team Leader will call for a Site Evacuation.

Notify Key Personnel

Team Leader must inform:

- Jacob Kajavala, Chief Servant: 021 323 451
- Katrina Neiman, Inventory Team Leader: 021 323 429

3. Gas Leak

If a gas leak is reported and a site evacuation is executed, please remain calm and follow all Team leader instructions.

Site Evacuation

- Follow site evacuation procedures.
- Once the roll call is completed follow team leader instructions.

Move to a safe area

- The gas leak safe area can change depending on the type and location of the leak. It is recommended to move to higher ground and away from gas leak source.

- If the gas leak is from the Kawerau Mill it is recommended to travel away from the area up McKee Road.
- Meet at the corner of McKee Rd and Tarawera Rd. and wait for all clear.

Notify Key Personnel

Team Leader must inform:

- Jacob Kajavala, Chief Servant: 021 323 451
- Katrina Neiman, Inventory Team Leader: 021 323 429

4. Earthquake

In the Yard

- Move away from log stacks.

In a Machine

- Stop the machine in the nearest clear area.

In a Building or Workshop

- Move away from anything that could fall. Take cover under a table or in a doorway.

Site Evacuation

- In the event of any emergency that threatens the wellbeing of people across the site the Team Leader will call for a Site Evacuation.

Notify Key Personnel

Team Leader must inform:

- Jacob Kajavala, Chief Servant: 021 323 451
- Katrina Neiman, Inventory Team Leader: 021 323 429

5. Acknowledgment:

I acknowledge that I have read and understood this policy / procedure "Environmental emergency"

Name:

Sign:

Date:
