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Emergency Response Plan

Version	Date of last review	Next review date	Document Owner
1	14/3/25	14/3/26	Health and Safety Supervisor

Contents

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1. Purpose

The Emergency Response Plan (ERP) gives information and resources on how to handle emergencies efficiently and effectively. Its main goal is to protect people, property, the environment, and to minimise loss of assets and business.

Supporting documents:

- Major Incident Response flipchart. Located in key locations (Bulk packing emergency box, factory canteen, reception and fire control panel. See site plan for detailed locations).
- Business Continuity Plan (BCP).
- FENZ Approved Evacuation Scheme.

2. Scope

This ERP covers all emergencies that could cause harm and includes Major Incident Response flipcharts. It is for all employees and applies to any major incident that seriously threatens the health and safety of staff and may stop essential services.

3. NZ Legislative Requirements

This plan is designed to help follow safety laws and regulations. The links below will take you to the official websites for more details on each regulation.

Health and Safety at Work Act 2015	http://www.legislation.govt.nz/act/public/2015/0070/latest/DLM5976660.html
General Risk and Workplace Management 2016	http://www.legislation.govt.nz/regulation/public/2016/0013/latest/DLM6727463.html
Major Hazard Facility Regulations 2016]	http://www.legislation.govt.nz/regulation/public/2016/0020/latest/DLM6689466.html
Hazardous Substances Regulations 2017	http://www.legislation.govt.nz/regulation/public/2017/0131/latest/DLM7301760.html
Resource Management Act 1991	http://www.legislation.govt.nz/act/public/1991/0069/latest/DLM230265.html
Civil Defense Emergency Management Act 2002	http://www.legislation.govt.nz/act/public/2002/0033/latest/DLM149789.html

4. Review

The ERP is reviewed every five years or if the following occurs:

- Testing of a procedure identifies shortcomings or omissions.
- An incident or near miss that indicates the need to do so.
- Changes occur that will impact the execution of the plan, such as resources, safety systems, personnel, and contact details.
- When site modifications or alterations occur, such as installing new equipment or increasing specific hazardous substances above the threshold.
- Key changes or updates to legislation.

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The management team leads the review and site-specific assessment, involving all individuals identified in the consultation and engagement sections of the ERP. Refer to Consultation and Engagement register.

The review will also include supporting information and associated documents to ensure that any changes that influence the ERP are incorporated.

The document owner is responsible for ensuring updates are notified and communicated to employees, key stakeholders, other holders of the ERP and hard copies are updated. Refer to the ERP, MIR and Site Flip Chart Distribution list.

5. Operating Assumptions of Plan

This ERP was developed under the following operating assumptions:

Internal Emergency Response Time	The response time for raising an alarm or notifying about an emergency, developed in collaboration with key contacts.
Emergency Services	While we estimate the arrival times of emergency services, there may be delays to their arrival.
Evacuation Points	Safe zones are identified, but in some cases, like when wind direction changes, it may be necessary to move to a safer location or notify the site of adjustments during an incident.
Emergency Response Teams (ERT)	ERT expects a full team to be available for an incident, but INEX should consider staff rosters and availability, as leave and sickness may affect team presence.

6. Site Operations Overview

Company name:	Independent Extrusions
Type of business:	Manufacturing, Warehousing
Phone number:	07 8490900
Street name and street number:	20 NorthPark Drive
Nearest intersection, cross street, or landmark:	Corner Wairere and Te Rapa roads
Suburb:	Te Rapa
Nearest city/town:	Hamilton
Region:	Waikato
Total Site Size:	1581Ha
Approximate Overall Headcount:	145
Extrusion capacity:	72t per day

Table 1

Department	Headcount per shift (approx.)	Hours of operation
Packing and scrap processing	2 to 3 shifts in 24hrs. 12 – 20 depending on the rotation and shifts on at once. Total 24	22:00 – 22:00 Sunday to Friday Additional hours may be worked outside these times throughout the week
Extrusion	2 to 3 shifts in 24hrs 12 – 24 depending on the rotation and shifts on at once. Total 24	22:00 – 22:00 Sunday to Friday Additional hours may be worked outside these times throughout the week

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Die services	1 shift Total 8	05:00 – 15:00 Monday to Friday Additional hours may be worked outside these times throughout the week
Maintenance Workshop	2 to 3 shifts in 24hrs. 2 to 6 on each shift Total 11	22:00 – 22:00 Sunday to Friday Additional hours may be worked outside these times throughout the week
Admin	Total 18	05:00 – 17:00 Monday to Friday Additional hours may be worked outside these times throughout the week
Extrusion support	Total 7	05:00 – 16:00 Monday to Friday
Consumable Stores	Total 1	06:00 – 16:00 Monday to Friday
Shut down	Maximum total of 70	Period of mid-December to mid-January annually. 7 days a week, predominantly from 06:00 to 16:00.

7. Major Incident Identification

INEX has based its major risks on those found in the WorkSafe emergency flipchart with additions identified below. MIR flipcharts are reviewed and stored electronically in the DMS, hard copies are held in key locations (Bulk packing emergency box, factory canteen, reception and fire control panel. See site plan for detailed locations.)

Any of the following incidents will activate the associated MIR:

Major Incident – Identified during Risk Assessment	Associated MIR
Fire response	Emergency flipchart – Section 4
Spill response	Emergency flipchart – Section 5
LPG gas leak response	Emergency flipchart – Section 6
Cardio-pulmonary resuscitation (CPR)	Emergency flipchart – Section 7
Emergency first aid	Emergency flipchart – Section 8
Natural disaster	Emergency flipchart – Section 9
Civil unrest, armed persons, aggressive persons	Emergency flipchart – Section 14

8. Emergency Alarms / Notification Systems

Site wide alarms are tested monthly by an external service technician. Prior to the test, a site wide email is distributed noting the alarm is to be tested.

INEX has a battery backup for alarm systems. Manual call points and verbal warnings also provide a backup to alarm systems.

When an alarm is triggered, emergency services will assess the situation, complete a site check to understand the validity of the alarm. The severity can only be assessed once personnel are onsite. FENZ will respond even if no one is present to verify the alarm and assess the situation.

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INEX has the following alarm types:

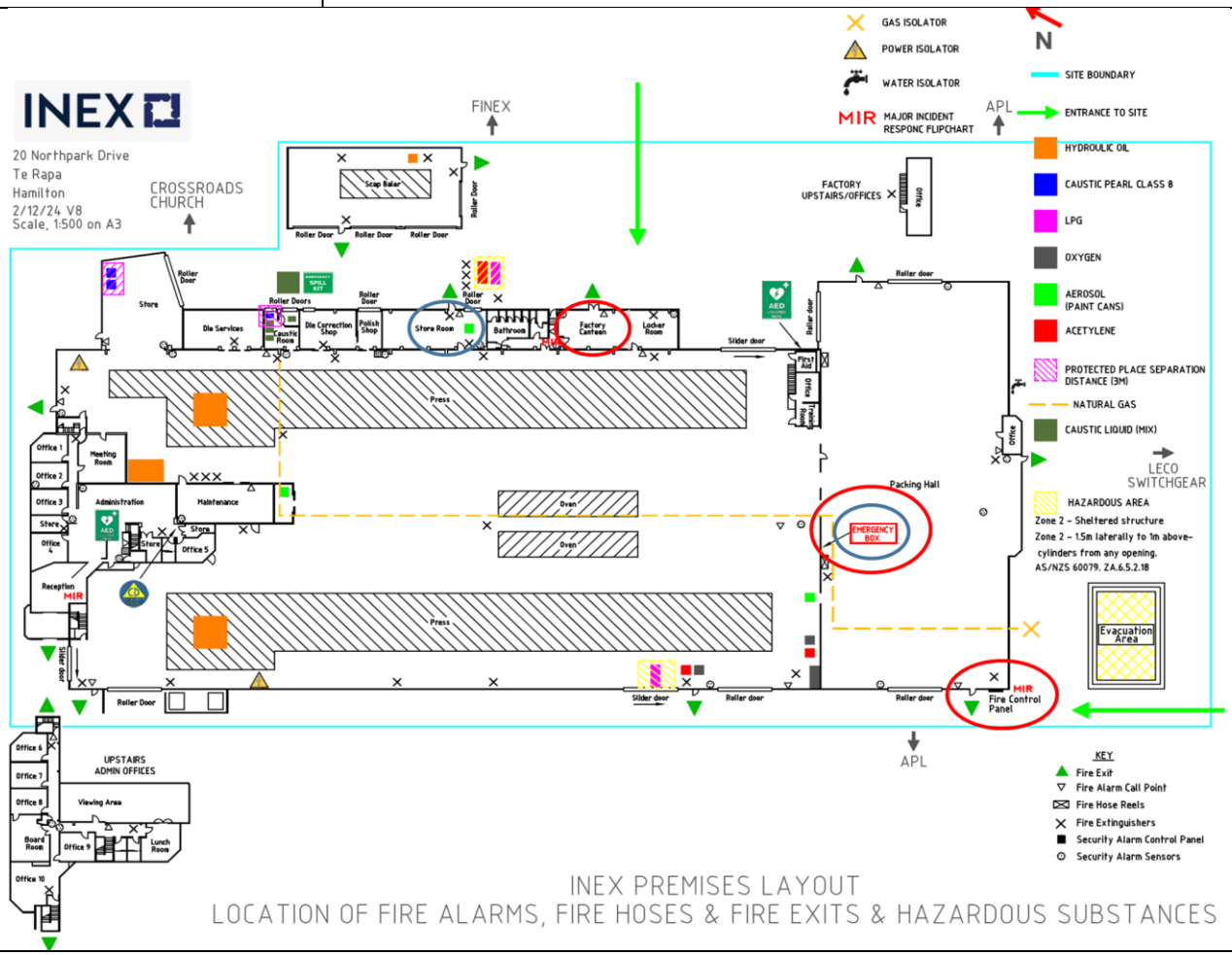
Alarm type	Alarm Location	Alarm Identification	Activation Method	Response to Alarm
Fire alarm	Site wide	Siren	Call points	Evacuation
Fire wire	Factory ceiling	Siren	Fire	Evacuation

INEX has the following onsite notification systems to alert of an emergency:

Notification system	Notification System Location/Coverage	Notification System Identification	Activation Method	Response to Notification System
Fire alarm	INEX premises	Siren	Call points	Evacuation

9. Site Emergency Control Locations

MIR flipchart locations in red circles	Safety data sheets located in blue circles



If an alarm is triggered and emergency evacuation is undertaken, the INEX head warden or their delegate will communicate with emergency services when they physically arrive on site.

Resource	E-Copy Location	Physical Location	Role Responsibility
Emergency Response Plan	DMS	Entrance of North Park Drive in the Emergency Response Box	Health and Safety
Major Incident Response (MIR) Flipchart	DMS	Factory canteen Packing Emergency Response Box Fire control panel, outside bulk packing main door, reception.	Health and Safety
Site Business Continuity Plan (BCP)	DMS	Entrance of North Park Drive in the Emergency Response Box	Business Manager
Safety Data Sheets (SDS)	DMS	Stores Caustic room Packing Emergency Response Box	Health and Safety
Site Maps	DMS	Above fire panel at the entrance of North Park drive. Various other locations around the site on walls. With the MIR flipchart.	Health and Safety
Contact Lists	DMS	Factory smoko room MIR flipchart	Health and Safety
Phones	Pay Global (payroll system)	Mobile phones are kept on individuals, all managers have a company issued mobile phone	IT
Defibrillator		First aid room Downstairs admin	Health and Safety

Emergency Equipment available on site:

	Location	Type	Last checked
Location of nearest fire extinguishers:	EP1	4.5kg dry powder & 5kg CO2	Jan 2024
	EP2	4.5kg dry powder & 5kg CO2	Jan 2024
	Stores	4.5kg dry powder & 5kg CO2	Jan 2024
	Packing	4.5kg dry powder	Jan 2024
	Die Shop	4.5kg dry powder	Jan 2024
	Maintenance	4.5kg dry powder & 5kg CO2	Jan 2024
	Admin	2.5kg dry powder & 5kg CO2	Jan 2024

Location of nearest fire hose reels:	Bulk Packing		Jan 2024
	Box Packing		Jan 2024

Spill kit contents	Location	Trained staff
Absorbent Pads	Outside Caustic Room	Caustic Operators
Absorbent Socks	Outside Caustic Room	Caustic Operators
Gloves	Outside Caustic Room	Caustic Operators
Shovel	Outside Caustic Room	Caustic Operators
Mineral Sponge	Outside Caustic Room	Caustic Operators
Disposable Bags	Outside Caustic Room	Caustic Operators

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First aid kit Item	Date Checked	Date Checked	Date Checked	Date Checked
Burn Gel	Jan 2023	Dec 2023	Jun 2024	
Plasters	Jan 2023	Dec 2023	Jun 2024	
Bandages	Jan 2023	Dec 2023	Jun 2024	
Antiseptic Betadine	Jan 2023	Dec 2023	Jun 2024	
Wound dressing	Jan 2023	Dec 2023	Jun 2024	
Emergency blanket	Jan 2023	Dec 2023	Jun 2024	
Eye drops	Jan 2023	Dec 2023	Jun 2024	
CPR face shield	Jan 2023	Dec 2023	Jun 2024	
Gloves	Jan 2023	Dec 2023	Jun 2024	
Tape	Jan 2023	Dec 2023	Jun 2024	
Scissors	Jan 2023	Dec 2023	Jun 2024	
Tweezers	Jan 2023	Dec 2023	Jun 2024	
Calcium Gluconate Gel (only caustic first aid kit)			Jun 2024	

Civil defense kit contains:	Quarter Folding Aluminum Pole Stretcher, Hacksaw Premium 300mm, Hacksaw Cutting Blade, Long Nose Pliers, Wrecking Bar, Carpenters Claw Hammer, Sledge Hammer, Hand Axe, Utility Blade Knife, PVC Utility Duct Tape, Safety Glasses Clear, Hard Hat, Ear Plugs, Nitrile Gloves, Single Mask Ear loop, Tarp Poly Blue, Polyester High Strength Rope, Buckets, Civil Defence Blanket, Civil Defence First Aid Kit in a bucket, Emergency Whistles, Light Sticks hi vis green, Hand Sanitisers, Rescue Blankets Emergency, Liquid Filled Compass, Water Purification Tablets, Bin Liners, Toilet Tissues, Torch / FM Radio Wind to Generate Power, LED Torch Lantern, Stayfree Pads 20, Antiseptic Wound Spray

Item	Type	Location	Role responsibility
Hi vis vest	PPE	Admin, Emergency response box, EP1, EP2, Packing	Health and Safety
Protective chemical splash suits	Caustic PPE	Outside caustic room.	Die services Supervisor
Monitoring equipment	Gas detectors Emergency lighting	Maintenance workshop On the walls site wide	Maintenance Supervisor
Location of service isolations	Gas shut off Electrical isolators Water	Southern end of building - Packing Press 1 located at P1 log saw Press 2 located at P2 discard bin Outside dispatch office	Maintenance
Decontamination equipment	Spill kit	Outside caustic room. Billet yard	Die services Supervisor
Defibrillator	First Aid equipment	First aid room and admin office	Health and safety

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10. Site Hazardous Substances

The Site Hazardous Substances Register is located within the DMS and Eco Portal which captures all hazardous substances. Copies are attached to the MIR flipchart.

11. Containment or Discharge on Site for Run-Off

Resource consents and associated management plans specify site specific discharge parameters located in the DMS.

This information will outline the disposal of contaminated run-off. The INEX Sustainability Manager and senior management must be included when making these decisions.

12. Consultation and Engagement

During the development and ongoing reviews of this plan, INEX will arrange meetings with key stakeholders as outlined in the Consultation and Engagement matrix. Stakeholder meetings are facilitated by the operations team or designated person and documented and maintained in an appropriate file location. The operations team is responsible for following up consultation actions, scheduling meetings and tracking the consultation review dates. The Consultation Agenda Template is used for both initial and ongoing consultation and engagement. Ongoing consultation and engagement will occur when changes are made to the ERP or MIR flipchart.

13. Worker Engagement

Immediately after the event the Health and Safety Supervisor speaks to Head Warden and Wardens on the performance of the evacuation and for any improvements needed. The Health and Safety Supervisor will raise this at the next morning operational meeting with managers and supervisors.

INEX engages with workers after an evacuation in toolbox talks to inform them of the following:

- Evacuation systems and their responsibility in the event of an evacuation.
- What needs to be done in an emergency, including measures to keep themselves safe and any specific emergency response actions to be taken in or around their work area.
- Changes to the ERP or MIR flipchart.

INEX will also engage with workers to allow for participation in emergency drills and any inspections post incident.

During the induction, workers will be trained by the Health and Safety Supervisor on how to use the MIR flipchart. This training will happen when joining INEX or when the plans are updated. Additional training will be provided for roles like fire warden or first aider. See Section 18 for details on emergency roles and responsibilities.

14. Community Engagement and Communication

The Health and Safety Supervisor will engage with neighbours and key stakeholders to communicate the following:

- Who we are, what we do, and our contact details.
- What risks we have and how we manage those risks

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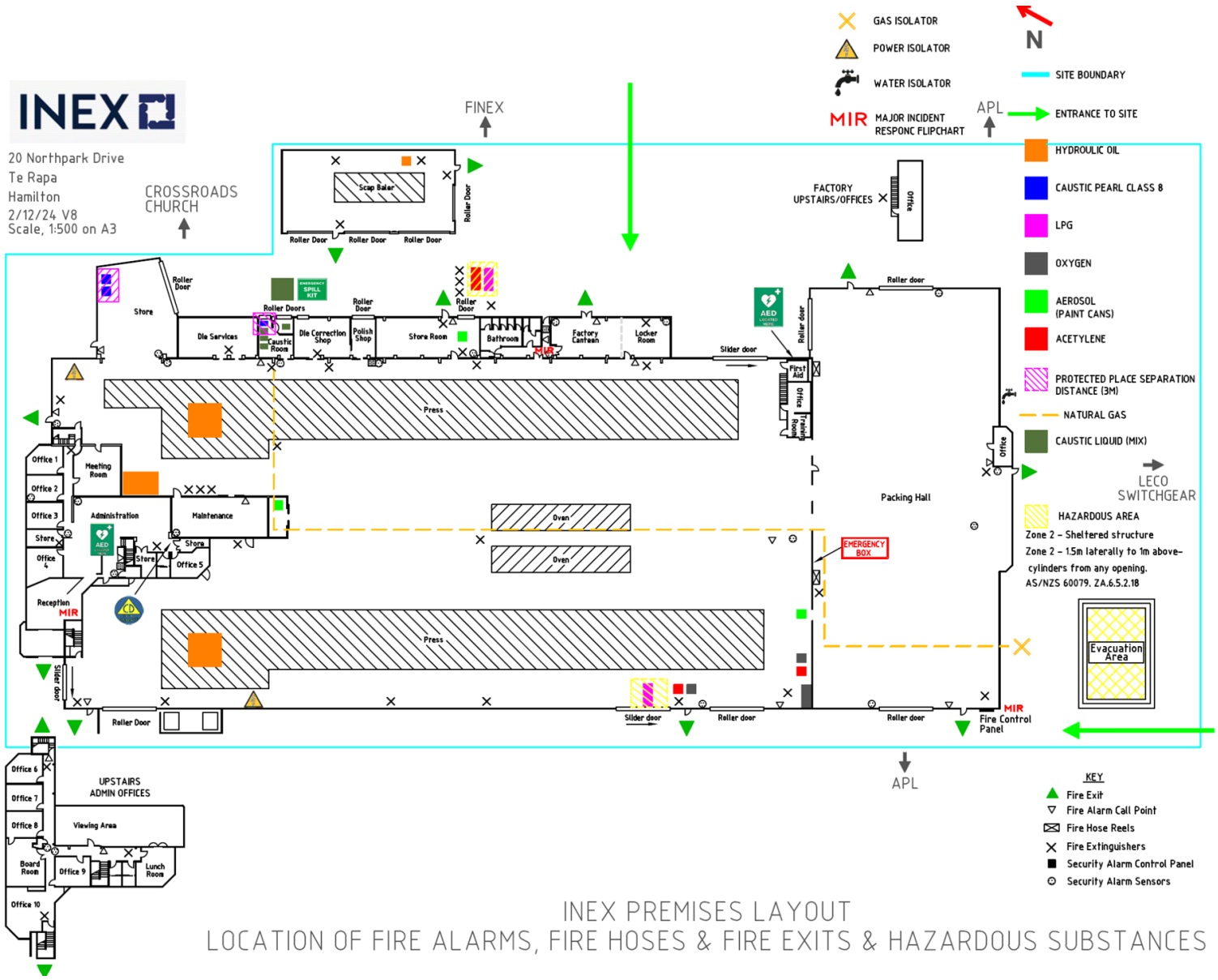
- How they will know if there is an emergency
- What they need to do in an emergency
- What impact may the site have on neighbours and key stakeholders?

15. Site Maps & Resources

INEX Premises Layout Map on page 11 shows the following:

- INEX department locations
- Site boundaries
- Entrance to site
- Isolation points for utilities and service (gas, electricity, and water)
- Evacuation area
- Surrounding neighbours
- Hydraulic fluid
- Caustic pearl Class 8
- LPG
- Oxygen
- Aerosol (paint cans)
- Acetylene
- Protected place separation distance (3m)
- Natural gas lines
- Caustic liquid (mix)
- Fire extinguisher hose locations
- Fire extinguishers
- Spill kits
- Safety data sheets
- Hazardous areas
- Defibrillator locations
- MIR flipchart locations
- Fire exits
- Security alarm control panel
- Security alarm sensors
- Fire alarm call point
- Civil defense bin

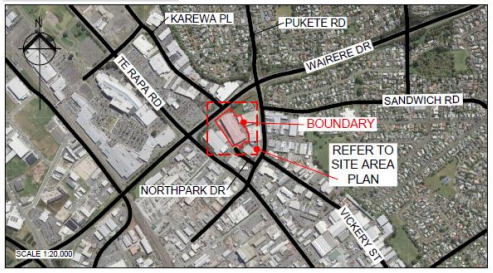
Hazardous Substances and New Organisms (HSNO) site plans on pages 12-13.



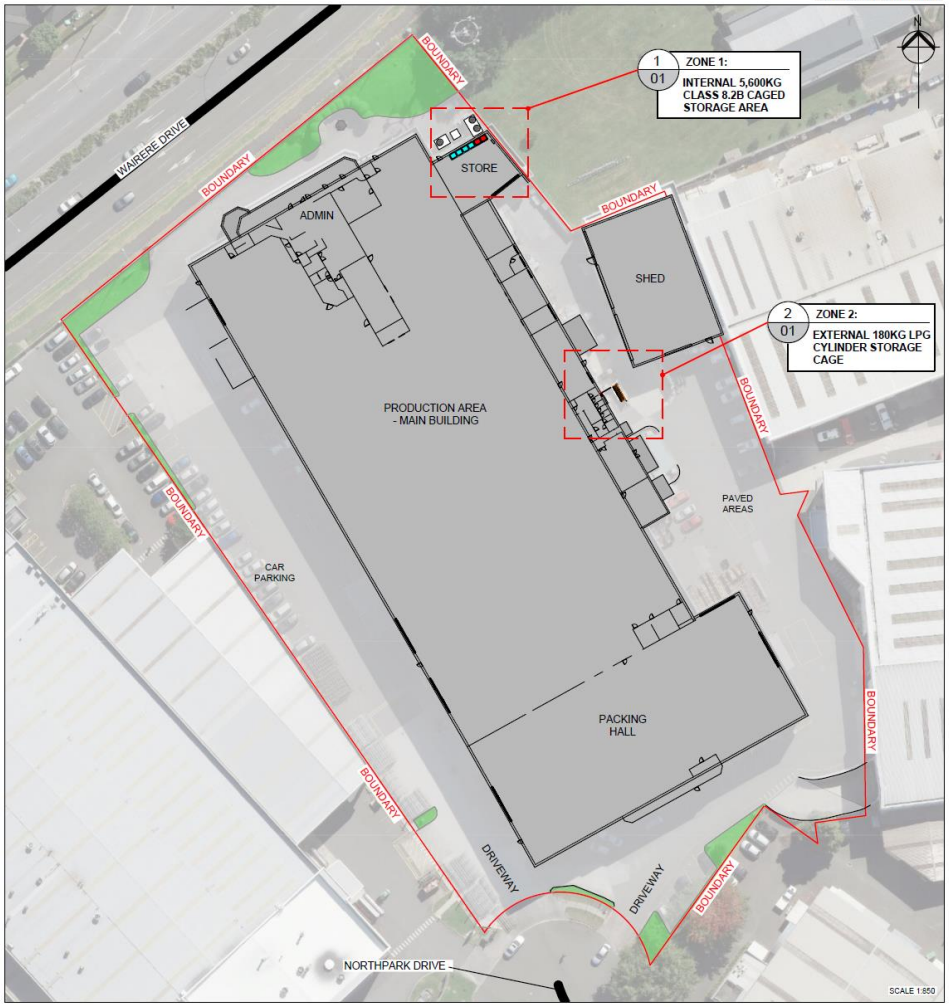
INEX PREMISES LAYOUT
LOCATION OF FIRE ALARMS, FIRE HOSES & FIRE EXITS & HAZARDOUS SUBSTANCES

INDEPENDENT EXTRUSIONS LTD (INEX), HAMILTON - HSNO SITE PLAN

SITE BOUNDARY PLAN



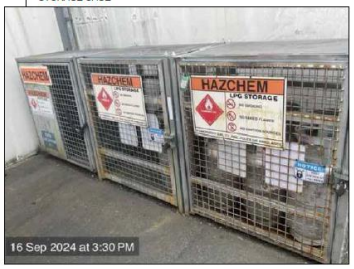
SITE AREA PLAN



- PICTURE 1 : ZONE 1
5,600KG CLASS 8.2B CAGED STORAGE AREA IN CORNER OF STORE - AS VIEWED FROM THE ENTRY ROLLER DOOR

- PICTURE 2 : ZONE 1
5,600KG CLASS 8.2B CAGED STORAGE AREA AS VIEWED FROM THE ENTRY TO THE PRODUCTION AREA

- PICTURE 3 : ZONE 2
180KG LPG CYLINDER STORAGE CAGE



- PICTURE 4 : ZONE 2
180KG LPG CYLINDER STORAGE CAGE AS SHOWING 3 METERS TO THE MAIN BUILDING EXTERIOR WALL

Revision notes:

Rev:	Date:	Notes:
		THIS IS A COLOUR DRAWING All information has been based on the information gathered at the time of your site inspection. This zone plan addresses flammable vapours and flammable liquids in areas where the production, processing, storage and transferring take place. Please note: this plan should be used as a guide only - please refer to the relevant AS/NZS2430 / AS/NZS 60079 standards for actual zoning

SECTOR/ZONE NOTATION LEGEND: 1X / 01 — 1X - SECTOR (1), ZONE (X); 01 - PAGE NUMBER (1)

Drawn by:	R. PHILLIPS D-MAX NEW ZEALAND LTD
Client:	INDEPENDENT EXTRUSIONS LIMITED 20 NORTHPARK DRIVE, TE RAPA, HAMILTON
Project:	INEX HAMILTON HSNO SITE PLAN 20 NORTHPARK DRIVE, TE RAPA, HAMILTON
Drawing Title:	HSNO SITE PLAN - OVERVIEW
Date:	16/12/2024
Scale @ A3:	1:850 OR AS NOTED
Drawing#: / Revision: / Pg:	1 / 1 / 1

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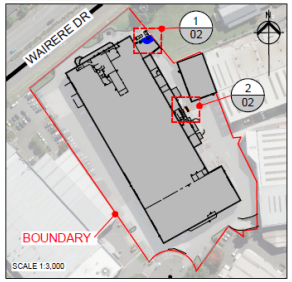
INDEPENDENT EXTRUSIONS LTD (INEX), HAMILTON - HSNO SITE PLAN

SITE ZONE PLAN



1 02 ZONE 1 DETAILS -
5,600KG CLASS 8.2B CAGED STORAGE AREA

INTERNAL DANGEROUS GOODS CAGED STORAGE AREA LOCATED IN THE NORTH-EASTERN CORNER OF THE CONCRETE TILT-SLAB CONSTRUCTED STORES OF THE MAIN BUILDING. THE INTERNAL DANGEROUS GOODS CAGED STORAGE AREA CONTAINS A MAXIMUM OF 5,600KG OF CLASS 8.2B CHEMICALS (CAUSTIC PEARL) ON PALLETS

- REFER TO PICTURES 1 & 2 ON PAGE 1

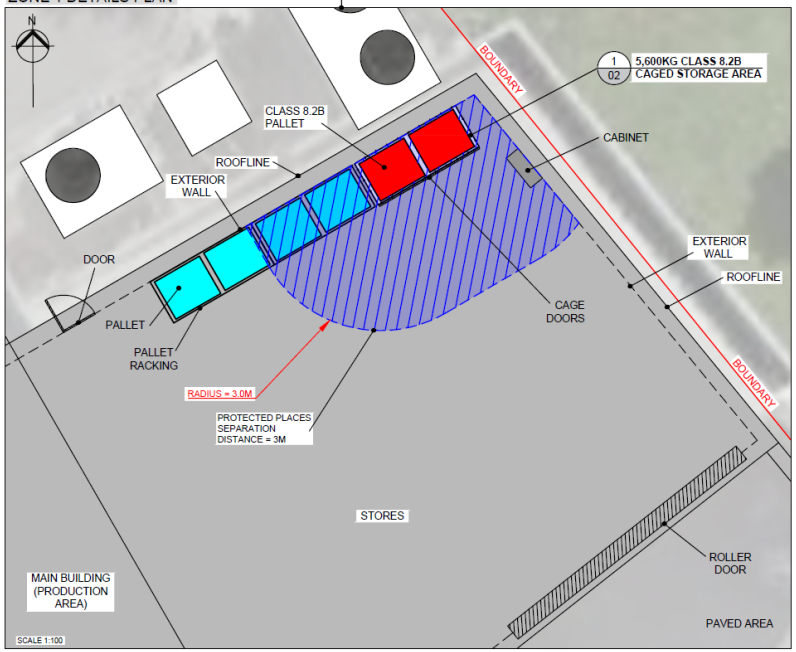
CLASS 8.2B SEPARATION DISTANCES -

CLASS 8.2B SEPARATION DISTANCE FROM PROTECTED PLACES = 3.0 METERS IN ALL DIRECTIONS AROUND THE INTERNAL DANGEROUS GOODS CAGED STORAGE AREA

- REFER TO REGULATION 13.43

HAZARDOUS CLASSIFICATION = 8.2B

ZONE 1 DETAILS PLAN



ZONE 2 DETAILS PLAN

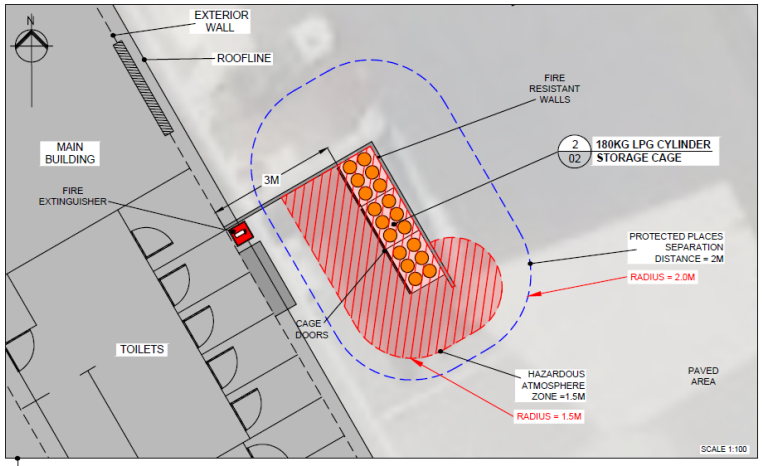


DIAGRAM 1:
LPG EXCHANGE TYPE CYLINDER HAZARDOUS ATMOSPHERE ZONES - ADEQUATELY VENTILATED

2 02 ZONE 2 DETAILS -
180KG LPG CYLINDER STORAGE CAGE

SECURE EXTERNAL LPG CYLINDER STORAGE CAGE LOCATED AGAINST FIRE RESISTANT WALLS 3 METERS FROM THE WESTERN EXTERNAL WALL OF THE MAIN BUILDING

THE EXTERNAL LPG CYLINDER STORAGE CAGE CONTAINS A MAXIMUM OF 180KG OF FORKLIFT CYLINDERS

THERE ARE NO OPENINGS TO BUILDINGS WITHIN 2 METERS AND NO SOURCES OF IGNITION WITHIN 1.5 METERS OF THE 180KG LPG CYLINDER STORAGE CAGE

- REFER TO PICTURES 3 & 4 ON PAGE 1

HAZARDOUS ATMOSPHERE ZONES -

HAZARDOUS ATMOSPHERE ZONE = 1.5 METERS IN ALL DIRECTIONS AROUND THE 180KG LPG CYLINDER STORAGE AREA - ADEQUATELY VENTILATED

- REFER TO DIAGRAM 1 (AS/NZS60079.10.1 SECTION ZA.6.5.2.17)

SEPARATION DISTANCES -

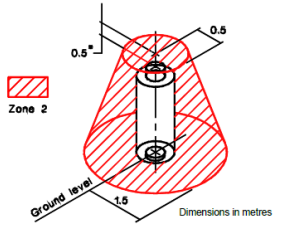
SEPARATION DISTANCE FROM PROTECTED PLACES = 2.0 METERS IN ALL DIRECTIONS AROUND THE 180KG LPG CYLINDER STORAGE AREA

HAZARDOUS CLASSIFICATION = 2.1.1A

ZA.6.5.2.16 Cylinders, adequately ventilated, whether in storage or installed for use, exchange type (See Figure ZA.42)..... Zone 2

Within space 0.5 m above and 0.5 m laterally from any cylinder valve, extending to a distance of 1.5 m laterally at the base of the cylinder..... Zone 2

Figure ZA.42 - Exchange cylinder



* **This dimension is measured from the top of any cylinder valve**

Revision notes:

Rev:	Date:	Notes:
		THIS IS A COLOUR DRAWING
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SECTOR/ZONE NOTATION LEGEND: 1X 01 - SECTOR (1), ZONE (X) - PAGE NUMBER (1)

Drawn by: R. PHILLIPS, D-MAX NEW ZEALAND LTD

Client: INDEPENDENT EXTRUSIONS LIMITED, 20 NORTHPARK DRIVE, TE RAPA, HAMILTON

Project: INEX HAMILTON HSNO SITE PLAN, 20 NORTHPARK DRIVE, TE RAPA, HAMILTON

Drawing Title: HSNO SITE PLAN - ZONE DETAILS

Date: 16/12/2024

Scale @ A3: 1:100 OR AS NOTED

Drawing#:	Revision:	Pg:
1	1	2

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16. Emergency Response Trials and Drills

The following regular drills/trials will take place to ensure people know what to do in the event of an emergency:

- Evacuation drills to test the sites evacuation plan every 6 months as part of the FENZ evacuation scheme requirements. After each drill and debrief INEX will complete the evacuation report and store it in the DMS. Any false alarms or unscheduled evacuation drills can be included as part of the 6 monthly evacuation drills.
- All departments will test their evacuation procedures, either by site wide or by department drill every 6 months to ensure consistent evacuation procedures are followed, departments will have drills that cover different shift patterns.
- Emergency Response Plan (ERP) testing annually, this is separate to evacuation drills as different scenarios can be tested i.e., fire, gas leak, or medical incident.
- Hazardous Substance ERP drills involving hazardous substances annually. Evidence will be requested by the test certifier as a requirement under the Health and Safety at Work (Hazardous Substances) Regulations 2017.

Triggers for evacuation drills, ERP and MIR flipchart testing will be managed by the Health and Safety Supervisor.

It is the responsibility of the INEX Health and Safety Supervisor to ensure that all actions relevant to the site are scheduled.

It is the responsibility of the GM Manufacturing Operations to ensure that the following:

- Drill or evacuation attendance and actions, outcomes or improvements are assigned.
- Any feedback is documented from neighbours or key stakeholders and any decisions around implementing suggestions so far as is reasonably practicable.
- All drills and trials are entered in the Evacuation Report using the Emergency Drills form including actions from debrief sessions and findings and improvements are to be communicated to site.
- Emergency drills involve workers, key stakeholders, and emergency services,
- When there are changes to people, procedures or actions specified in the ERP, the plan is tested within three months of the change. The test should demonstrate the changes made are workable and effective. This is a requirement under the Hazardous Substances Regulations.

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17. Emergency Response Structure and Roles

The organisation responsible for operating the site is INEX. The individual responsible for operating the site is the GM Manufacturing Operations.

Site Emergency Control Structure

Emergency Response Team		
Incident Controller		GM Manufacturing Operations
Advisory Response	Public Information	CEO
	Safety and Risk	Health and Safety Supervisor
	Technical Expertise	Department Manager (context of incident)
Response Resources	Planning – Emergency Services	Health and Safety Supervisor
	Operations – Team Leader	GM Manufacturing Operations
	Environment	Sustainability Manager
	Logistics	Logistics Manager
	Welfare	HR Manager
	Head Warden	Packing Supervisor
	First Aiders	Listed contacts in Emergency Flipchart.
	Recovery Leader (BCP)	Engineering Manager
	Commercial Services Leader	Business Services Manager
	Communications Facilities	IS Manager

18. Emergency Key Functions and Role Responsibilities

Role	Responsibilities
Emergency Response Team	• Participate in building evacuation drills (trials), other ERP scenarios and a hazardous substance scenario annually.
GM Manufacturing Operations	• Post Emergency – The Senior Management team will get together to review the incident and determine if there needs to be any changes to the ERP. • Ensure the facility has the appropriate resources to implement and routinely test the ERP and all drill outputs are communicated effectively. • Ensure the facility has systems in place to ensure that all workers, contractors, and visitors have knowledge of the actions required to be undertaken during an emergency. • Ensure that the appropriate process is undertaken to review outcomes. • Ensure all changes to the ERP procedures and templates are undertaken and deployed.
Head Warden	• Refer to Head Warden Checklist

	• In the event there is no Head Warden on shift responsibility falls to the site Wardens. All site wardens are trained to respond to an evacuation as per the site or department evacuation plan. • The Head Warden may be supported by specialist personnel – Health and Safety Supervisor, Certified Handlers, and Sustainability Manager. **Training required:** • Bi-annual refresher required. • Trained and familiar with the site ERP. • Re-training may also be required to be undertaken because of changes to any of the following: responsibilities, procedures, legal requirements, or technology.
Warden	• Refer to Warden Checklist. • In the event there is no warden on shift, all site personnel are trained to respond to an evacuation as per the site or department evacuation plan. • **Training required:** • Warden training and bi-annual refresher. • Trained to assist all occupants to evacuate in accordance with the evacuation procedure for the building. • Re-training may also be required to be undertaken because of changes to any of the following: responsibilities, procedures, legal requirements, or technology.
Department Managers	• Undertake building evacuation drills (trials), other ERP scenarios and a hazardous substance scenario annually.
Traffic Warden	• Refer to Traffic Warden Checklist • Controlling vehicle entry and exit and direction of emergency services and traffic to designated areas during an emergency incident. **Training required:** • Warden training and bi-annual refresher. • Re-training may also be required to be undertaken because of changes to any of the following: responsibilities, procedures, legal requirements, or technology.
First Aider	• Refer to First Aider Checklist. • Provide initial first aid, where it is safe to do so, until Emergency Services arrive. • Attend to all department emergencies involving injury or illness. • Notify Emergency Services, 111, when required. • At a minimum, one trained First Aider per 50 employees, ideally two per building, equivalent to two per shift. **Training required:** • Training and certification in NZQA Unit Standards, 6400, 6401, and 6402 and refresher training every two years. • Retraining may be required due to changes to responsibilities, procedures, legal requirements, or technology.

<table>
<tr><td>Chemical Handler</td><td colspan="2">Assist with containment and clean-up of relevant chemical spills or leaks.
Initial advice on the handling and storage of hazardous substances within area of responsibility.
In an emergency involving hazardous substances, provide the following advice on safe handling and controls of those substances for which they have been approved to the Chief Warden and/or Emergency Services including:
Correct identification of hazardous substance
Locate and interpret Safety Data Sheets (SDS)
Selection of suitable Personal Protective Equipment (PPE)
Correct handling procedures of hazardous substances
Correct emergency response procedure
Training required:
Bi-annual refresher is required.
Trained in the specific hazardous substance and properties within their role.
Certified handlers to have a current certificate for chemicals under their control, which is renewed every 5 years.</td></tr>
<tr><td rowspan="3">Operations Team</td><td>GM Manufacturing Operations</td><td>Health and Safety Supervisor</td></tr>
<tr><td>Process Improvement Facilitator</td><td>Departmental Managers</td></tr>
<tr><td colspan="2">Maintain contact with the Head Warden throughout the emergency
Ensure the facility has a detailed ERP and it is formally reviewed annually.
Ensure the facility has a process e.g., evacuation report to conduct annual testing of its emergency response procedures taking reasonable steps to cover shifts and rotations.
Building evacuation procedures to be tested every six months against identified credible emergency incidents.
Ensure a post incident / testing review is completed with results being communicated and any corrective actions that arise are tracked to completion via ecoPortal.
Ensure training and resources e.g., equipment is sufficient to respond to an emergency incident.</td></tr>
<tr><td>Sustainability Manager</td><td colspan="2">Liaise with regulatory authorities in the event of an emergency if requested by the GM Manufacturing Operations.
Contribute to the review and update of the ERP.
Ensure any spills to wastewater and storm water are managed.
Provide advice regarding spills within bunds, to wastewater and storm water.
Provide support to ensure risk to the environment is managed during and after all relevant emergencies.
Ensure close out of actions from the incident debrief related to the environment.</td></tr>
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Health and Safety Supervisor	• Facilitate the implementation, review, and maintenance of site ERP. • Participate in building evacuation drills (trials), other ERP scenarios and a hazardous substance scenario annually. track emergency response procedures trials in emergency report. • Ensure a record of completion of the building evacuation drill (trial) is forwarded to FENZ using the FENZ Evacuation Report. • Ensure that records of drills are logged in the evacuation report. • Ensure the emergency spill procedure is available and up to date. • Ensure regular testing of fire safety systems and equipment is conducted. • Manage hazardous substances on site. • Provide technical expertise as required i.e., hazardous substances. • Update key stakeholders on any changes to the Hazardous Substances Register or Safe Operating Procedures (SOP) manual that may impact the ERP. • Contribute to the co-ordination and implementation of an annual hazardous substance scenario (in conjunction with Site ERT if applicable). • Undertake a review and provide feedback on the management of incidents which involve hazardous substances. • Keep record of hazardous substance incident reports. • Ensure that actual incidents and scenarios are captured in EcoPortal along with associated corrective actions.

19. Emergency Response, Notification, and Debrief

Refer to Major Incident Response Flipchart for specific emergency details.

All media communication at any stage is the responsibility of the CEO or their delegate.

Step	Key Points	Response Actions
1	Evacuation **Who**: Workers, contractors' visitors	• Clear the area • Walk do not run • Go to evacuation point • Liaise with Wardens • Stay together at evacuation point until the 'all clear' is given
	Evacuation **Who**: Wardens	• Clear the area • Walk do not run • Go to evacuation point • Liaise with Head Wardens • Complete roll call for designated area refers Warden Checklist • Escalate to Head Warden / Emergency Services any unaccounted people during roll call • Stay together at evacuation point until the 'all clear'

		is given • Feedback to Head warden the evacuation status (all persons accounted for OR persons not accounted for).
2	Internal response **Who**: Head Warden	• Liaise with emergency services, as required from the nature of the emergency, and inform of any site-specific hazards or risks that may hinder their response or have potential to escalate an incident. • Communicate to the Sustainability Manager who will inform the Regional Council where there is actual or potential significant impact on the environment. • Contact specialist people as required. • Cordon off the incident scene and restrict access until all necessary investigations have been completed. Contact the Health and Safety Supervisor and Department Manager.
3	External response **Who:** Emergency Services	• When required, notify neighbours of the incident, and provide instructions e.g., shelter in place. • Upon arrival liaise with either Head Warden/ to discuss incidents and any unaccounted-for people and before entering restricted personnel areas or interact with plant and equipment. • Treat plant and equipment as live always, unless given specific instructions that a lockout and tagout of required isolations are in place within an area they are occupying (i.e., incident location).
4	Deactivation **Who:** Emergency Services	• Decide when it is safe to deactivate. • Hand back to site Head Warden. • Notify neighbours of deactivation of incident.
5	Incident notification **Who:** Health and Safety Supervisor	• Notify WorkSafe as soon as possible if serious incident or harm. • If notifying WorkSafe by phone, a follow-up email should also be sent to ensure that the details are logged correctly. • For incidents with an environmental impact, report to the Sustainability Manager.
6	Post incident **Who:** Health and Safety Supervisor/Department managers	• All isolations are to remain in place until handover from emergency services or incident investigators has been completed and access to the area is no longer required. • Both external and internal investigators are to be escorted and advised of all hazards and/or risks onsite and in the incident vicinity. • Investigators are to gain permission before entering restricted personnel areas or interacting with plant and equipment and to verify isolations are either in place or required.
7	Debrief	• Post an incident or drill, complete a debrief

	Who: Health and Safety Supervisor / GM Manufacturing Operations / Department Managers.
	
	Depending on the nature and scale of the emergency this may be facilitated by the Head Warden and Wardens
		with required attendees using the FENZ Evacuation Report.
		• Set a time for the debrief to occur, to be balanced between ensuring the right information is available for review, and not too long to ensure activities are still fresh.
		• Distribute relevant information to participants including emergency role checklists, evacuation, and incident reports.
		• During the debrief gather and document the following:
		  • What worked well
		  • What could have been done better
		• Review the application and suitability of site procedures and responses to a particular incident with a view to systems improvement and / or prevention of recurrence.
		• Updates must be managed as part of a continuous improvement cycle and document control.
		• Send the completed Evaluation Report to FENZ.
		• Actions that arise from the incident debrief are to be explicit, time bound, with accountable person defined.

8	Post debriefs
	
	Who: GM Manufacturing Operations /Department Managers.
	
	Depending on the nature and scale of the emergency.
		• Distribute a written summary report of the debrief and the findings to the participants and relevant stakeholders and attach in EcoPortal.
		• Action any updates to the ERP, MIR flipchart and other relevant documentation if applicable.
		• Capture any corrective actions as required in the evacuation report.
		• Actions are tracked to completion at suitable intervals until all actions are closed.
		• After an emergency, notification to neighbours may be required using appropriate methods providing:
		  • A general description of the major incident including nature, e.g., fire, explosion, hazardous substance leak
		  • Details of hazardous substances involved
		  • Possible consequences
		  • Recommended actions local authority and local community should take to eliminate or minimise risks to health and safety
		  • Expected duration to get emergency under control, if ongoing
		• All communications must be approved by the CEO before distribution. It is the responsibility of the GM Manufacturing Operations to ensure appropriate

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		communication methods are used.

20. Incident Response

The Major Incident Response Flipchart outlines the procedures and actions required to respond effectively to major incidents that may impact the operations of our manufacturing business. The goal is to ensure the safety of personnel, protect vital assets, and minimize disruption to business operations.

Procedures for Initial Incident Response

- Refer to the INEX Emergency Response Plan for resources and designated duties during a major incident.
- Refer to the INEX Major Incident Response Flipchart for actions to take during a major incident.

Immediate Actions to Reduce Damage after Evacuation

- The Head Warden will immediately secure the site, ensuring that all personnel are accounted for, and any areas of immediate danger are evacuated.
- IT personnel will ensure that all critical data is backed up. Off-site servers are used.
- Maintenance will oversee the safe shutdown of machinery and equipment when it is safe to do so, to prevent further damage.
- The Health and Safey Supervisor will secure or neutralise any hazardous materials on site to prevent environmental contamination if safe to do so.

Initial Reaction to an Incident to Reduce Damage

- GM Manufacturing Operations to assess the situation, the scale and impact of the incident. Determine if it is safe to remain on-site.
- Alert all employees about the incident, providing clear instructions or other necessary actions.
- Notify key external contacts, including suppliers, customers, and regulatory authorities, about the incident and its potential impact.

Activate the Emergency Response Team

- The GM Manufacturing Operations will activate the Emergency Response Team to coordinate the response. The ERT will serve as the central hub for decision-making and resource coordination.

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21. Definitions

Emergency	An emergency is a situation that poses an immediate risk to health, life, environment, or property.
Emergency Box	A box in a defined location that contains key information and equipment for emergency services. Examples: MIR flipchart, site maps, SDS documents.
Environmental non-conformance	An incident that causes a breach to a site Resource Consent or the Resource Management Act, which is notified to a Regional / District Council.
Hazardous Substances Register	These registers and records are required for certain equipment, sites, or people where an authorisation or approval is granted for storing, handling, using, and transporting hazardous substances.
Incident	An issue or incident that has or may negatively impact on our people, our reputation and/or our business continuity beyond business-as-usual levels and requires formal Incident Management.
Notifiable Incident	Unplanned or uncontrolled incidents in relation to a workplace that exposes a worker or any other person to a serious risk to that person's health or safety arising from an immediate or imminent exposure to: ▪ An escape, a spillage, or a leakage of a substance; or ▪ An implosion, explosion, or fire; or ▪ An escape of gas or steam; or ▪ An escape of a pressurised substance; or ▪ An electric shock; or ▪ The fall or release from a height of any plant, substance, or thing; or ▪ The collapse, overturning, failure, or malfunction of, or damage to, any plant that is required to be authorised for use in accordance with regulations; or ▪ The collapse or partial collapse of a structure; or ▪ The collapse or failure of an excavation or any shoring supporting an ▪ Excavation; or ▪ The inrush of water, mud, or gas in workings in an underground excavation or tunnel; or ▪ The interruption of the main system of ventilation in an underground excavation or tunnel; or ▪ A collision between 2 vessels, a vessel capsizes, or the inrush of water into a vessel: or ▪ Any other incident declared by regulations to be a notifiable incident for the purposes of this section.
Review	A formal assessment and/or examination with the intention of instituting change, if necessary, also known as full review.