

If you have any questions about this procedures sheet contact Auckland Council Stormwater

1. WHEN SHOULD I USE THIS BMP?

This Best Management Practice (BMP) applies to all sites where physical works are undertaken on behalf of Auckland Council Stormwater (Stormwater), and applies to everyone working on or visiting the site.

2. WHAT IS THE AIM?

This BMP helps you to be prepared in the event of an emergency situation by providing guidance on emergency procedures – making sure that appropriate procedures are developed and effectively implemented, and personnel know how to respond to, prevent or minimise work place accidents or emergencies.

3. WHY IS PLANNING FOR EMERGENCIES IMPORTANT?

Emergency planning aims to prepare for and mitigate the risks and impacts of an emergency.

On construction sites many different hazards are present that can pose a risk to health and safety. As a result, emergencies can happen anywhere and at any time. It is therefore important to plan ahead so that you are able to respond appropriately should one occur.

An emergency plan should specify procedures for handling sudden unexpected situations that reduce the possible

consequences of the emergency by preventing fatalities and injuries, reducing damage to infrastructure, property, and equipment and accelerating the resumption of normal operations.

Typical emergency events that should be planned for include:

- Fire
- Explosion
- Trench or structure collapse
- Medical condition or emergency
- Spills of flammable or toxic substances
- Severe weather conditions
- Tornado
- Earthquake
- Unbreathable atmosphere

4. SITE SAFETY MANAGEMENT

Forward Planning

- Spend time doing an in-depth risk assessment. The more risks that are identified and effectively managed during the planning process the less likely an emergency will occur and the better equipped you will be to deal with the situation.



- Identify all potential on site hazards, and define how these hazards can be eliminated or isolated. If it is impractical to eliminate or isolate the hazards, identify how they can be minimised (i.e. through the correct use of PPE).
- Prior to work commencing, and after the risk assessment, a Site Specific Emergency Plan must be prepared and implemented.

Site Specific Emergency Plan

The emergency plan cannot be a generic procedure. It needs to be developed after assessing the site and the possible hazards / risks on that site.

The emergency plan should include (but not be limited to):

- Contact and location details of the nearest accident and emergency centre.
- Details and responsibilities of first aid trained personnel on site.
- Emergency services contact details.
- A site plan which illustrates the location of all first aid kits on site, the location of any specific first aid devices (e.g. fire extinguisher) as well as the emergency assembly locations. These should be in readily accessible and clearly defined areas.
- Effective warning systems to facilitate immediate evacuation (i.e. air horn, long blast on a loud vehicle horn or siren).
- A schedule for regular checks of equipment on site to ensure it remains fit for purpose in an emergency.
- A matrix of roles and responsibilities so personnel are aware of who will perform assigned roles during an emergency. This may be dependent on levels of training.
- A procedure for trial evacuations / emergency drills etc. It is recommended that these be undertaken at the beginning of the project and at not more than three-monthly intervals thereafter.
- A procedure for managing unsafe conditions (e.g. trench collapse).

An emergency plan should remain a living document, and must be supported and managed. It should be incorporated into the safety management system to ensure its continued effectiveness. The system should include measures to promote awareness and understanding of the plan (such as training and education), control measures (such as record-keeping), and evaluation measures (such as regular monitoring and review).

First Aid Facilities

Every site should have some basic first aid capabilities as accidents and medical emergencies can happen anywhere and at any time. Providing effective first aid in the event of an emergency can help to reduce the severity of an injury and increase the chances of recovery from a serious event.

- Each site should have a suitably trained person to administer first aid treatment.
- First aid kits should be immediately available and should be kept in construction vehicles as well as on site. In determining whether first-aid facilities are adequate, regard should be given to:
 - the type of construction work;
 - the type of plant;
 - the duration of the work;
 - the number of persons employed; and
 - the proximity to a medical centre and ambulance services.

Rehearsing

All emergency procedures should be rehearsed on a regular basis to make sure that personnel have the knowledge required and to ensure that the procedure actually works (instead of assuming it will). Examples include Confined Space Rescue, Working at Heights Rescue, Trench Collapse management and Fire Response.

Monitoring

- Make regular site visits (if not based on site) and be sure to check the effectiveness of the emergency plan over the whole site. This should include spot audits to ensure that the appropriate equipment is available in the event of an emergency.
- Have regular tool box meetings to update the team on any changes to the emergency plan and any new site hazards that may have arisen and how to control them.
- Establish processes to ensure that the staff are continually reminded of the need for PPE, ensure it is being used and used correctly.
- Ensure that regular checks of all first aid kits are undertaken and items are replaced where required.
- Ensure that all new personnel and visitors to site are fully informed on the emergency processes and procedures on site, as well as the location of first aid kits, and closest accident and emergency centres.

5. TIPS

- Wherever practical, hazards to those working on site or visiting the site should be eliminated or isolated.
- Stop works immediately if you feel there is a safety issue on site.
- It is recommended that at an early stage of the project an emergency drill be carried out to assess the emergency procedures in a practical and controlled manner to establish what issues may arise and to put processes in place to minimise them.

6. USEFUL LINKS AND INFORMATION

- Auckland Council has a range of resources to assist Contractors develop Site Specific Safety Plans and to manage safety on site. These are:
 - Minimum Health and Safety requirements for Contractors: Document Number HS262.
 - Guidelines for Health and Safety Plan for Contractors: Document Number HS263.
- Auckland Council Stormwater have a range of health and safety and environmental BMP's that may be relevant to your task – www.aucklandcouncil.govt.nz/stormwater
- The Ministry of Business, Innovation and Employment has guidance documents around managing hazards on its website. www.business.govt.nz/healthandsafetygroup



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For access to this BMP and to find the other BMP information sheets, go to the link below:
www.aucklandcouncil.govt.nz/stormwater

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