

Bushfire Emergency Response Sub-Plan

For the Construction Stage for the Phase 1 School
Lindfield Learning Village Eton Road, Lindfield

Prepared for
NSW Department of Education

Version 1.0
Date 11 October 2018



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1. Emergency Contacts

Organisation	Office	Phone Number
Emergency	General emergency number Fire/ Police/ Ambulance	000
NSW Police	2 Park Ave, Gordon NSW 2072	(02) 9418 5399 000
NSW Rural Fire Service Hornsby Fire Control Centre	1049 Pacific Hwy, Cowan NSW 2081	(02) 9883 2000 000
NSW Rural Fire Service	Bushfire Information Line	1800 679 737
Fire and Rescue NSW Gordon Station	Pacific Hwy, Gordon NSW 2072	(02) 9449 9834 000
Ku-ring-gai Council	Local Emergency Management Officer (LEMO) 818 Pacific Highway, Gordon NSW	02 9424 0000

2. Introduction

The NSW Department of Education have commissioned Blackash Bushfire Consulting (Blackash) to prepare Bushfire Emergency Response Sub-Plan for the construction phase of the Lindfield Learning Village. This document is not a full Evacuation Plan and has been developed to provide for life safety and to meet the Draft Conditions of consent for construction works.

The Bushfire Emergency Response Sub-Plan integrates with Taylors existing management practices and provides specialist advice in relation to bushfire.

This plan is for the construction work associated with the Phase 1 of Lindfield Learning Village located at 100 Eton Road, Lindfield and legally known as Lot 2 DP1151638 (see Figure 1).

The proposed use of the existing facilities at 100 Eton Road, is for a future school known as the Lindfield Learning Village. The school is due to open on 1 February 2019 and the construction to refurbish and upgrade the site and buildings will be undertaken from September 2018.

This Bushfire Emergency Response Sub-Plan augments the Bushfire Emergency Management and Evacuation Plan that has been prepared for the opening of the school in 2019.

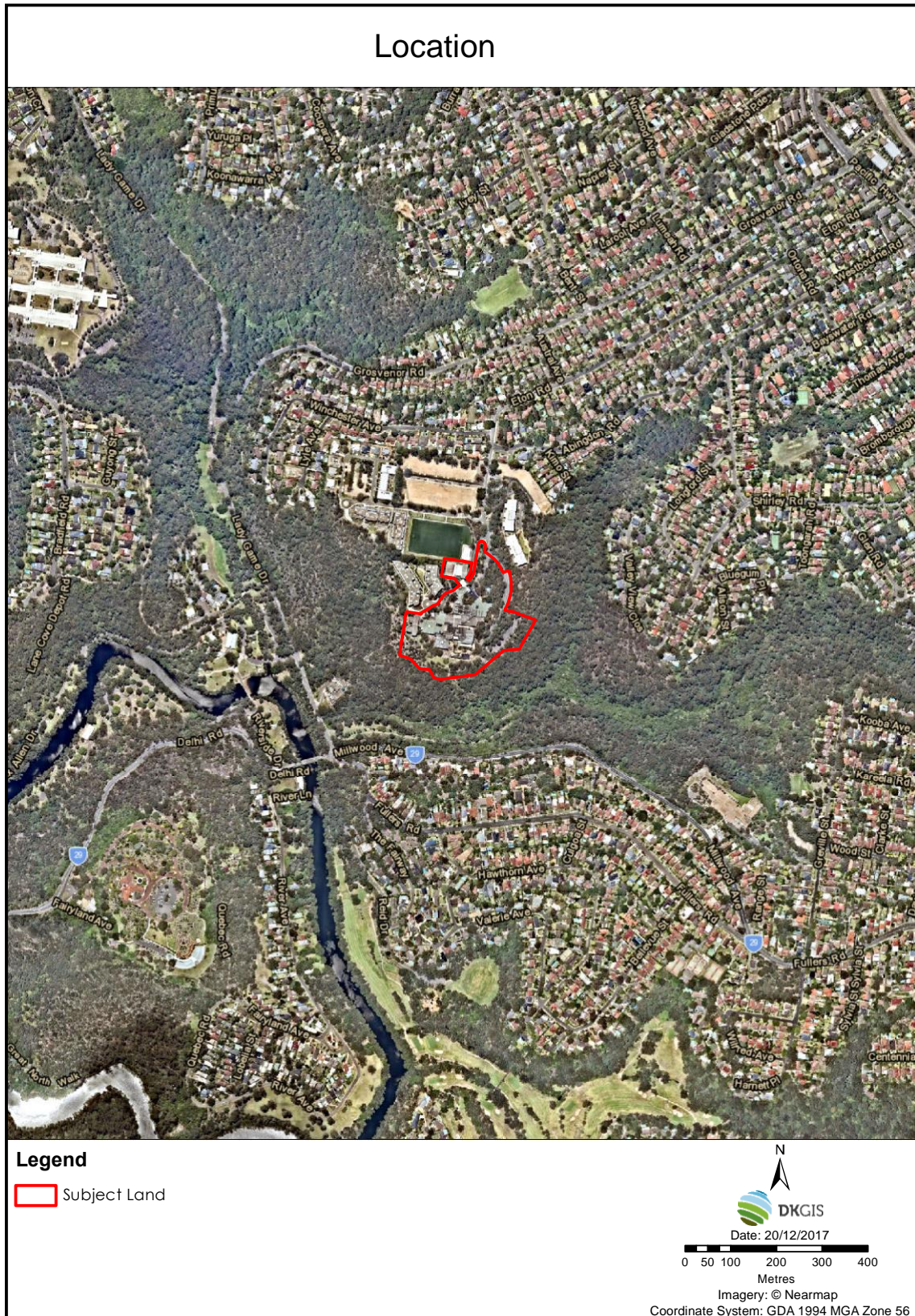
The plan has been developed based on the inherent capabilities of adults working on the site and for their ability to understand and act upon instruction from site managers. The Bushfire Emergency Response Sub-Plan has been designed to management of the worksite to protect life in the event of a bushfire.

Specific building evacuations for internal structure fires are not within the scope of this Plan.

This Plan outlines procedures for both evacuation to enhance the protection of occupants from the threat of a bushfire attack.

The focus on the Evacuation Plan has been to put in place strategies that do not expose the school community to the effects of bushfire attack and focus on eliminating exposure to bushfire threat by providing a framework for the site manager to determine (under local arrangements) the safest options, engaging with the school community regarding forecast bushfire risk and providing for early evacuation from site if there are fires in the vicinity.

Figure 1 Lindfield Learning Village Location



3. Construction Environmental Management Plan Requirements

Condition B29 of the Draft Conditions of consent require that:

Prior to commencement of construction, the Applicant must prepare a Construction Environmental Management Plan (CEMP) and it must include, but not be limited to, the following:

(g) Bush Fire and Flood Emergency Response (see Condition B35B36);

Condition B35 of the Draft Conditions stipulate:

The Bush Fire and Flood Emergency Response Sub-Plan (BFFERSP) must be prepared in consultation with the RFS and NSW SES and Council and address, but not be limited to, the following:

- (a) be prepared by a suitably qualified and experienced person(s);*
- (b) address the Planning for Bushfire Protection 2006;*
- (c) address the provisions of the Floodplain Risk Management Guideline (OEH, 2007);*
- (d) include details of:*
 - i) the bush fire and flood emergency responses for construction and operation phases of the development;*
 - ii) predicted flood levels;*
 - iii) flood warning time and flood notification;*
 - iv) assembly points and evacuation routes;*
 - v) evacuation and refuge protocols; and*
 - vi) awareness training for employees and contractors.*

This document does not deal with flood related issues.

3.1. Be prepared by a suitably qualified and experienced person(s);

This plan has been completed by Lew Short who is recognised by the Rural Fire Service through the Fire Protection Association of Australia scheme as a suitably qualified consultant.

Lew is BPAD level 3 consultant (BPAD number 16373) and a copy of his accreditation is at Appendix 1.

3.2. Address the Planning for Bushfire Protection 2006

The Bushfire Hazard Assessment has been completed and submitted to NSW Rural Fire Service in support of the application which addresses *Planning for Bushfire Protection 2006* and should be reviewed with this *Bushfire Emergency Response Sub-Plan*.

3.3. The bushfire emergency responses for construction and operation phases of the development

A separate Bushfire Emergency Management and Evacuation Plan has been completed and submitted to NSW Rural Fire Service for the opening of the school in February 2019.

The aim of this *Bushfire Emergency Response Sub-Plan* is to inform and enhance emergency management arrangements for evacuations during actual and, or forecast bushfires for construction workers and visitors to the site during construction. It is based on zero loss of life and evacuation from the site to avoid the risk.

The plan has been completed such that it does not rely on the immediate availability of emergency service personnel to undertake the evacuation. As such, the decision to evacuate must be undertaken confidently and without hesitation by the site manager.

The fundamental priority of people working within the school site must be to leave the area well before there is a risk of bushfire impact or to evacuate to the assembly point.

Evacuation is a risk management strategy that may be used to mitigate the effects of an emergency on a community. It involves the movement of people to a safer location and their return. The types of evacuation and alternatives to evacuation include¹:

Immediate Evacuation This results from a hazard impact that forces immediate action, thereby allowing little or no warning and limited preparation time.

Pre-Warned/Managed Evacuation This follows the receipt of sufficient and reliable information which prompts a decision to evacuate ahead of a potential hazard impact.

Self Managed Evacuation/Relocation This is a spontaneous type of evacuation involving the self-initiated movement of people as individuals, families or community groups. This may include circumstances where residents are advised to leave early ahead of dangerous conditions

Shelter in Place Shelter in place should be considered as an alternative when the risk associated with evacuation is seen as being greater than that of sheltering in place or as an outcome of an immediate threat to individuals, when the evacuation cannot be initiated in a safe manner.

Authority to Evacuate

When the site manager have been advised or are aware of an emerging emergency situation and determine that it is in the best interests of the safety of people on the site to temporarily cease operations at the school. In some cases this will relate to the operation of the site for the following day.

NSW Agencies with legislated authority to order an evacuation are:

- a) Combat Agencies (NSW Rural Fire Service & Fire and Rescue NSW) with appropriate legislation; and
- b) the NSW Police Force.

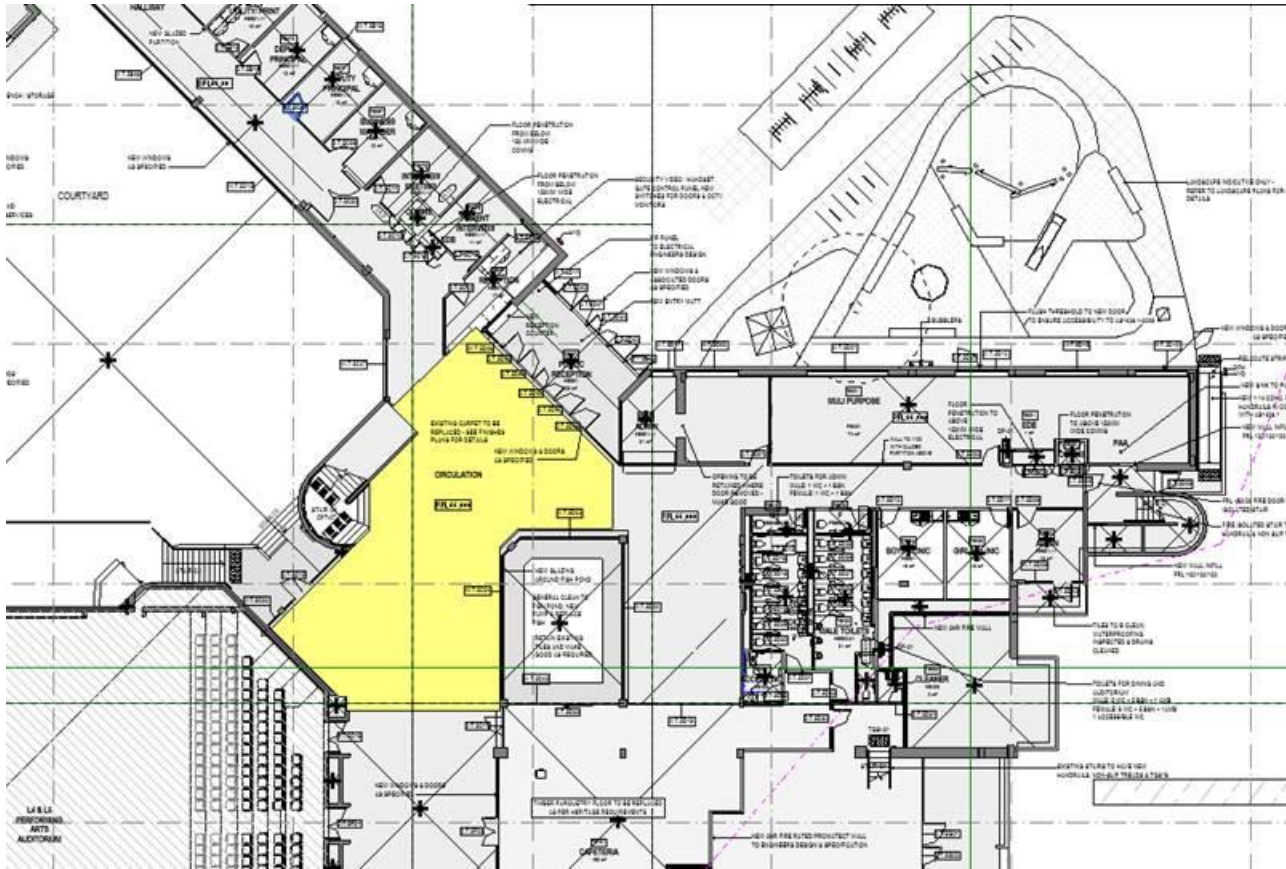
A Combat Agency generally issues an order to evacuate; consideration should be given to how affected people may respond to such an order. Police Officers generally enforce such orders.

¹ NSW Evacuation Management Guidelines (March 2014)

3.4. Assembly points and evacuation routes

The assembly area is shown in Figure 2 and is inside the main entrance to the building.

Figure 2 Emergency Assembly Area



The evacuation routes are shown in Figure 3 and provides for two options to exit the worksite. The evacuation assembly point is Abingdon Road Reserve at the corner of Abingdon Road, Winchester Avenue and Eton Road, Lindfield.

Figure 3 Evacuation Routes

Bushfire Evacuation Plan- Lindfield Learning Village

TAYLOR

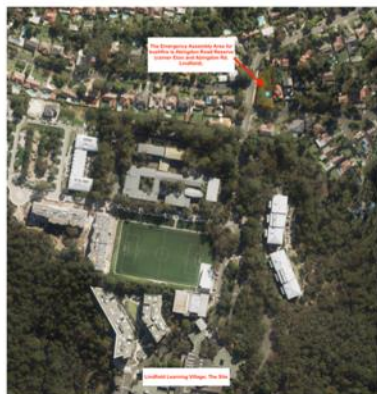


Figure 1-The Emergency Assembly Area for bushfire is Abingdon Road Reserve at the corner Eton and Abingdon Rd, Lindfield.

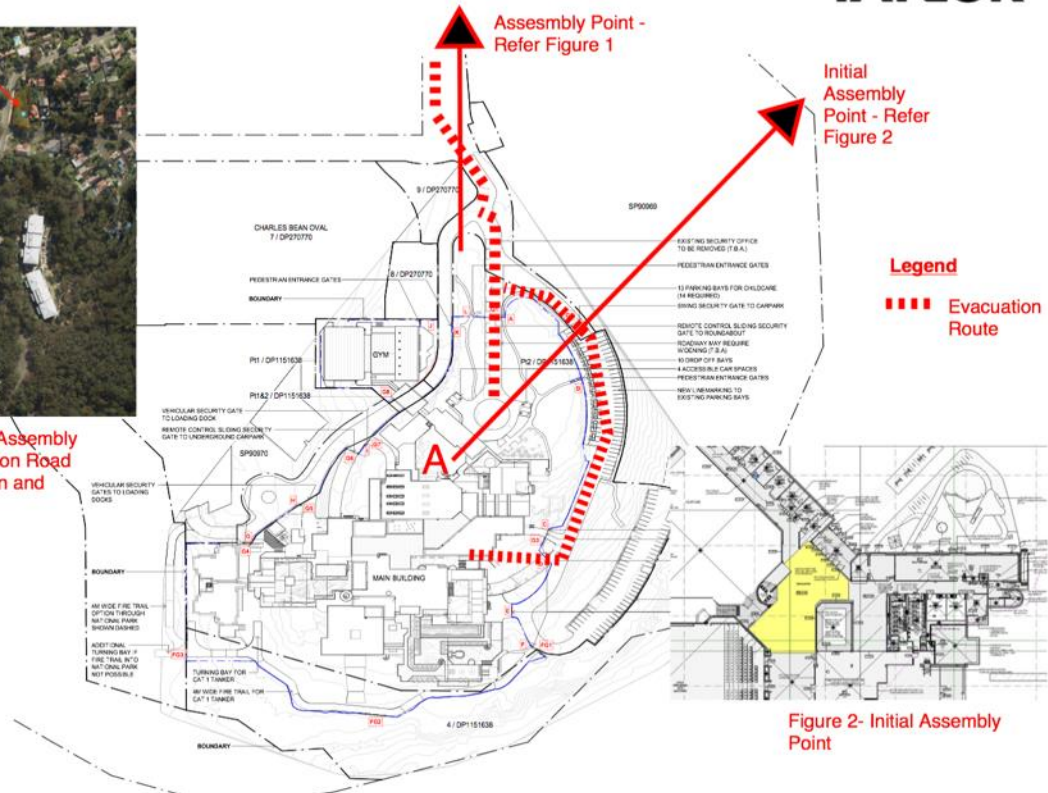


Figure 2- Initial Assembly Point

3.5. Evacuation and refuge protocols

See Section 4.

3.6. Awareness training for employees and contractors

Taylor's have incorporated induction and awareness training and contractors for people on the site into their standard procedures. See:

- Section 4, 7 and 8
- Appendix 3 Bushfire Safety and Induction
- Appendix 4 Site Induction & Mandatory Safety Requirements form

4. Preparation for bushfires

The official Bushfire Danger Period generally starts on 1 October and extends through to the following April. However, the fires season has been starting earlier and finishing latter. During this period, bushfires can occur at any time.

Before and at the commencement of the Bushfire Danger Period, the site manager will:

- Liaise with emergency service agencies or specialist BPAD Level 3 Bushfire Consultant about emergency procedures and vegetation management within the site and any other issues that are appropriate.
- Communicate the Bushfire Emergency Response Sub-Plan to people in site via induction training.
- Check emergency equipment and first aid resources are available and operational (battery radio, mobile telephone)

During the bushfire danger period including during periods of increased fire danger, the site manager will monitor information sources for bushfire conditions by:

- Listening to the local radio station, TV and/or monitoring the NSW Rural Fire Service website at www.rfs.nsw.gov.au for information on bushfire activity or fire danger ratings.
- Knowing the Fire Danger Ratings for the area
- Staying alert for warnings such as Bushfire Alert Levels issued by the RFS
- Watching for signs of fire, especially smoke or the smell of smoke
- Calling the RFS Bushfire Information Line on 1800 NSW RFS (1800 679 737)
- Contacting the Health and Safety Directorate's Incident Report and Support Hotline on 1800 811523 (Option 1) for information and support
- Downloading the free iPhone application from NSW Rural Fire Service – Fires Near Me NSW and keeping aware of fire in the vicinity of the school.

5. Shelter in Place Options

Shelter in Place Shelter in place should be considered as an alternative when the risk associated with evacuation is seen as being greater than that of sheltering in place or as an outcome of an immediate threat to individuals, or the school community where evacuation cannot be initiated in a safe manner.

One short term option has been provided by the Department of Education within the school that can be used as a last resort shelter in place option.

Assembly Area 1 Inside entry to main building – outside the Auditorium. This area has been separated from the rest of the school by 2 hour fire walls.

In developing the Evacuation Plan, Blackash acknowledges that an assembly area is not a stand-alone solution to mitigating bushfire risk to life safety. The assembly area is only one consideration in developing a comprehensive set of measures to counteract the effects of a bushfire event that include effective land-use planning, fuel management, community strategic bushfire planning and emergency services strategies.

Importantly, the use of the assembly area is not considered to be a 'stand-alone solution' to potential risks to life safety in a bushfire event. Rather, it should be considered to be a life safety measure that is a last resort which may provide temporary shelter from the immediate effects of a bushfire.

The primary objective of the assembly area is to provide temporary shelter to people on site who have not been able to evacuate the site prior to the impact or passage of a bushfire and consequently find themselves not able to safely evacuate due to bushfire attack.

Therefore; the fundamental priority of people within the site must be to leave the area well before there is a risk of bushfire, either in the area, or along a route to an area not prone to bushfire attack.

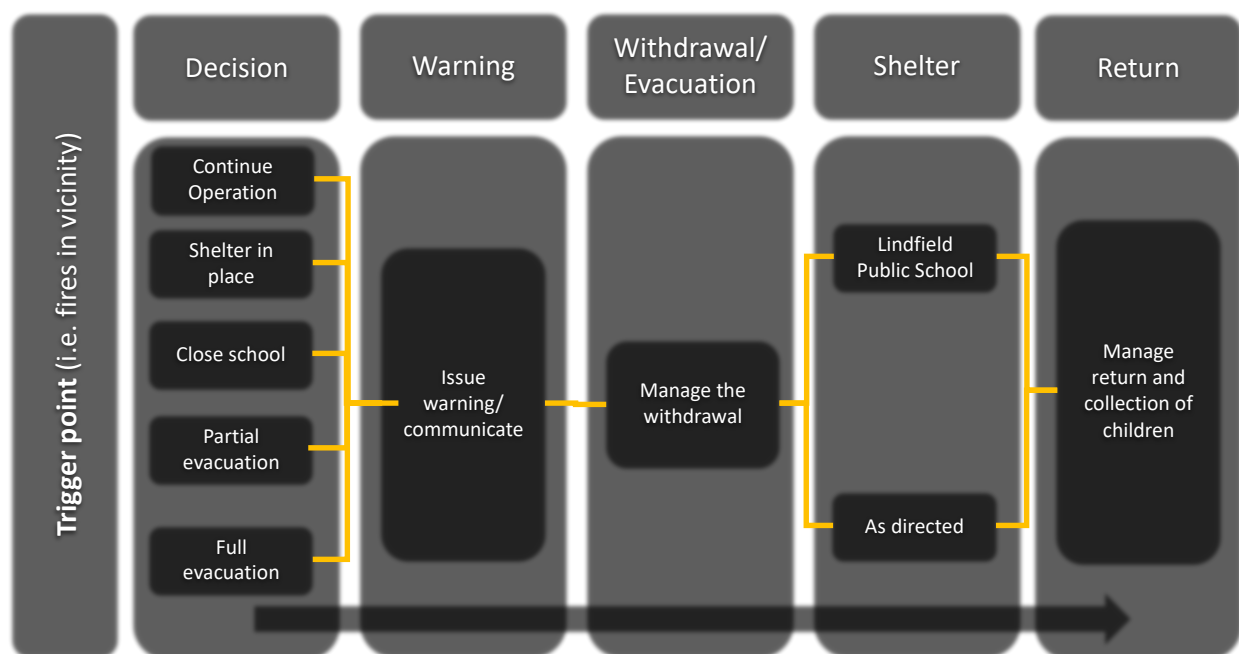
6. Evacuation Process

The decision to evacuate people who are at immediate risk during an emergency is not always straightforward, as it is often based on incomplete or unverified information in a rapidly developing and dynamic situation. Timing of the decision is a significant factor.

The site manager must consider whether the lead warning times they have available to them permit a safe evacuation of a location threatened by bushfire. If sufficient time is available then properly planned and executed evacuation is the most effective strategy.

Figure 4 shows the evacuation process.

Figure 4 Evacuation Process



7. Evacuation Considerations

7.1. Evacuation Preparedness

The site manager is responsible for implementing the following procedures to facilitate the objectives of this Plan:

- Ensure staff and visitors are provided/shown the location of the written evacuation procedures
- Check Fire Danger Ratings (see section 7.4)

7.2. When to Evacuate

Off-site evacuation should always be the first option.

Timing for the decision to assemble prior to shelter in place or evacuate, will depend on size of the fire and how quickly it is spreading. The decision when to evacuate is to be determined by:

- Instructions from the Police or Fire Authority
- The likelihood that a bushfire may impact the site in a manner that may cause injury, undue stress or other significant adverse effects e.g. smoke induced medical problems
- Decision by the site manager

7.3. Procedures to be followed by the site manager

The site manager on becoming aware of a bushfire emergency, will take the following steps:

1. Ascertain the nature of the emergency or potential emergency situation and determine appropriate response using this document.
2. If safe, evacuate off site and close the site until the threat has passed. If sufficient time is available, people on site are to use their own transport to self evacuate.
3. If it is unsafe to use vehicles to evacuate the site, the evacuation route should be taken to walk to Abingdon Road Reserve.
4. If unsafe to evacuate off site, seek temporary assembly building inside the main building near the front doors.

7.4. Fire Danger Ratings

The Rural Fire Service provides a map of the Fire Danger Ratings at:

<https://www.rfs.nsw.gov.au/fire-information/fdr-and-tobans>. The site is within the Greater

Figure 5 Fire Danger Ratings and what they mean (Source AFAC [www.fireandbiodiversity.org.au/ literature.../AFAC Fire Danger Ratings explained](http://www.fireandbiodiversity.org.au/literature.../AFAC_Fire_Danger_Ratings_explained))

Fire Danger Rating	Description
CATASTROPHIC FDI 100+ (Code Red)	<ul style="list-style-type: none"> Fires will be uncontrollable, unpredictable and fast moving – flames will be higher than roof tops. People will die and be injured. Hundreds of homes and businesses will be destroyed. Well prepared, well constructed and defended homes may not be safe during the fire. Construction standards do not go beyond a Fire Danger Index of 100. Thousands of embers will be blown around. Spot fires will move quickly and come from many directions, up to 20 km ahead of the fire. <p>Leaving is the best option.</p>
EXTREME FDI 75-99	<ul style="list-style-type: none"> Fires will be uncontrollable, unpredictable and fast moving – flames will be higher than roof tops. People will die and be injured. Hundreds of homes and businesses will be destroyed. Only well prepared, well constructed and actively defended houses are likely to offer safety during a fire. Thousands of embers will be blown around. Spot fires will move quickly and come from many directions, up to 6 km ahead of the fire. <p>Leaving is the safest option for your survival.</p>
SEVERE FDI 50-74	<ul style="list-style-type: none"> Fires will be uncontrollable and move quickly – flames may be higher than roof tops. There is a chance people may die and be injured. Some homes and businesses will be destroyed. Well prepared and actively defended houses can offer safety during a fire. Expect embers to be blown around. Spot fires may occur up to 4 km ahead of the fire. <p>Leaving is the safest option for your survival. Your home will only offer safety if it and you are well prepared and you can actively defend it during a fire.</p>
VERY HIGH FDI 25-49	<ul style="list-style-type: none"> Fires can be difficult to control – flames may burn into the tree tops. There is a low chance people may die or be injured. Some homes and businesses may be damaged or destroyed. Well prepared and actively defended houses can offer safety during a fire. Embers may be blown ahead of the fire. Spot fires may occur up to 2 km ahead of the fire. <p>Leaving is the safest option for your survival. Your home will only offer safety if it and you are well prepared and you can actively defend it during a fire.</p>
HIGH FDI 12-24	<ul style="list-style-type: none"> Fires can be controlled Loss of life is highly unlikely and damage to property will be limited Well prepared and actively defended houses can offer safety during a fire. Embers may be blown ahead of the fire. Spot fires can occur close to the main fire. <p>Know where to get more information and monitor the situation for any changes</p>
LOW-MODERATE FDI 0-11	<ul style="list-style-type: none"> Fires can be easily controlled Little to no risk to life and property <p>Know where to get more information and monitor the situation for any changes</p>

7.5. Emergency Alerts

Emergency Alert is a national telephone warning system that aims to save lives by letting people know about threats such as bushfire as early as possible. When danger is imminent, authorised groups such as NSW Rural Fire Service, NSW Police or the NSW SES can send a warning message to residents in high risk areas.

Emergency Alerts are sent in the form of:

- recorded voice messages to landline numbers based on handset location
- text messages to mobile phones based on billing address

If the school receive an Emergency Alert, follow the instructions in the message.

7.6. Bushfire Alert Levels

During a bushfire, Alert Levels are used to give you an indication of the level of threat from a fire. There are three levels of Bushfire Alerts:

Figure 6 Bushfire Alert Levels



Advice

A fire has started. There is no immediate danger. Stay up to date in case the situation changes.



Watch And Act

There is a heightened level of threat. Conditions are changing and you need to start taking action now to protect students, staff and visitors.



Emergency Warning

An Emergency Warning is the highest level of Bushfire Alert. The school may be in danger and need to take action immediately. Any delay now puts the lives of students, staff and visitors at risk.

For some fires, warning messages may be heard over the radio or television, such as a siren, or you may receive an Emergency Alert text message or phone call. Other fires may start so quickly that there will be no time for any warning at all.

8. Actions During Dangerous Fire Danger Weather

This site is required to close on days when Catastrophic FDR is issued in this NSW Fire Area.

Table 1 Extreme Weather & Catastrophic Fire Rating

Triggers	Actions	Responsible for Implementation
Total Fire Ban is Declared	When a Total Fire Ban is declared by the Commissioner of the NSW Rural Fire Service for the Sydney Basin weather district, the site supervisor will review the requirements of section 7 of this document regularly.	Site manager
If Catastrophic, Extreme or Severe, Fire Danger Rating is issued or received (above Fire Danger Index of 50)	When Catastrophic, Extreme or Severe Fire Danger Rating is issued, the site may be closed on the designated day.	Site manager
	Monitor local weather conditions for further advice. .	

9. Actions & General Principles for Evacuation

Trigger/ Scenario	Primary Responses	Actions	Responsible for Implementation
Bushfire in the surrounding area Fire WILL NOT arrive in next 2 hours	Watch & Act Off-site Evacuation Controlled Closure of Site	Bushfires within the surrounding area will trigger evacuation of the school. The surrounding area includes any lands within the Lane Cover River Catchment SAFETY NOTE: Evacuation must be COMPLETED well in advance of the fire arrival to ensure people are not caught in the open or on access roads between Dunstan Grove or bushland adjacent to Charles Bean Oval and Eton Road (see Appendix 1). If this cannot be achieved then on-site shelter in place should be sought. The Phase 1 school will not provide a refuge point within the school and off-site evacuation should always be the first option.	Site manager
		Consult through NSW RFS Website www.rfs.nsw.gov.au , contact 1800 NSW RFS, check smart phone Fires Near Me application	Site manager
		Inform people on site of fire situation	Site manager
		Fire wardens or authorised persons to coordinate evacuation Evacuate to Lindfield Public School.	Site manger
	Emergency Warning	Careful assessment of fire potential required by experts, evacuation only to proceed if it can be completed at least 1 hour before potential arrival of fire.	Site manager

Trigger/ Scenario	Primary Responses	Actions	Responsible for Implementation
Imminent bushfire threat to the site (less than 2 hrs to impact)	Off-site Evacuation (if time permits)	Students, staff, visitors and contractors move to site assembly area	Site manager
	Controlled Closure of School	Evacuation	Site manager
Imminent bushfire threat to the site (less than 2 hrs to impact - insufficient time to enact off-site evacuation procedures) Also applicable for Any situation which emergency services or staff believe warrants shelter in place	Emergency Warning On-site evacuation (shelter in place) Controlled Closure of School	<p>Not possible to complete off-site evacuation before fire (potentially) arrives or cuts access is a potentially life threatening situation.</p> <p>Site manager should be aware of the fire location and predicted fire weather conditions to determine appropriate response/action.</p> <p>Seek temporary shelter in Assembly Area 1. The primary objective of the Assembly Area 1 is to provide temporary shelter to members of the school community who have not been able to evacuate the local area prior to the impact or passage of a bushfire and consequently find themselves not able to safely evacuate due to bushfire attack.</p> <p>The fundamental priority of people within the school site must be to leave an area well before there is a risk of bushfire, either in the area, or along a route to an area not prone to bushfire attack.</p>	Site manager

Trigger/ Scenario	Primary Responses	Actions	Responsible for Implementation
Not possible to complete off-site evacuation before fire (potentially) arrives or cuts access			
General	Advice	<p>Contact 000 and advise fire services that fire is imminently about to impact the school and advise of the staff and student location.</p> <p>Advise 000:</p> <ul style="list-style-type: none"> • Location: school Auditorium, in the main building • Number of students, staff and visitors • Request immediate assistance from emergency services 	Site manager

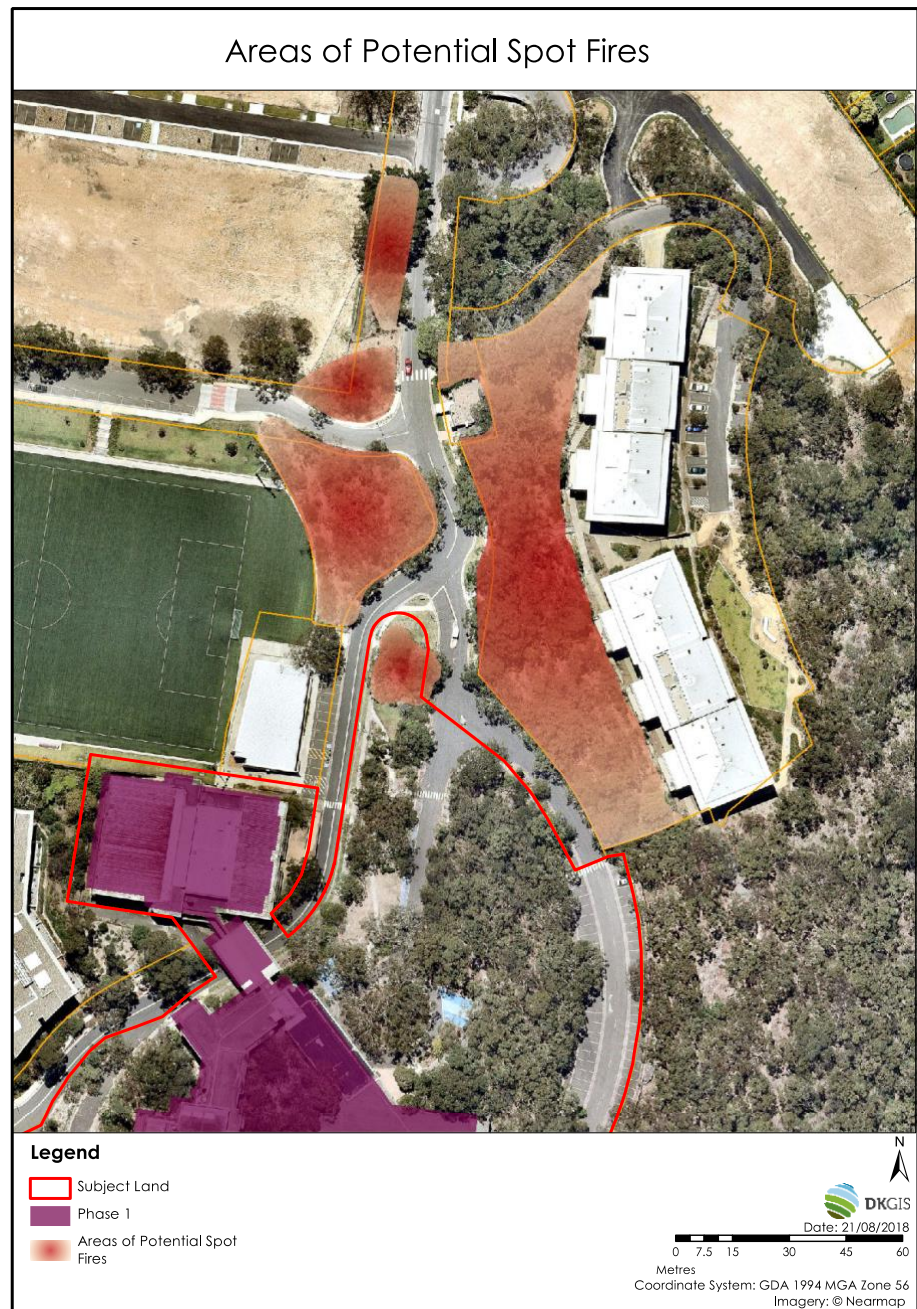
Appendix 1 – Lew Short Accreditation



Appendix 2 - Areas of Potential Spot Fires

The approaches to and from the school are not in the care, control or management of the Department of Education. Various land management arrangements are in place with Ku-ring-gai Council and Defense Housing Australia that prevent areas being managed to meet Asset Protection Zone Standards. In the absence of a maintenance regimen, it is possible that spot fires can start and develop in the areas identified on Figure 7. As such, evacuation to the off-site location is not to occur if embers are dropping out in the surrounds of the school. Guidance from emergency services should be sought and escort provided through these areas if required.


Figure 7 Areas of Potential Spot Fires



Appendix 3 Bushfire Safety and Induction – full document with Taylors

BLACKASH

BUSHFIRE CONSULTING



Bushfire Safety and Induction

Date Issued: 11 October 2018
Version: V1.0 Final

Location of the Site

This Bushfire Induction is for Lindfield Learning Village (LLV) located at 100 Eton Road, Lindfield.

Purpose

This document provides guidance to staff, contractors and visitors to LLV during construction and relates to external bushfires only.

Life Safety Objectives

The safest option in a bushfire is always to leave early, well before the fire threatens the site.

What is a Bushfire

A bushfire is an unplanned fire in vegetation. Bushfires are a common occurrence during drier parts of the year. Bushfires can be hot, intense and throw burning embers towards the worksite with the potential to damage equipment, assets and cause serious injury or death.

Bushfire Risk

The LLV site and buildings are located in an area of **extreme** bushfire risk¹. The site and facilities located may be subjected to significant fire impact during the bushfire danger period.

Bushfire Danger Period

During the Bushfire Danger Period (1 September to 31 April) the emergency procedures, evacuation protocol and bushfire evacuation point location are explained to people on the worksite.


Action:

The Site Supervisor reviews the Bushfire Safety and Induction Guideline and undertakes required actions.

¹ Hornsby Ku-ring-gai Bushfire Risk Management Plan identifies a likelihood of bushfire impacting the Site as "Almost Certain" with "Catastrophic" consequences providing a risk rating of extreme.

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Appendix 4 Site Induction & Mandatory Safety Requirements form – see Taylors for form

INDUCTION NO: _____	SITE INDUCTION FORM & MANDATORY SAFETY REQUIREMENTS	
PROJECT NAME AND NO: LINDFIELD LEARNING VILLAGE (1824)		SE-F-11 REVISED January 2018

FOR EMPLOYMENT REASONS ARE YOU AN AUSTRALIAN CITIZEN? **YES** ☐ **NO** ☐ IF NO HAVE YOU GOT A WORKING VISA **YES** ☐ **NO** ☐
 DO YOU REQUIRE A TRANSLATOR FOR THIS INDUCTION? **YES** ☐ **NO** ☐ TRANSLATOR'S NAME (IF REQUIRED) _____
 ARE YOU OF ABORIGINAL OR TORRES STRAIT ISLANDER DECENT? **YES** ☐ **NO** ☐

PRIOR TO COMMENCING WORK ON THIS PROJECT ALL EMPLOYEES ARE REQUIRED TO HAVE COMPLETED A CONSTRUCTION INDUSTRY INDUCTION, SITE INDUCTION AND A WORK ACTIVITY INDUCTION

YOUR DIRECT EMPLOYER'S DETAILS (I.E. WHO DO YOU GET PAID BY)

COMPANY NAME _____ CONTACT PERSON _____
 COMPANY ADDRESS _____ PHONE NUMBER _____
 WHO ARE YOU WORKING FOR ON THIS PROJECT _____ CONTACT PERSON _____

EMPLOYEE DETAILS

FULL NAME _____ JOB TITLE _____ YEARS OF EXPERIENCE _____
 YOUR HOME ADDRESS _____
 HOME PHONE _____ MOBILE _____ DATE OF BIRTH _____
 NEXT OF KIN (emergency contact details) NAME _____ CONTACT NUMBER _____

(OPTIONAL) TO YOUR KNOWLEDGE DO YOU SUFFER FROM ANY MEDICAL CONDITION THAT WE NEED TO BE AWARE OF IN AN EMERGENCY, I.E. DIABETES, EPILEPTIC SEIZURES, HEART CONDITION, ALLERGIES, OTHER **YES** ☐ **NO** ☐

IF SO PROVIDE DETAILS: _____

PROVIDE DETAILS OF ANY TICKETS OF COMPETENCIES REQUIRED TO PERFORM YOUR TASKS WHILST ON THIS PROJECT

1) TYPE _____ NUMBER _____ EXPIRY DATE _____
 2) TYPE _____ NUMBER _____ EXPIRY DATE _____
 3) EWP _____ NUMBER _____ FORKLIFT _____ NUMBER _____
 4) FIRST AID TICKET - **YES** ☐ **NO** ☐ TYPE _____ EXPIRY DATE _____
 5) INDUSTRY INDUCTION CARD NUMBER CGI _____ DATE _____

ALL CARDS MUST BE ISSUED AT TIME OF INDUCTION, THESE WILL BE COPIED AND FILED WITH YOUR INDUCTION FORM

READ THIS SECTION CAREFULLY

HAS YOUR EMPLOYER PROVIDED SPECIFIC (SWMS) TRAINING FOR THE TASK THAT YOU WILL BE TO PERFORM WHILST ENGAGED ON THIS PROJECT? **YES** ☐ **NO** ☐ HAVE YOU SIGNED OFF ON ALL TASKS SPECIFIC SWMS **YES** ☐ **NO** ☐

WHO PROVIDED THIS TRAINING TO YOU; NAME _____ DATE _____

HAVE TAYLOR'S SITE POLICIES BEEN SHOWN / EXPLAINED TO YOU AND DID YOU UNDERSTAND THEIR CONTENT? **YES** ☐ **NO** ☐

1) I certify that the above information is true and correct; and I have the necessary training and competency to undertake the work allocated to me by my employer.

2) At the time of this induction I confirm that I am **MEDICALLY FIT** to safely perform all tasks required of me on this project, and agree to only perform those tasks that I have been trained in by my employer and have the necessary skill set for

3) It has been explained to me that under the WHS legislation that both employer and employee can be fined and or prosecuted if the workplace is found to be unsafe and or if persons are found to be performing unsafe work practices.

4) I have attended and **UNDERSTOOD** the Project Safety Induction and **AGREE** to comply with Taylors Site Specific HSE requirement and policies whilst engaged on this project, It has been explained to me that failure to comply with these may result in my removal from site

EMPLOYEE SIGNATURE _____ DATE _____

INDUCTION CONDUCTED BY (1) HAVE YOU SIGHTED INDUCTEE'S PHOTO IDENTIFICATION? **YES** ☐ **NO** ☐
 (2) WAS A TRANSLATOR REQUIRED FOR THIS EMPLOYEE? **YES** ☐ **NO** ☐

TAYLOR'S REPRESENTATIVE NAME _____ DATE _____

Appendix 5 - Glossary

assembly point	An area or building/structure that is used to assemble people for evacuation or that have evacuated from a site in an emergency situation.
Bushfire Attack	Attack by burning embers, radiant heat or flame generated by a bushfire.
District Emergency Management Officer (DEMO)	For emergency management purposes, NSW is divided into emergency management districts. Each Emergency Management District has a District Emergency Management Committee. The Committee is chaired by the District Emergency Operations Controller (DEOCON), supported by the District Emergency Management Officer (DEMO). The DEMO is also responsible for assisting local committees and communities within the relevant District on emergency management matters.
emergency	An event that arises internally, or from external sources, which may adversely affect the occupants or visitors in a facility, and which requires an immediate response.
Emergency Planning Committee (EPC)	Persons responsible for the documentation and maintenance of an emergency plan.
Emergency warning and intercommunication system (EWI)	A combined emergency warning and intercommunication system that facilitates both way communications and control during an emergency.
evacuation	The orderly movement of people from a place of danger.
Fire Danger Index (FDI)	The chance of a fire starting, its rate of spread, its intensity and the difficulty of its suppression, according to various combinations of air temperature, relative humidity, wind speed and both the long- and short-term drought effects.
Local Emergency Management Officer (LEMO)	The State is divided into Local Government areas with a Local Emergency Management Committee for each area. This Committee is chaired by a senior representative of the council, and is supported by a Council appointed Local Emergency Management Officer (LEMO).

occupant	A person attending a facility on a permanent or temporary basis, such as an employee, contractor, student or resident, but not a visitor
on-site refuge	A building within the premises that is able to accommodate the people that will shelter. The place is not under threat from a bushfire. The Phase 1 school will <u>not</u> provide a refuge point within the school and off-site evacuation should always be the first option.
off-site evacuation point	A venue at another location some distance away that is able to accommodate all the people being evacuated. The place is not under threat from a bushfire.
relocation	Movement of persons and/or organisations to an alternate area
State Environmental Planning Policy (SEPP)	State Environmental Planning Policy (SEPP) is a legislated policy that deals with issues significant to the state and people of New South Wales.
sheltering	Procedures for a relevant situation where the safest course of action is to remain in a building or location.
support needs	People with physical, intellectual, visual, or auditory disabilities or impairments, either temporary or permanent who require support. It also includes aged persons and juveniles who are dependent on others for their care and wellbeing.