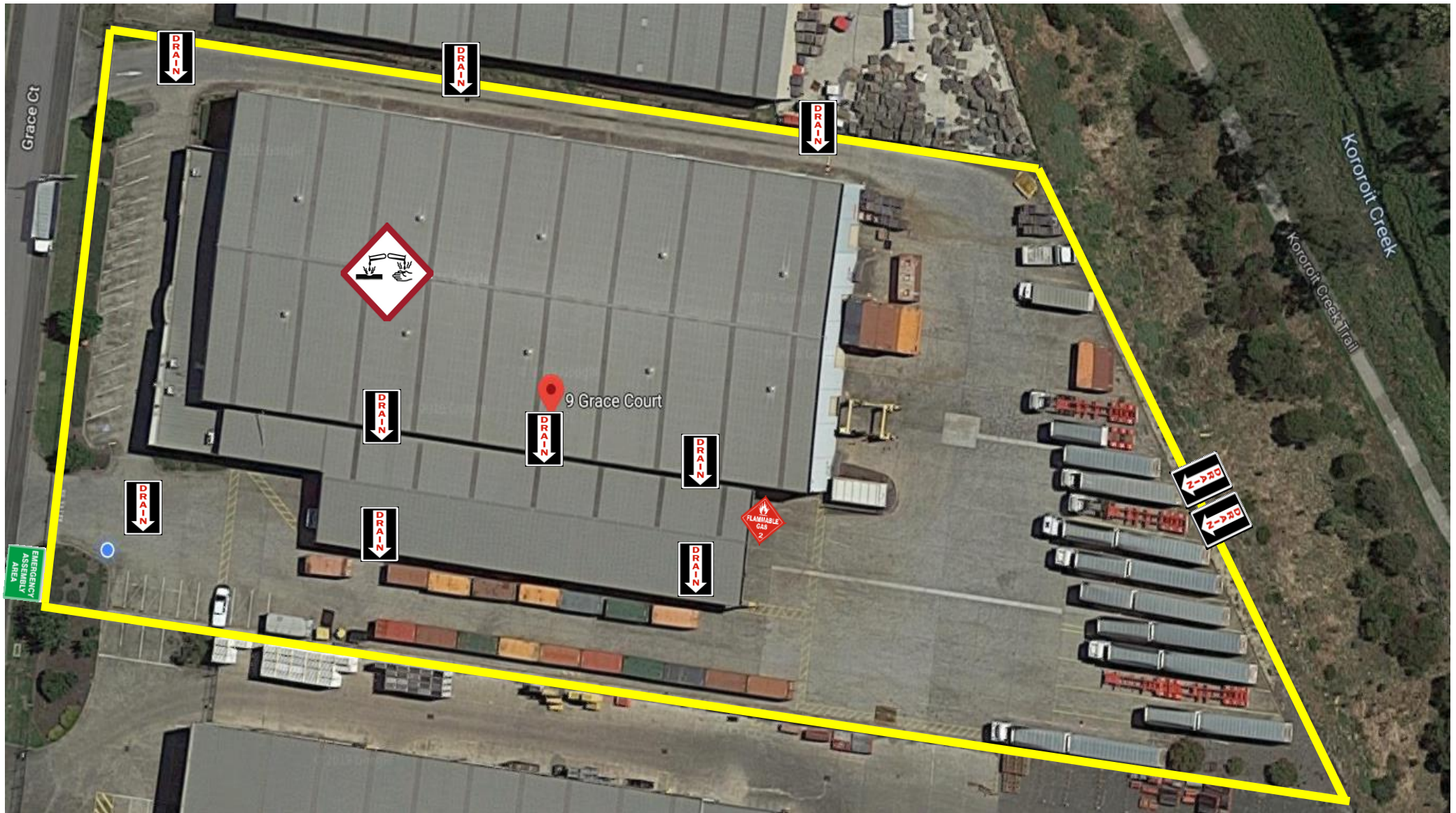
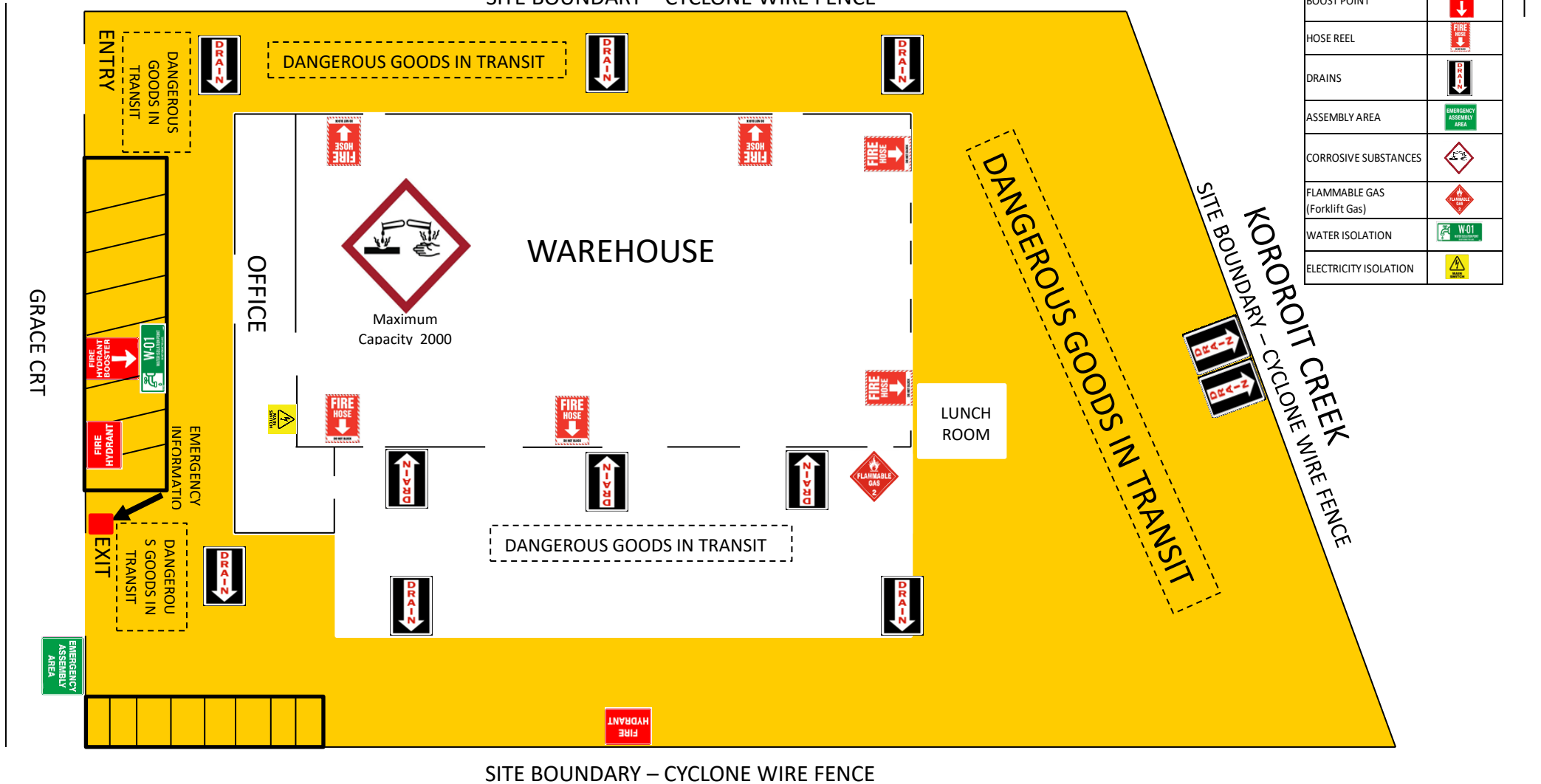


Section 1 – Fire Protection Drawing



RED CROSS AUSTRALIA & KEYA AUSTRALIA

SITE BOUNDARY – CYCLONE WIRE FENCE



PERI SCAFFOLDING

Section 1 - Fire Protection



Section 2 - Dangerous Goods Manifest

Occupier: **Rodney's Transport Service (Australia) Pty Ltd**
 Address of Premises **9 Grace Crt, Sunshine West Vic 3020**
 Date of Preparation **31st May 2019**

Emergency Contacts

Name	Position	Phone number
Ashley Carnell	State Manager	BH: 03 9311 2300
		AH: 04 1652 4781
Michael Muscat	Yard Supervisor	BH: 03 9311 2300
		AH: 04 0937 0163
Graeme Wooller	General Manager	BH: 02 6937 9100
		AH: 04 2796 7030

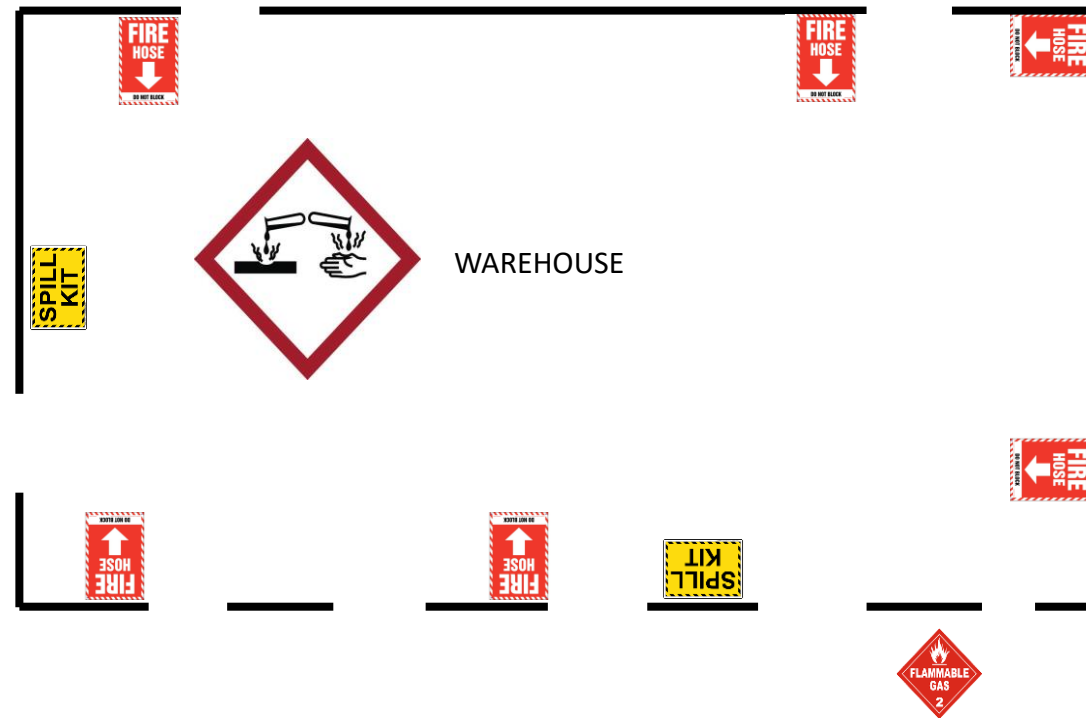
Summary Information

Class	Packaging Group	Maximum Quantity
Class 8	3	2000 tonne
Class 2.1	Nil	16 x 35.3 litres

Other packaged dangerous goods

Storage Area	Class	Sub Risk(s)	Packaging Group	Average Quantity	Maximum Quantity
Warehouse	8	Nil	3	917 tonne	2000 tonne

Section 2 - Dangerous Goods Drawing



Section 3 – Emergency Contact List

RODNEY'S TRANSPORT SERVICE – EMERGENCY INFORMATION BOOK



Occupier: **Rodney's Transport Service (Australia) Pty Ltd**
Address of Premises **9 Grace Crt, Sunshine West Vic 3020**
Date of Preparation **31st May 2019**

Rodney's Transport Service Emergency Contacts

Name	Position	Phone number
Ashley Carnell	State Manager	BH: 03 9311 2300 AH: 04 1652 4781
Michael Muscat	Yard Supervisor	BH: 03 9311 2300 AH: 04 0937 0163
Anna Austin	Compliance Manager	BH: 03 9311 2300 AH: 04 0732 6100
Graeme Wooller	General Manager	BH: 02 6937 9100 AH: 04 2796 7030

Fire Equipment Maintenance Company

Name	Phone Number	Email
The Axiom Group	03 5444 2520	admin@theaxiomgroup.com.au
Elliots Fire and Safety Services	03 5221 1374	mjones@elliotsfire.com.au
TMH Electrical	03 5441 5213	tharrington@westnet.com.au
Redox	03 9369 3355	

Neighbour contact list

List the neighbours you will need to phone in an emergency

Organisation Name	Address	Phone number	Type
Australian Red Cross	7 Grace Crt, Sunshine West	03 8327 6922	Charity Organisation
Peri Scaffolding	10 Grace Crt, Sunshine West	03 9310 1343	Industrial
Global Food Equipment	6 Grace Crt, Sunshine West	03 9038 1111	Industrial
Data Signs	5 Grace Crt, Sunshine West	03 9312 2177	Industrial
Wafex	4 Grace Crt, Sunshine West	03 8378 9900	Industrial
Hobsons Bay Commercial Furniture	3 Grace Crt, Sunshine West	03 9311 1399	Industrial
Stan Cash	2 Grace Crt, Sunshine West	03 9988 7935	Industrial
Polyaire	1 Grace Crt, Sunshine West	03 9311 5679	Industrial
Empire Red	24 Vella Dr, Sunshine West	03 9310 1595	Industrial
Footscray Engine Re-Conditioning	11 Vella Dr, Sunshine West	03 9364 7800	Industrial
Infinite Engineering	9 Vella Dr, Sunshine West	03 9311 8551	Industrial
MechCAD Design	5B Vella Dr, Sunshine West	03 9310 1107	Industrial
Interfit Service	31 Vella Dr, Sunshine West	04 2415 2269	Industrial
Visual Exposure	532 Sommerville Rd, Sunshine West	03 9311 5722	Industrial
Malouf Steel Supplies	6 Vella Dr, Sunshine West	03 9311 2074	Industrial
On Duty Panels	534 Somerville Rd, Sunshine West	03 9314 2647	Industrial



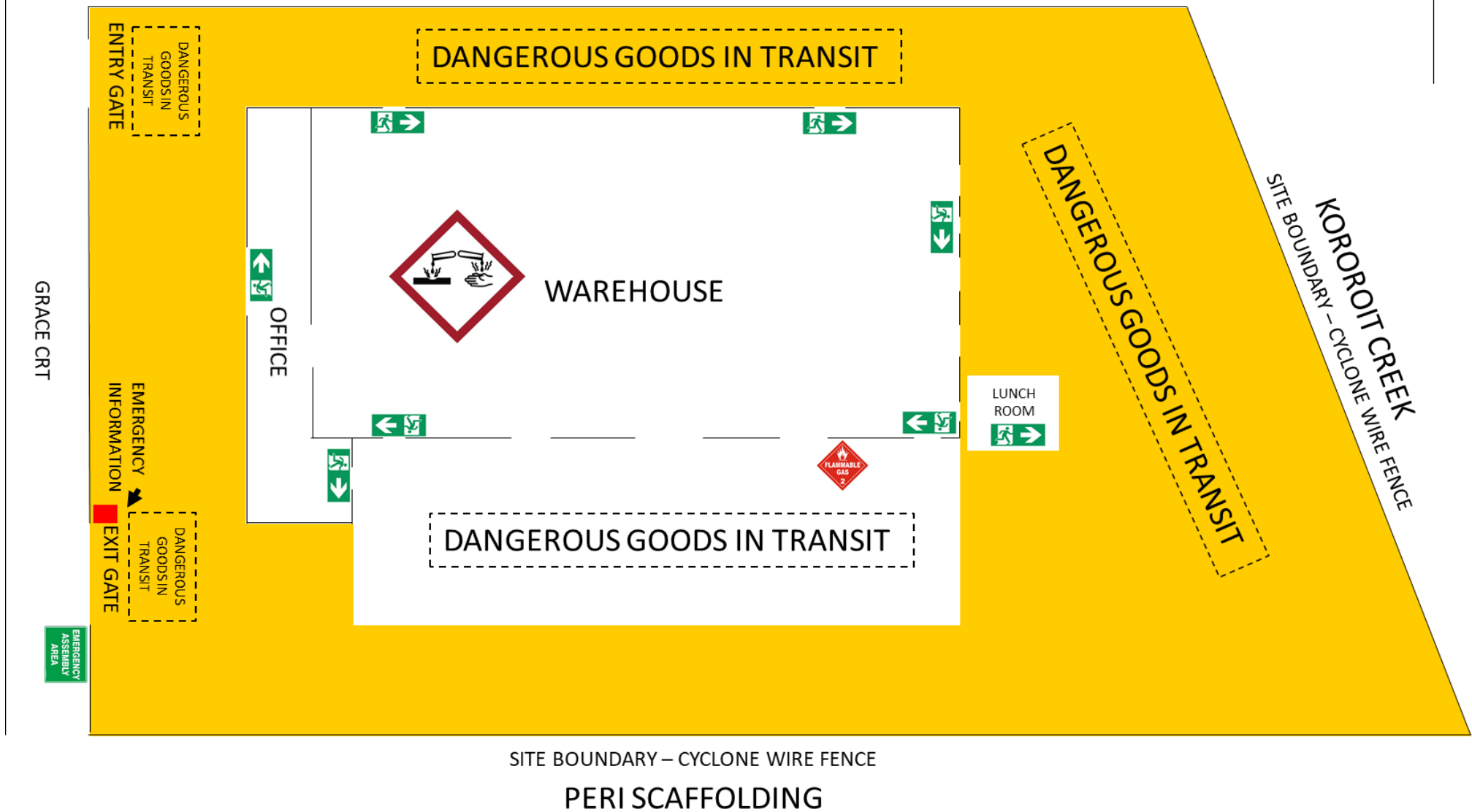
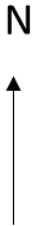
Emergency contacts

List your local emergency services numbers and any additional contacts you will need to phone in an emergency

Organisation Name	Contact	Title	Phone number
ALL	Emergencies	All types	000
State Emergency Services (SES)	VIC Emergency Service	State based contact	132500
Police	Victoria Police Centre	Flinders Street, Melbourne	(03) 9247 6666
Fire	Station 10, Church Street Richmond (contact Melbourne Fire Service)	East Melbourne	(03) 9662 2311
Ambulance	Ambulance Victoria	Doncaster	(03) 9840 3500
EPA	EPA Victoria	Report Pollution	1300 372 842
WorkSafe (reporting injured workers)	WorkSafe Victoria		132360
Local Government	Brimbank City Council	General Office number	(03) 9249 4000

RED CROSS AUSTRALIA & KEYA AUSTRALIA IMPORTS

SITE BOUNDARY – CYCLONE WIRE FENCE



Section 4 - Emergency Exit Drawing



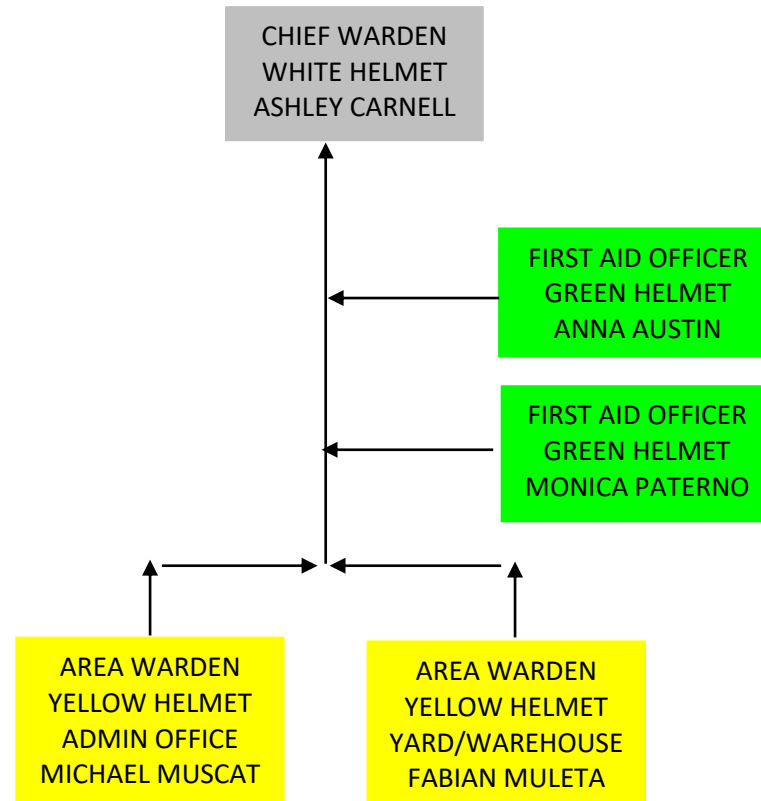
Section 4 – Warden Identification

Rodney's Transport Emergency team roles & responsibilities

Role	Details of responsibilities	Person responsible	Email	Phone/Mobile numbers
Chief Warden	<ul style="list-style-type: none"> ▪ Attend relevant training courses if necessary ▪ Communicate procedures to all staff. ▪ Conduct regular drills. ▪ Supervise and action emergency procedures for the whole site (including contacting emergency services, accounting for staff). ▪ Contact neighbouring businesses 	Ashley Carnell	ashley@rodneystransport.com.au	(03) 9311 2300 0409 370 163
First Aid Officers	<ul style="list-style-type: none"> ▪ Administer first aid support in an emergency. 	Anna Austin Monica Paterno	anna@rodneystransport.com.au monica@rodneystransport.com.au	0407 326 100 (03) 9311 2300
Area Wardens	<ul style="list-style-type: none"> • On becoming aware of an emergency, should implement and supervise the emergency procedure for their allocated area of work 	Michael Muscat Steven Chalker	michaelm@rodneystransport.com.au steven@rodneystransport.com.au	0409 370 163 0427 403 497
Compliance Manager	<ul style="list-style-type: none"> ▪ Update relevant insurance and finance documents ▪ Ensure employee next of kin list is up to date ▪ Ensure neighbouring business list is up to date 	Anna Austin	anna@rodneystransport.com.au	(03) 9311 2300 0407 326 100
General Manager	Person to deal with media	Graeme Wooller	graeme@rodneystransport.com.au	0427 967 030



Emergency Control Organisational Chart





Emergency procedures

[List your emergency/evacuation procedures. It may be useful to attach a copy of your detailed emergency procedures and floor plan with the location of emergency exits, emergency kit and safety equipment clearly marked. Your emergency procedures should also include a map of evacuation locations for all emergencies.]

Procedures	Brief outline of procedures	Evacuation point/ address	Reference to full procedure document	Supporting documentation
Emergency Evacuation Procedure (eg Fire , Waste spill)	<ol style="list-style-type: none"> 1. Alarm (horn will sound) raised and relevant emergency services authorities contacted. 2. Calmly evacuate the premises from nearest emergency exit. 3. Emergency Warden to locate and take emergency kit to emergency evacuation location (kit is located beside entrance/exit door in Operations office) 4. Arrive at evacuation location. 5. Locate and account for all staff 6. Follow emergency warden instructions 7. Alert neighbouring businesses of emergency 8. Notify relevant emergency services <ul style="list-style-type: none"> - Ambulance if any injured workers - fire if evidence of flames, smoke or spills of DG listed products - Police if emergency coordination is required - EPA if the emergency relates to DG listed products - Workcover if injured worker 9. Notify next of kin for any injured workers 	Grassy area outside site Exit gate beside light pole	The emergency procedures.doc can be found on the shared drive in the OH&S folder. A hard copy is located in the folder 'RTS Emergency Response Kit' housed in the Administration Office on the bookshelf to the left of the door.	<ul style="list-style-type: none"> - Emergency Evacuation Plan document describing emergency exits - Company Induction training records - List of neighbouring businesses contained in emergency kit - List of employee next of kin contained in emergency kit - Copy of this plan with emergency contact numbers contained in the emergency kit



Evacuation drill schedule

Evacuation procedure type	Drill frequency	Position/person responsible	Next drill dates
<i>All emergency types</i>	<i>Annually</i>	<i>Ashley Carnell</i>	<i>July 2019</i>

Emergency kit

Location

On the bookshelf to the left of the Entrance/Exit door in the Administration Office

Contents

Reviewed and checked annually or as needed

Object	Checked/Reviewed Date	Person responsible
<i>Emergency management & recovery plan</i>	<i>May 2019</i>	<i>Anna Austin</i>
<i>Emergency and recovery contacts</i>	<i>May 2019</i>	<i>Anna Austin</i>
<i>Copy of Employee next-of-kin list</i>	<i>May 2019</i>	<i>Anna Austin</i>
<i>Copy of Neighbouring businesses list</i>	<i>May 2019</i>	<i>Anna Austin</i>
<i>Insurance documents</i>	<i>May 2019</i>	<i>Anna Austin</i>
<i>Torch</i>	<i>May 2019</i>	<i>Anna Austin</i>
<i>First-aid kit</i>	<i>May 2019</i>	<i>Anna Austin</i>
<i>Spare batteries</i>	<i>May 2019</i>	<i>Anna Austin</i>
<i>Adhesive tape</i>	<i>May 2019</i>	<i>Anna Austin</i>
<i>Pen/pencil and notepad</i>	<i>May 2019</i>	<i>Anna Austin</i>