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DC Resourcing Pty Ltd

Canberra Office

Emergency Response Plan

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Emergency Management

1.1 Introduction

This Emergency Management Plan aims to provide the emergency control structure and procedures to prevent injury to personnel, visiting employees and surrounding businesses within our company in the event of an emergency. The following procedures and plans will also help to minimise damage to the Company's equipment, plant and all staff.

The Plan provides an Emergency Control Organisation (ECO) that is responsible for the most safe and efficient evacuation of all personnel when the case of an emergency occurs and for any ongoing monitoring of Emergency Systems to ensure its effectiveness.

This plan has been prepared in consultation with personnel from the Wollongong Office, but may be amended at any time due to changed conditions or feedback from personnel.

1.2 References

AS 3745 - Emergency control organisation and procedures for buildings, structures and workplaces

Location Details

2.1 Description

Dylan Cross commenced DC Resourcing Pty Ltd (DCR) in 2007 to provide contract management services to established recruitment organisations throughout Australia.

In July 2010 with the amalgamation of Hussein Salem, DCR evolved into a standalone labour provision service provider, capturing an opportunity to provide high quality labour provision services to the construction and engineering sectors throughout NSW and nationally.

DCR is a local, family-owned business built upon the foundation of outstanding relationship management, flexibility to meet customer needs, continued service excellence, unparalleled commitment to workplace safety, and premium tailored labour solutions to our construction and engineering industry partners.

The Canberra Office accommodates two people on a part-time basis. The building is situated within the suburb of Belconnen.

Sources of Emergency

3.1 Medical Emergency

Serious personal injury or illness such as a laceration, heart attack or any broken bones is an emergency situation requiring a fast response by personnel and emergency services but does not always warrant evacuation. The immediate response shall be to:

- Determine the extent of the injury and what medical assistance will be required.
- Identify the closest First Aider who can respond to the situation.
- Provide as much first aid as possible - endeavour to stop any serious bleeding.
- Keep calm and give a brief but accurate description of the injuries to the appropriate personnel.

Where there is a serious injury, personnel must advise Medical Help and clear all access for emergency services to attend to the patient.

After the conclusion of the medical emergency and there is no longer any present danger, an incident report should be filled out to document the incident in full detail and outline all steps taken.

An incident in any surrounding offices may also generate an evacuation emergency for our office.

Key People

4.1 General

All staff in the Wollongong Office have responsibility for notification, evacuation, response and recovery in the case of an emergency.

Hussein Salem

Director

Emergency Co-Ordinator

Rudy Vergis

Account Manager (Wollongong Office)

Donna Caldwell

Administration Manager (Wollongong Office)

Karen Humphries

Administration (Wollongong Office)

Emergency Protocols

5.1 Evacuation

If an evacuation is necessary, all personnel must follow the designated escape route for the office and proceed in an orderly manner to the Evacuation Assembly Area. A copy of the site plan must be posted in a highly visible area in the office.

To ensure a rapid and safe evacuation, follow these rules:

- Leave all personal possessions behind. You will evacuate faster and easier if you are unencumbered by a briefcase or laptop.
- If you are on the phone, terminate the call immediately and evacuate (you can always call them back).
- During evacuation, do not proceed to your vehicle - go directly to the Evacuation Assembly Area.
- Follow the directions of the Coordinator and Emergency Coordinator at all times.

5.2 Accounting for people

On arrival at the Evacuation Assembly Area, the Emergency Coordinator shall appoint a person to do a 'Roll Call'. Personnel shall be checked against the day book and visitors checked against the visitors register. Any discrepancies shall be reported immediately to the Emergency Coordinator, where a decision will be made on how to proceed.

5.3 Emergency Services

All personnel have authority to notify emergency services if the situation requires their attention. Personnel must obey instructions given by the Emergency Service Personnel.

5.4 Post Emergency Action

Personnel must not re-enter the building unless approved by the Emergency Coordinator. A debriefing of the Emergency Management will be coordinated by the Managing Director. This shall be done ASAP after the event to review and discuss the effectiveness of the process and identify any opportunity for improvement.

Resources

6.1 Equipment

The following resources and equipment have been identified in the emergency risk assessment and are provided for use in emergencies.

- Fire extinguisher
- Sensors and alarms
- Safe entry and exit door

Training

7.1 Site Personnel

Emergency responses shall be included in induction. Training and all employees should be familiar with the response plan. Emergency response guides are available throughout the office and from the Emergency Coordinator.

7.2 Practice Evacuation (Drills) and debriefing

Emergency response and evacuation procedures shall be rehearsed with all personnel annually or whenever procedures change significantly.

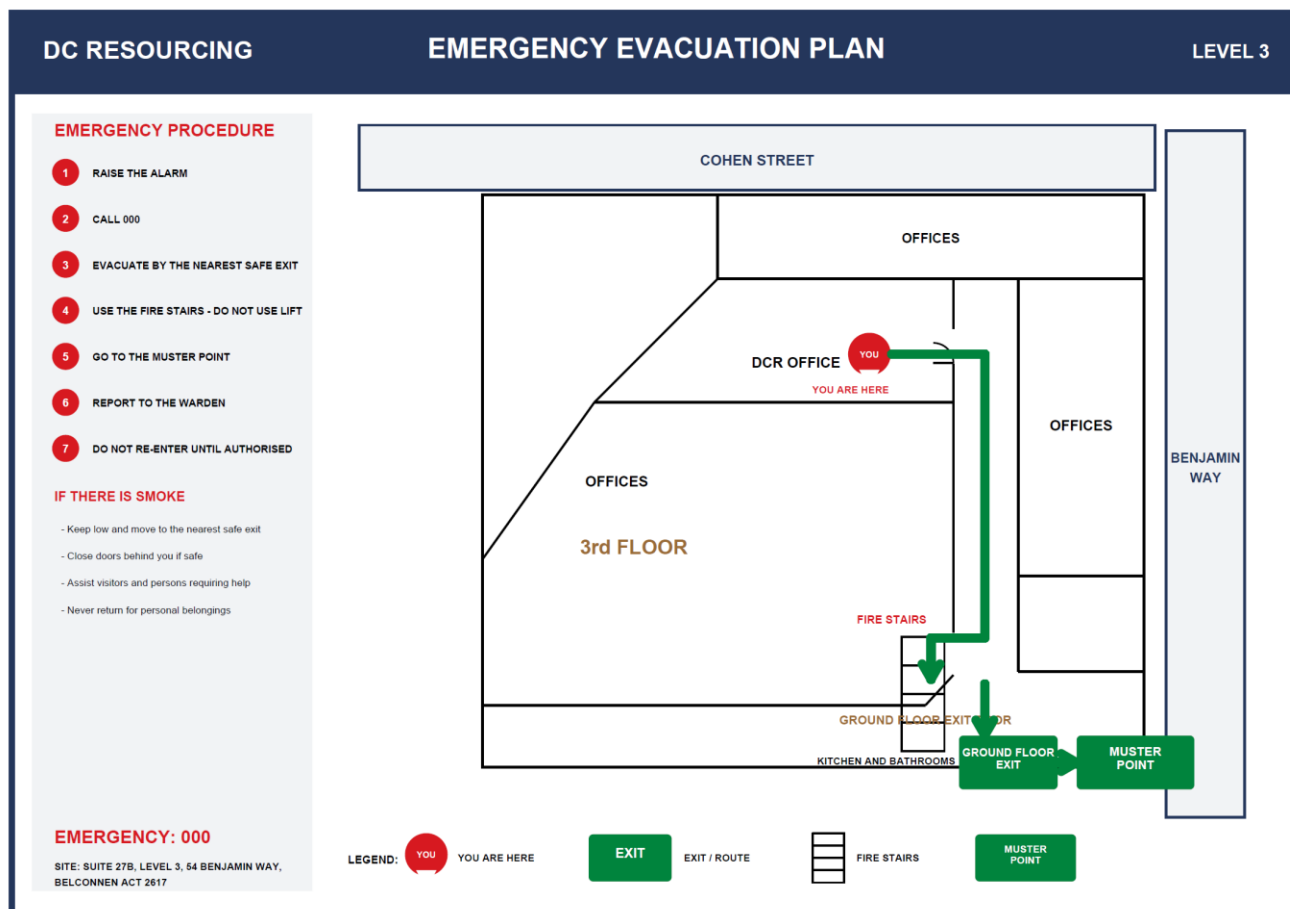
Review and Improvement

It is the Emergency Coordinator's responsibility to monitor the work environment for potential emergency events and recommend improvements to procedures to suit any changes that may be identified. In particular, any changes to buildings, facilities or systems both on-site and off-site should be assessed for their emergency impacts.

The review should include:

- Initial Risk Assessment findings
- Equipment checks
- Suitability of escape routes and Assembly points
- Availability of ECO Personnel and their training
- Feedback from personnel and emergency services
- Accuracy of procedure and content

DC Resourcing Floor Plan and Emergency Exit Map



IN CASE OF A FIRE!

REMOVE PEOPLE

From immediate danger to a place of safety

ALERT THE FIRE BRIGADE

Staff / Residents / Members of the public

CONFINE FIRE & SMOKE

Close windows and doors (if safe)

EXTINGUISH

And control the fire (if safe to do so)