



1. Purpose

The **Emergency Response Plan** ensures Task Right Solutions (TRS) can respond quickly, safely, and effectively to any emergency situation. It outlines the procedures, responsibilities, and communication pathways required to protect:

- Workers
- Clients
- Members of the public
- The environment

2. Scope

This ERP applies to all TRS personnel, including:

- Directors and senior leadership
- Employees
- Contractors and subcontractors
- Labour-hire personnel
- Visitors on TRS-managed sites

It covers all TRS service areas across **Greater Melbourne and Regional Victoria**.

3. Emergency Response Objectives

- Protect life and health above all else
- Stabilise the situation to prevent escalation
- Minimise environmental impact from spills, leaks, or contamination
- Preserve property and assets where safe
- Ensure clear communication between workers, supervisors, and emergency services
- Enable rapid recovery and return to normal operations



4. Types of Emergencies Covered

- Medical emergencies
- Fire or explosion
- Chemical spill or hazardous substance exposure
- Electrical incidents
- Gas leaks
- Environmental contamination
- Severe weather events
- Security threats or aggressive behaviour
- Vehicle or equipment incidents
- Structural hazards or collapse

Each category has a defined response procedure.

5. Emergency Roles & Responsibilities

Directors & Senior Leadership

- Ensure adequate resources for emergency preparedness
- Approve and review the ERP annually
- Support post-incident investigations and corrective actions

Managers & Supervisors

- Lead emergency response on site until emergency services arrive
- Ensure workers understand emergency procedures
- Maintain emergency equipment (first aid kits, fire extinguishers, spill kits)
- Report emergencies to senior leadership



Employees & Contractors

- Follow emergency instructions immediately
- Report emergencies or hazards without delay
- Use emergency equipment only if trained and safe
- Assist with evacuation and muster procedures

First Aid Officers / Wardens (where applicable)

- Provide first aid within their level of training
- Coordinate evacuation and account for personnel
- Liaise with emergency services

6. Emergency Communication Protocol

6.1 Immediate Notification

In any emergency, workers must immediately notify:

- Their Supervisor
- **000** (Fire, Police, Ambulance) if required
- Site contact or client representative (if on client premises)

6.2 Internal TRS Notification

Supervisors must notify:

- TRS Director
- HSE Manager (if applicable)
- Relevant stakeholders depending on severity



6.3 Information to Provide

- Nature of the emergency
- Exact location
- Injuries or hazards present
- Actions taken so far
- Any immediate risks to others

7. Emergency Procedures

7.1 Medical Emergency

- Assess scene safety
- Call **000** if life-threatening
- Provide first aid if trained
- Notify supervisor
- Record incident in the TRS Incident Register

7.2 Fire or Explosion

- Raise the alarm
- Evacuate immediately
- Use fire extinguisher only if trained and safe
- Call **000**
- Muster at designated assembly point

7.3 Chemical Spill / Hazardous Substance

- Stop work and isolate the area
- Use spill kit if trained
- Avoid inhalation or contact
- Notify supervisor
- Report environmental impact if applicable



7.4 Electrical Incident

- Do NOT touch the affected person or equipment
- Isolate power if safe
- Call **000** for electrocution
- Notify supervisor and client

7.5 Gas Leak

- Evacuate area immediately
- Do not use electrical switches
- Call **000**
- Ventilate area if safe

7.6 Severe Weather

- Cease outdoor Works
- Move to sheltered area
- Secure loose equipment
- Follow supervisor instructions

7.7 Security Threat / Aggressive Behaviour

- Do not engage
- Remove yourself and others from danger
- Call **000** if required
- Notify supervisor

8. Evacuation Procedure

- Stop work immediately
- Follow evacuation routes
- Do not use lifts
- Proceed to the designated assembly point
- Supervisor conducts headcount
- Do not re-enter until declared safe



9. Emergency Equipment

TRS ensures availability of:

- First aid kits
- Fire extinguishers
- Spill kits
- PPE
- Emergency contact lists
- Site-specific evacuation maps (where applicable)

Workers must know the location and correct use of this equipment.

10. Post-Incident Actions

- Supervisor secures the site
- Complete Incident Report within **24 hours**
- Conduct investigation to identify root cause
- Implement corrective and preventive actions
- Review ERP effectiveness and update if required

11. Training & Competency

All TRS personnel must receive training in:

- Emergency procedures
- First aid awareness
- Fire safety basics
- Spill response (where applicable)
- Site-specific emergency requirements

Refresher training is conducted annually.



TASK RIGHT SOLUTIONS

Emergency Response Plan (ERP)

12. Review & Continuous Improvement

This Emergency Response Plan will be reviewed:

- Annually
- After any significant incident
- When legislation or operational requirements change

Continuous improvement is a core TRS commitment.

13. Approval & Sign-Off

TRS | Management Team

Date: 25/01/2026

Review Date: 25/01/2027