



Emergency Response Job Procedure

1) Contractor arrives onsite to carry out Emergency Response

- a) Stop, visually assess the safety, condition and age of the site prior to access.
- b) If task is outside what you consider to be your competency level, please do not enter work/risk area and notify supervisor immediately.
- c) If due to age and/or damage, you suspect friable asbestos is present, **do not enter site**, notify supervisor and any others at risk on site.
- d) Take 'before' photos of hazards, general site/condition and immediate work area.
- e) Complete a full Risk Assessment (As per Northstar template) and identify all hazards.
- f) If Risk is **LOW** then proceed with job. If Risk is **HIGH** then notify supervisor immediately and **do not start work.**
- g) Ensure you have all the correct PPE for the job and First Aid kit/Fire Extinguishers are available and in good condition.
- h) Don't undertake any work without wearing the appropriate and correct fitting PPE. E.g. When dropping a ceiling:
 - *As a minimum, a hard hat, protective glasses, full face/half face respirator or P2 dust mask, coveralls class 5&6 and safety boots*





2) Contractor to notify Supervisor immediately if asbestos risk is identified on the Risk Assessment or any uncertainty whether asbestos is present so that necessary safe procedure can be followed (treat any suspicious items as if they contain ACM till proven otherwise by testing)

- a) Don't up-lift any possible asbestos samples without first notifying the supervisor on call (or escalating to the next available if no answer) that possible asbestos has been Identified.
- b) Only uplift loose samples for testing if you are wearing appropriate PPE and have correct double bags for storage and are competent in correct PPE usage and clean up.
- c) Don't proceed any further with work if any significant hazards are newly identified/discovered, **STOP** work immediately and report to on call Supervisor (follow escalation process to the next available if no answer).

3) Notify other contractors and the insured of the hazards on

- a) Communicate all hazards identified in the Risk Assessment to those that could be affected by resulting works by explaining this as part of the onsite Induction.
- b) Have this signed/acknowledged as a record of all parties understanding using template provided by supervisor.





4) Documentation and safe access

- a) Complete a Task Analysis for the works you and any other contractors are planning to undertake.
- b) Have completed copies of the Risk Assessment and Task Analysis available on site at all times.
- c) Ensure the work area are clearly identified with appropriate barriers and controlled authorised access including and especially no children on site.
- d) Don't allow unauthorised persons to enter the ER work area (including anyone doing private works in the immediate area).
- e) Set up barriers (cones and rails, temp fencing or exclusion zones hazard taped off).
- f) Forward all Health and Safety documentation to NorthStar supervisor assigned or main email account as soon as possible. This can be scanned or take images with phone and forward.





5) When Leaving the site

- a) Dispose of waste/rubbish materials properly and in accordance with any applicable environmental laws.
 - *Don't put any ACM materials in workshop rubbish bins*
 - *Don't put contaminated rubbish materials (Mould, ACM, ACD, Black water) in vans unless wrapped/bagged and sealed effectively*
 - *Re-check site for any rubbish and do final clean-up inspection.*
- b) Take 'after' photos of site/condition and send with your supporting documentation.
- c) Report to supervisor and give update of site status.
- d) Inform insured and/or suitable persons on site that you are leaving.

