

## Incident & Emergency Policy

### **POLICY STATEMENT:**

To affirm the commitment of Diverse Group Australia to the planned management of incidents and emergencies within the scope of the activities conducted by the company and to commit resources to the management of such incidents and emergencies.

The following policy applies to incidents and emergencies (as defined) that:

- are related to any employee, contractor, or visitor of Diverse Group Australia whilst present in any construction site, premises, facility owned, occupied or managed by Diverse Group Australia; and
- in the course of, or as a result of, any occupational, educational, commercial, or Diverse Group Australia endorsed activity, whatever its location.

### **AIMS & OBJECTIVES:**

Diverse Group Australia has determined that the proper management of incidents, injuries, illnesses and emergencies forms an essential element of its health and safety responsibilities.

Diverse Group Australia will:

- develop, publish, and maintain procedures for the appropriate treatment of injuries and illnesses;
- promptly report and investigate incidents, injuries and illnesses;
- implement corrective actions following incidents;
- manage foreseeable emergencies and critical incidents;
- develop and conduct training sessions for Supervisors, Managers, Safety and Health Representatives, Emergency Control Personnel, and First-Aiders
- allocate resources for the implementation of incident, injury and emergency management measures
- monitor the implementation of the policy and related procedures, and
- assign responsibilities in relation to the implementation of this policy and related procedures.

### **DEFINITIONS:**

*Incident:* means any unplanned event taking place on Diverse Group Australia grounds or somehow related to the company that causes (or has the potential to cause) an injury or illness and/or damage to equipment, buildings, plant or the natural environment. Incidents range from near-miss incidents to serious incidents and emergencies.

*Emergency:* means any sudden danger that requires immediate action to prevent severe injury, illness, damage, loss or distress. Examples include:

- uncontrolled fires;
- life-threatening injuries and illnesses, and the threat of such injuries and illnesses, and
- accidental spillages or releases of dangerous goods.

*Manager and Supervisor:* in this policy, these terms cover any employee of Diverse Group Australia to whom other employees formally report.

## Our Values

### Safety

Our focus is on ensuring the health, safety and wellbeing of our people, community and the environment.

### Teamwork

We work in collaboration to achieve common objectives by communicating openly, honestly and supporting each other.

### Respect

We celebrate diversity and strive for a workplace where interactions with our team, our clients, traditional land owners and the environment are based on respect and mutual reward.

### Innovation

Our commitment to researching the latest advances in technology, equipment and work practice ensure a culture of continual innovation.

### Versatility

Our flexibility and adaptive approach enable us to meet our clients' needs with agile responsiveness which deliver positive outcomes.

### Expertise

We offer a broad range of skills, knowledge and experience to our clients while working with them to deliver positive outcomes and solutions.

## RESPONSIBILITIES:

The Health Safety Environment Manager is ultimately responsible for the policy, and is accountable for the performance of the company in relation to this policy. The Managing Director will ensure specific budget allocations are made for the implementation of appropriate incident and emergency management measures.

All employees, contractors and visitors will comply with the relevant requirements of this policy and related procedures.

Health Safety Environment Manager will:

- develop, publish and maintain company-wide procedures for the implementation of this policy;
- develop and conduct training sessions for Supervisors, Managers, Safety and Health Representatives, Emergency Control Personnel, and First-Aiders;
- advise Supervisors and Managers in implementing the policy and related procedures.

Managers and Supervisors will:

- attend training sessions organised in relation to this policy and related procedures;
- nominate, in consultation with employees, the First-Aiders and Emergency Control Personnel required in their area under procedures related to this policy;
- develop the systems required for the training in the policy and related procedures of employees (including new staff), contractors, students, and visitors under their control; and
- comply with the policy and related procedures. (This requirement may include developing and implementing departmental procedures adapting company-wide documents for local conditions).

Health Safety Environment Advisors will:

- attend training sessions organised in relation to this policy and related procedures;
- assist local Managers and Supervisors in implementing the policy and related procedures in the area and for the work group they represent; and
- ensure first-aiders and emergency control personnel will attend training sessions organised in relation to this policy and related procedures

Diverse Group Australia Health Safety Environmental Team will monitor the implementation of this policy and related procedures.



**Jason Bull**  
Managing Director  
Diverse Group Australia Pty Ltd

Date: 20/06/18

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