

## PURPOSE & SCOPE

To ensure an effective emergency preparedness system is implemented across the project, so that emergency situations that may occur are considered and adequately addressed.

## DEFINITIONS

### **Emergency**

An unexpected event of a serious nature, which demands immediate action.

### **Emergency Plan**

The plan developed to address emergency situations that are expected to arise on site and includes the emergency procedures that are developed to meet these situations. *104-01 Emergency Plan* provides a guide.

## REFERENCES

- Relevant State and Federal Legislation
- AS/NZS 4801, Clause 4.4.7 Emergency Preparedness and Response

## RESPONSIBILITIES

### **Managing Director**

- Nominate the person to be the Emergency Controller and other Project Personnel to manage emergency preparedness;
- Review emergency plan and ensure it is effectively implemented; and
- Ensure emergency evacuation drills are conducted on a regular basis.

### **Nominated Site/ Project Personnel**

- Develop emergency and evacuation procedures as required;
- Induct and train site personnel in the workplace emergency procedures;
- Ensure that emergency equipment is available and maintained;
- Establish emergency evacuation assembly point(s); and
- Post and maintain all applicable emergency documentation in the workplace.

### **Emergency Controller or Chief Warden**

- Determine the nature of the emergency
- Ensure that the alarm has been activated;
- Notify the appropriate emergency services; and
- Notify other relevant personnel.

### **Health and Safety Committee**

- Review the effectiveness of the emergency plan for the workplace.

### **Employees**

- Report any emergency situation immediately to their supervisor; and
- Follow the workplace emergency plan.

### **Subcontractors/Suppliers/Visitors**

- Follow the workplace emergency plan; and
- Where applicable ensure that their Emergency Plans are compatible with that of the workplace.

## **METHOD**

### **General**

'*Emergency Plan*' is provided as a guide to enable Choice Contract Cleaning workplaces to manage most emergency situations and is not to be taken as completely addressing all emergency situations that may arise.

Typical emergency situations included in the Emergency Plan are:

- Incidents (Accidents and Dangerous Events, Environmental)
- Fires
- Aggressive Behaviour
- Suspicious packages
- Bomb threat

In the event that an emergency situation arises that is not covered in '*Emergency Plan*' the workplace is to develop specific protocols and procedures to address the situation.

### **Monitor and Review**

Following an emergency event/drill a review will be conducted to ensure that effectiveness of the Emergency Plan.

## **RECORDS AND ATTACHMENTS**

Nil