

**HEALTH, SAFETY, ENVIRONMENTAL
AND QUALITY MANAGEMENT
PROCEDURE FOR
EMERGENCY PREPAREDNESS**

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1. APPROVAL

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2. PURPOSE

The purpose of this procedure is to establish the requirements for protecting workers against the hazards associated with emergencies that may occur at **Insert Your Company** workplaces. The procedure prescribes resources and measures to follow to minimize the negative impacts of an emergency situation on people, assets and the environment.

3. SCOPE

This procedure outlines the guidelines for the provision and maintenance of emergency response capabilities, including (but not limited to):

- Emergency facilities – first aid and firefighting.
- Emergency response personnel – competent fire and safety personnel.
- Emergency resources.

4. TERMS AND DEFINITIONS

Term	Definition
Designated Assembly Area	For the site, means a place of safety where people evacuating the site or a part thereof are expected to assemble under the site's fire and evacuation plan.
Emergency	<p>A natural or man-made occurrence (such as fire, flood, storm, earthquake, explosion, terrorist act, accident, epidemic or pandemic) which:</p> <ul style="list-style-type: none"> • Endangers, or threatens to endanger, the safety or health of persons or animals. • Destroys or damages, or threatens to destroy or damage, property. <p>is a situation that requires a significant and coordinated response.</p>
Evacuation Instructions	<p>For the site, means instructions about:</p> <ul style="list-style-type: none"> • The location of the safety reference points for the site; and • The procedures for evacuating the site safely in the event of an emergency.

5. ROLES AND RESPONSIBILITIES

Managers are responsible for:

- Ensuring that resources are in place to effectively respond to emergencies and prevent injury, illness, environmental harm, asset damage and minimize reputational impacts.
- Ensuring that systems are in place to identify potential emergency situations and their impacts.
- Ensuring that emergency equipment assessments are performed by competent persons to determine the equipment type, suitability, location and accessibility requirements.
- Ensuring that the workplace and personnel are in a position of readiness to effectively respond to foreseeable emergencies.
- Ensuring that emergency response procedures are documented and the effectiveness evaluated on a regular basis.
- Ensuring that emergency response procedures are conducted in the following order of priorities:
 - The health and safety of workers and the public.
 - Protection of the environment.
 - Preservation of Insert Your Company assets and reputation.
- Ensuring that persons are provided with information about potential emergency situations and that they understand the nature of actions and responsibilities.
- Ensuring that the effectiveness of emergency response (actual or exercise) is evaluated, lessons reported and implemented and corrective actions raised where deficiencies are identified.

Supervisors are responsible for:

- Ensuring that emergency response drills and exercises are scheduled regularly with consideration of risk levels, the scope of operations and specific emergency scenarios.
- Ensuring that regular inspection of emergency equipment are undertaken.

Workers are responsible for:

- Reporting any deficiencies in emergency equipment.
- Observing safety rules, they control and regularly check that they conform to this procedure.
- Participating in mock emergency situations as appropriate to the event.

6. PROCEDURES

6.1. Emergency Preparedness Overview

The basis of emergency preparedness is maintaining adequate facilities, equipment, systems and training to manage any hazardous situation that may become uncontrolled.

All the resources to be utilized during an emergency must be on hand and ready for use at any point in time.