

**ENVIRONMENTAL MANAGEMENT
PROCEDURE FOR
EMERGENCY PREPAREDNESS**

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1. APPROVAL

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This procedure is reviewed to ensure its continuing relevance where circumstances change or processes that it describes. A record of contextual additions or omissions is given below.							
Amendment Record							
Version	Date	Context	Se	Summary of Amendments			
1.0	Insert Date	To ensure resources available and prepared in the event of an emergency		Original			
The latest revision of this procedure is on the Insert Your Company intranet site. It is the responsibility of the individual to ensure that any hardcopy is the current revision. A printed version of this procedure is uncontrolled, except when provided with a document title and revision number in the field below and marked as ‘Controlled Copy’.							
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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 fire fighting.
- Emergency response personnel – competent first responders and fire fighters.
- Emergency resources.

4. TERMS AND DEFINITIONS

Term	Definition
Designated Assembly Area	For the site, means a place of safety where persons employed on the site or a part thereof are expected to assemble under the site's fire and evacuation procedures.
Emergency	An unexpected occurrence (such as fire, flood, storm, earthquake, explosion, terrorist act, accident, epidemic or war) which: <ul style="list-style-type: none"> • Causes or threatens to cause injury, illness, or death of persons or animals. • Destroys or damages, or threatens to destroy or damage, property. • Is a situation that requires a significant and co-ordinated response.
Evacuation Instructions	For the site, means instructions about: <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 to address to effectively respond to foreseeable emergencies.
- Ensuring that emergency response procedures are documented and effectiveness evaluated regularly.
- Ensuring that emergency response procedures are maintained 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 necessary actions and responsibilities.
- Ensuring that the effectiveness of emergency response (actual or exercise) is evaluated, lessons reported and communicated, and corrective actions raised where deficiencies are identified.

Supervisors are responsible for

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

Workers are responsible for

- Reporting deficiency in emergency equipment.
- Ensuring that they control and regularly check that they conform to the requirements of the emergency response plan and mock emergency situations as appropriate to the

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.