

# ***SAFETY PROCEDURE***

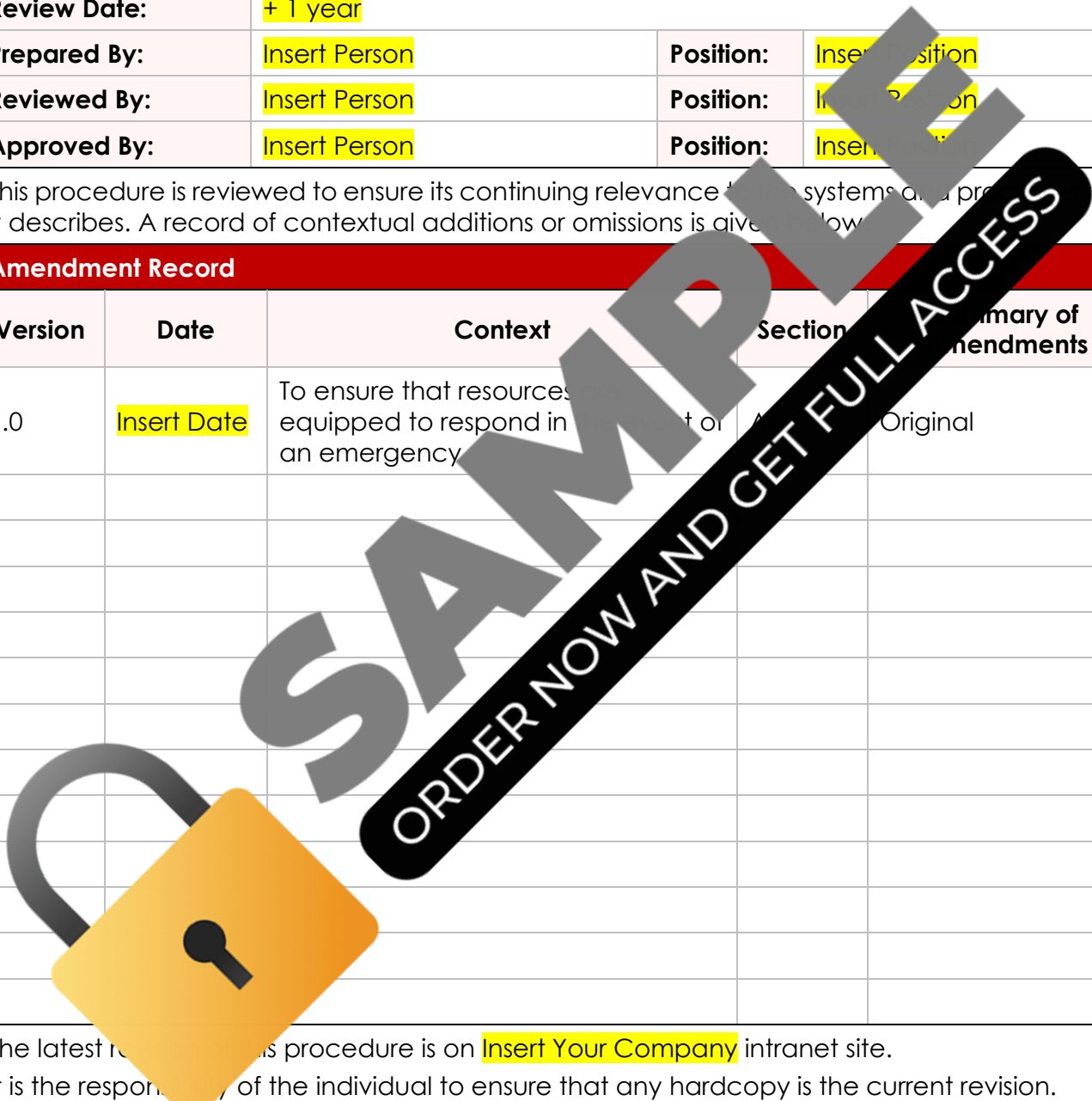
## **HEALTH AND SAFETY MANAGEMENT PROCEDURE FOR EMERGENCY RESPONSE**

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# 1. APPROVAL

Document Control			
Document:	HS-MP-6 – Emergency Response		
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Approved By:	Insert Person	Position:	Insert Position
This procedure is reviewed to ensure its continuing relevance to the systems and a process that it describes. A record of contextual additions or omissions is given below.			
Amendment Record			
Version	Date	Context	Summary of amendments
1.0	Insert Date	To ensure that resources equipped to respond in an emergency	Original
The latest revision of this procedure is on 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'.			
Document Title:	Emergency Response		Rev: 1.0
Uncontrolled Copy:	<input checked="" type="checkbox"/>	Controlled Copy:	<input checked="" type="checkbox"/> Date: Insert Date



## 2. PURPOSE

The purpose of this procedure is to ensure that in the event of an emergency at a **Insert Your Company** workplaces.

- All persons are protected, as far as reasonably practicable, against injury or loss of life.
- Damage to the natural and social environment is minimized.
- The potential for asset loss is mitigated.
- The reputations of the company and its workers are protected.
- Business continuity and recovery is assured.
- Legal risks are minimized.

## 3. SCOPE

This procedure describes the actions to be taken by personnel in the event of an emergency and applies to all persons at a **Insert Your Company** workplaces. All workers will be made aware of this procedure through induction and safety talks. All visitors on-site will be under the direction of a fully inductioned worker who will be responsible for that visitor at all times, including during an emergency event.

## 4. TERMS AND DEFINITIONS

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

## 5. ROLES AND RESPONSIBILITIES

### Managers are responsible for:

- Ensuring that there are systems and processes in place to adequately identify and deal with emergency situations.
- Ensuring that each person who enters the site is given an appropriate induction outlining emergency response requirements (or is escorted by someone who has).
- Identifying emergency situations through assessment and planning to control emergency situations.
- Ensuring that emergency response procedures are documented, implemented and communicated.
- Ensuring that persons required to undertake specific applications in an emergency are trained as appropriate.
- Ensuring that emergency response procedure effectiveness is tested.
- Monitoring and recording emergency incidents and drills.
- Implementing and activating the emergency response procedures.
- Undertaking control of an emergency where necessary to do so.
- Acting as leader, including the directing and coordinating of personnel, their roles and undertakings.
- Ensuring that regular inspections of emergency equipment are undertaken.

### Supervisors are responsible for:

- Ensuring that emergency procedures are implemented in their area of responsibility.

### Workers are responsible for:

- Understanding and following the emergency response procedures and the directions of emergency response personnel.
- Reporting all emergency incidents to management immediately.

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## 6. PROCEDURES

### 6.1. Emergency Response

This procedure will:

- Identify and assess risks and threats before they escalate into an incident or emergency.
- Assess and plan appropriate responses to identified risks and threats.
- Define the standard for the workplace and organization readiness.
- Guide the emergency response by familiarizing all personnel with expectations and detailing roles and responsibilities.

The procedures detailed employ the following principles of effective emergency management: