

## WHS007 Emergency Preparedness and Evacuation

**Legal Application:** WHS Regulation 2017 s.43 requires PCBU's to prepare maintain and implement emergency plans.

### Reference Documents:

- Managing the Work Environment and Facilities - Code of Practice.
- Emergency Planning Factsheet (Safe Work Australia)

### Other Relevant References:

- Standard AS 3745-2010 – planning for emergencies in facilities
- Standard ISO/TS 11602-2:2010 – fire protection - portable and wheeled fire extinguishers - Part 2: Inspection and maintenance
- Standard AS 1851 – maintenance of fire protection systems and equipment
- Standard AS 2293.1-2005 – emergency escape lighting and exit signs
- Standard AS 2444-2001 – portable fire extinguishers and fire blankets - Selection and location

### Purpose

To ensure that all employees, contractors and customers are safe and not exposed to hazards in the event of an emergency. To also ensure that workers are responsible and capable in the event of an emergency.

### Scope

This procedure encompasses the following foreseeable emergencies and the response procedure for:

- Fire and evacuation
- Bomb threats
- Hazardous chemical spills
- Power Outage
- Violent Incidents

### Responsibilities

It is the responsibility of all workers to ensure that they act in a safe and responsible manner, ensuring that they do not perform any action that will result in a risk to the health of any other individual.

Management have the responsibility to:

- ensure there is an Evacuation Plan devised for all areas of the workplace and that it is clearly displayed in the appropriate areas.
- ensure there is a response plan for all foreseeable emergencies and that workers are trained in appropriate response.
- ensure workers are appropriately trained in all emergency procedures including evacuation procedures and use of fire extinguishers if necessary.
- ensure regular evacuation drills occur and are evaluated.
- nominate and provide training for fire wardens.
- ensure procedures are in place to manage the risk of other emergencies not requiring evacuation.
- ensure emergency training is included in workers induction.

Workers have the responsibility to:

- must make themselves aware of the procedures
- attend relevant training and provide feedback, where required.

### Procedures

#### 1. Fire and Evacuation

The Goulburn Club Board is responsible for both strategic and operational management of the club. Therefore the Goulburn Club Board covers all roles covered by the following terms: a Person Conducting a Business or Undertaking ('PCBU'), Officers and Directors, Managers as well as workers.



- Emergency evacuation plans are located around the premises on the walls (and behind the door of each accommodation room). They include a floor plan of the workplace and locations of First Aid Kits, fire exits, extinguishers, hose reels and fire blankets together with emergency contact numbers and instructions.
- It is the responsibility of each workers member to know the location of fire extinguishers, especially those in the immediate work vicinity. This is included in induction training. It is also the responsibility of all workers to know their appropriate evacuation route and assembly location.
- Fire wardens are designated and trained.
- Fire extinguishers and hose reels are checked regularly (6 monthly) to ensure they are fully functional.
- Evacuation drills are conducted under the supervision of the Manager. Drills are necessary to train and prepare building occupants for safe evacuation should an internal emergency occur. All fire alarms should be treated as "real" and full evacuation conducted.
- Following evacuation drills the efficiency should be assessed and revisions made to procedures if necessary.

#### Standard Instruction applicable in Case of Fire

- Sound the Alarm.
- Call 000 (Police and Fire) to report name, location, description of emergency.
- If trained, use fire extinguishers to aid in evacuation and to confine the area of the fire.
- Remove victims in the immediate area of the fire.
- Ensure every area/room including bathrooms, have been checked and cleared.
- Confine fire and smoke by closing doors and windows in vicinity of fire.
- Direct persons to assigned exits and the Assembly Point.
- Ensure area is completely evacuated.
- Check all persons at Assembly Point and identify missing persons.
- Report missing person(s) presumed to be in the building to Police/Fire Services.
- Remain at Assembly Point until further instruction from Police/Fire Services.

## 2. Chemical Spills

- Safety data sheets (SDS) are obtained for all chemicals on the premises and the instructions contained in these relating to storage, dilution, first aid and spills is noted and followed.
- SDS are retained in close proximity to the chemical storage and /or usage area.
- Where spill kits are required these have been obtained and workers instructed in their use.
- Utilise spill kit where appropriate and trained to do so.
- Notify your Manager on Duty and determine the level of severity.
- Call Fire Service on 000 if Management ascertains that the problem is serious. Ensure the SDS is made available to emergency response personnel.
- Protect yourself and others from exposure to chemicals and vapours.
- Control ignition sources if flammables are involved, i.e. electrical switches (such as turning off power source if safe to do so).
- Begin evacuation if necessary to preserve health and safety.
- Follow Directions from your Manager on Duty.
- Some incidents may be reportable to the regulator, SafeWork NSW.

## 3. Response to Telephone Bomb Threats

Response to possible bomb threat should be included in induction training together with fire response and emergency evacuation procedures.

Instructions should include the following principles:

- Keep the person on the phone - ask "When", "Where", "What", and "Why?"
- After the call, do not hang up the phone unless you must call for help.
- Call Police on 000 immediately (during the call if possible).

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- Notify your Manager and follow his/her guidance.
- Do not touch or move any suspicious package.
- Above all, remain calm and avoid creating a panic.
- All workers are offered access to counselling services after the event (contact HII for assistance).

#### 4. Gas Leaks

- Turn off the gas at the leaking appliance if the source is obvious
- If you cannot determine the source, turn off the gas at the main switch located at the side of the building underneath the Arch entry to the Club Carpark.
- Open windows
- Begin evacuation if necessary to preserve health and safety

#### 5. Armed Hold Up

- Hand over cash – do not argue
- Call Police after they have left

#### 6. Violent Incidents

- Do not engage in arguments
- Advise Manager on duty
- Call police

#### Recording

All incidents and drills should be recorded in the “Hazard and Incident Reports” module within HII Safe.

All incidents resulting in an injury to a worker should follow:

- WHS010 First Aid Procedure and
- WHS011 Workers Compensation and Return to Work procedure.