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|  | <h1 style="margin: 0;">WHS Workplace Emergency Management Procedure</h1> | Version No: | 3.0 |
| | | Issued: | 16 March 2010 |
| | | Reviewed: | 23 November 2016 |
| | | Next Review: | 23 November 2019 |

1. Overview

The Wudinna District Council recognises its legislative obligation to establish an emergency management system that systematically identifies potential workplace emergencies and plans to eliminate or minimise health and safety risks.

Our workplace emergency management objectives are to:

- (a) Enable an effective response to any given workplace emergency event, in the shortest possible time, to minimise the loss of life and/or injury to persons and to minimise the damage to property; and
- (b) Restore our day to day operations to normal as soon as is safe and reasonably practicable.

This Procedure aims to ensure that:

- (a) Reasonably foreseeable emergency situations are identified and the risks assessed;
- (b) A Workplace Emergency Management Plan is developed, tested and training provided;
- (c) Evacuation procedures are developed, implemented, and maintained;
- (d) Systems are in place for obtaining medical treatment and assistance;
- (e) Effective communication systems are in place to coordinate the response in the event of an emergency;
- (f) Emergency Service Organisations are notified (where relevant) at the earliest opportunity;
- (g) The Regulator is notified in the event of a Notifiable Incident, as soon as is reasonably practicable;
- (h) The frequency of testing of the Workplace Emergency Management Plan is determined on a risk based approach, implemented and effectively carried out;
- (i) Information, training and instruction is provided to relevant workers in relation to implementing the Workplace Emergency Management Plan; and
- (j) The Workplace Emergency Management Plan is maintained so that it remains effective.


2. Core components


The core components of our Workplace Emergency Management Procedure aim to ensure that:


- (a) A system is in place for the identification and recording of reasonably foreseeable workplace emergencies;
- (b) Appropriate personnel are identified, appointed and available to deal with workplace emergencies;
- (c) A Workplace Emergency Management Plan, which contains emergency response procedures, is developed and implemented;
- (d) Appropriate training is provided;
- (e) The maintenance and testing of emergency management systems occurs; and
- (f) Rescue and recovery arrangements are identified, practiced and implemented.

3. Definitions

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| Assembly area(s) | The designated place or places where people assemble during the course of an evacuation. [as defined by Australian Standard AS 3745-2010: Planning for emergencies in facilities] |
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| Bomb threat | <p>A threat, written or verbal, delivered by electronic, oral, or other medium, threatening to place or use an explosive, chemical, biological, or radiological device at a time, date, place or against a specific person or organisation. It is not necessary for any other action to be taken by the offender.</p> <p>[as defined by Australian Standard AS 3745-2010: Planning for emergencies in facilities]</p> | | |
| Competent person | <p>A person who has acquired through training, qualification or experience, the knowledge and skills to carry out the task.</p> <p>[as defined by WHS Regulations 2012, Regulation 3. See also Australian Standard AS 3745-2010: Planning for emergencies in facilities]</p> | | |
| Dangerous Incident | <p>An incident in relation to a workplace that exposes a worker or any other person to a serious risk to a person's health or safety emanating from an immediate or imminent exposure to:</p> <ul style="list-style-type: none"> (a) an uncontrolled escape, spillage or leakage of a substance; or (b) an uncontrolled implosion, explosion or fire; or (c) an uncontrolled escape of gas or steam; or (d) an uncontrolled escape of a pressurised substance; or (e) electric shock; or (f) the fall or release from a height of any plant, substance or thing; or (g) the collapse, overturning, failure or malfunction of, or damage to, any plant that is required to be authorised for use in accordance with the regulations; or (h) the collapse or partial collapse of a structure; or (i) the collapse or failure of an excavation or of any shoring supporting an excavation; or (j) the inrush of water, mud or gas in workings, in an underground excavation or tunnel; or (k) the interruption of the main system of ventilation in an underground excavation or tunnel; or (l) any other event prescribed by the regulations, but does not include an incident of a prescribed kind. <p>[as defined by WHS Act 2012, section 37]</p> | | |
| Emergency | <p>An event that arises internally, or from external sources, which may adversely affect the occupants or visitors in a facility, and which requires an immediate response.</p> <p>[as defined by Australian Standard AS 3745-2010: Planning for emergencies in facilities]</p> | | |
| Emergency control point | <p>The location from which the Chief Warden can establish control, communication and coordination and liaise with the Emergency Services Organisation(s).</p> <p>[as defined by Australian Standard AS 3745-2010: Planning for emergencies in facilities, p.22]</p> | | |
| Emergency Control Organisation (ECO) | <p>A person or persons appointed by the Emergency Planning Committee to direct and control the implementation of the facility's emergency response procedures.</p> <p>[as defined by Australian Standard AS 3745-2010: Planning for emergencies in facilities] and consists of :</p> <ul style="list-style-type: none"> (a) A Chief Warden (b) A Communications Officer (c) Emergency Wardens (d) First Aid Officer(s) | | |

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| Emergency Planning Committee (EPC) | Persons responsible for the documentation and maintenance of an Emergency Plan. [as defined by Australian Standard AS 3745-2010: Planning for emergencies in facilities] | | |
| Emergency Service Organisation | (a) An Emergency Services Organisation within the meaning of the Fire and Emergency Services Act 2005; and (b) SA Ambulance Service Inc.; and (c) South Australia Police; and (d) In relation to a particular emergency within the meaning of the Emergency Management Act – the control agency for the emergency under that Act [as defined by WHS Regulations 2012, Regulation 3] | | |
| Facility | A building, structure or workplace that is, or may be, occupied by people (occupants). [as defined by Australian Standard AS 3745-2010: Planning for emergencies in facilities] | | |
| Notifiable Incident | Means— (a) the death of a person; or (b) a serious injury or illness of a person; or (c) a dangerous incident. [as defined by WHS Act 2012, section 35] | | |
| Occupant warning equipment | Systems and devices that operate to alert people within a facility to an emergency. [as defined by Australian Standard AS 3745-2010: Planning for emergencies in facilities] The warning device within the Council Office is a whistle. At the Works Depot and the Refuse Site the warning device is an air horn. The Council Office and Works Depot lunchroom have smoke alarms. Council’s radio system is use for communication with its outdoor workers. | | |
| Personal Emergency Evacuation Plan (PEEP) | An individualized emergency plan designed for an occupant with a disability who may need assistance during an emergency. [as defined by Australian Standard AS 3745-2010: Planning for emergencies in facilities] | | |
| Regulator | Means SafeWork SA or Office of the Technical Regulator (OTR) | | |
| Refuge | An area on a floor or area that is specifically designed to protect people from heat, smoke and toxic gases and which provides direct access to an exit. [as defined by Australian Standard AS 3745-2010: Planning for emergencies in facilities] | | |
| Serious injury or illness | Means an injury or illness requiring the person to have— (a) immediate treatment as an in-patient in a hospital; or (b) immediate treatment for— i. the amputation of any part of his or her body; or ii. a serious head injury; or iii. a serious eye injury; or iv. a serious burn; or v. the separation of his or her skin from an underlying tissue (such as degloving or scalping); or vi. a spinal injury; or vii. the loss of a bodily function; or viii. serious lacerations; or (c) medical treatment within 48 hours of exposure to a substance, and includes any other injury or illness prescribed by the regulations but does not | | |

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| | include an illness or injury of a prescribed kind. [as defined by WHS Act 2012, section 36] | | |
| Shall | The use of the word 'Shall' indicates that a requirement is mandatory. | | |
| Should | The use of the word 'Should' indicates that the relevant sentence is not a requirement but is advisory. | | |

4. Procedure

4.1. Emergency Planning Committee (EPC)

- 4.1.1 The EPC must be established by the Chief Executive Officer, and will be a sub-committee of the Health and Safety Committee (HSC) and report directly to the Senior Management Team.
- 4.1.2 The EPC must consist of no less than two people who represent facility stakeholders, one of whom holds senior management responsibility. Committee members may include the Chief Warden, management representatives, tenant representatives (if any), specialist facility personnel such as maintenance engineers and, where available, an occupant with a disability.
- 4.1.3 At least one member of the EPC must be a competent person in this subject area.
- 4.1.4 External contractors, consultants or others engaged by the facility to provide specialist advice may attend EPC meetings, but should not be members of the EPC.
- 4.1.5 The Chief Executive Officer should obtain professional advice on the level of indemnity provided to EPC members and the EPC members must be advised of the level of indemnity provided.

*this is specifically related to EPC's where members may not be employees of local government, such as in shared facilities where multiple organisations may have representation on the EPC.


4.2. Role of EPC

The EPC must:

- 4.2.1 Meet at least annually and keep minutes of its activities.
- 4.2.2 Check that reasonably foreseeable events that could result in emergency situations are identified, the risk associated with these events assessed and the findings recorded on the Wudinna District Council's Hazard / Risk Register.

General workplace emergency situations to consider should include, but not be limited to, events and scenarios arising from administrative premises, depots and depot activities, ponds, public halls and theatres, volunteer activities etc. Such situations may be:

- (a) Internal to Council premises e.g. fire, smoke, explosion, chemical spill or leakage, failure of utilities (gas, electricity, sewerage or water), flood, bomb threat, armed robbery, assault or hostage situation, medical emergencies, electric shock, fall from height, crush injuries, rescue from confined space and/or response to deployment of fall arrest systems (to prevent suspension trauma).
- (b) External to Council premises e.g. work related vehicle accident, rescue arrangements for remote and isolated work, persons working over water, external fire, bushfire, severe storm or earthquake affecting Wudinna District Council's assets, medical emergencies including heat stroke, hypothermia and electric shock, envenomation (e.g. ant, bee or wasp sting, snake or spider bite etc.), fall from height, crush injuries and/or pandemic illness.

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(c) Within Council premises that might affect other businesses or activities e.g. fire, smoke, explosion, chemical spill or leakage, failure of utilities (gas, electricity, sewerage or water), flood and/or bomb threat.

4.2.3 Develop, communicate and maintain the currency of a Workplace Emergency Management Plan (**Plan**) for each Wudinna District Council facility by:

- (a) Ensuring persons, including visitors, are made aware of emergency response procedures;
- (b) Testing and reviewing emergency response procedures regularly on a risk priority basis. The frequency of testing should be determined by risk assessment and documented in a testing schedule;
- (c) Testing emergency evacuation arrangements at least every 12 months; and
- (d) Ensuring a permanent record of events for emergency occurrences is retained.

4.2.4 Ensure that resources are provided to establish and implement the Plan.

4.2.5 Establish an Emergency Control Organisation (ECO) and ensure a current List of ECO members is readily available.

4.3. Workplace Emergency Management Plan

4.3.1 The Plan should be:

- (a) based on the assessment undertaken in paragraph 4.2.2;
- (b) facility specific and take into account the items described in [APPENDIX 1](#).

4.3.2 The Plan must include:


- (a) Emergency prevention – including regulatory & physical measures taken in order to prevent emergencies e.g. implementation of suitable policies & procedures, regular maintenance of appliances, alarms, plant and equipment and/or good housekeeping measures;
- (b) Emergency preparedness e.g. formation of EPC and ECO, development and maintenance of emergency response procedures and training;
- (c) Emergency mitigation e.g. an outline of measures taken to decrease the likelihood of emergencies occurring and the associated impacts on people, the facility and the environment;
- (d) Emergency response procedures, including evacuation strategies for occupants with a disability; and
- (e) The agreed roles & responsibilities of the ECO and occupants of the facility before, during and after an emergency (refer [Appendix 4](#)).

4.3.3 The Plan should be structured so that it may be easily amended if required, including following organisational change, alterations to fire safety and emergency features, the identification of a deficiency and/or a scheduled review.

4.3.4 If the quantity of a hazardous chemical, as set out in Schedule 11 of the WHS Regulations 2012, used, handled, generated or stored at Council workplaces exceeds the manifest quantity for that hazardous chemical, a copy of the Plan must be given to the relevant Emergency Services Organisation.

4.4. Emergency response procedures

4.4.1 The EPC is responsible for determining the specific information to be included in emergency response procedures.


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4.4.2 Mandatory requirements for inclusion are:

- (a) Warning and communication methods and equipment, including the activation of alarms and alerting staff and other people at the workplace;
- (b) The ECO, occupant and visitor evacuation actions;
- (c) The extent of evacuation and evacuation procedures necessary for differing emergencies;
- (d) Refuge and/or assembly area location(s);
- (e) The steps necessary for an effective response to an emergency;
- (f) The method and process required to notify Emergency Service Organisations and/or the Regulator, if required, at the earliest opportunity;
- (g) Access to medical treatment and assistance & the role of First Aid Officers;
- (h) Consideration of how Emergency Service Organisations will access the relevant work area;
- (i) The use and maintenance of equipment required to deal with specific types of emergencies e.g. spill kits, fire extinguishers, occupant warning equipment and automatic response systems such as sprinklers; and
- (j) The allocation of roles and responsibilities for specific actions in an emergency to persons with appropriate skills.

4.4.3 Other elements to consider for inclusion (as relevant) are:

- (a) After hours procedures;
- (b) Evacuation arrangements for persons with a disability;
- (c) Impact of particular emergencies on evacuation routes;
- (d) Characteristics of, and hazards from, external sources;
- (e) Organisational arrangements including human resources;
- (f) People unfamiliar, or who require special assistance, with the emergency response procedures;
- (g) Roles of specialist staff;
- (h) Use and characteristics of the facility;
- (i) Limitations on vehicle movement during an emergency;
- (j) Any specific procedures for critical functions such as power shut off;
- (k) The distribution of emergency phone numbers, including out-of-hours contact numbers;
- (l) Occupants and visitors being asked to take personal effects with them during evacuation;
- (m) Communications with neighbouring facilities;
- (n) Identification of an emergency control point;
- (o) Information and instruction on the use of emergency response equipment; and
- (p) Nominated persons responsible for contact with the media.

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4.5. Consultation

- 4.5.1 The Plan and emergency response procedures must be subject to the WHS consultation process in accordance with the WHS Communication & Consultation Procedure.
- 4.5.2 EPC minutes should record that approval of the Plan and Procedures has occurred.
- 4.5.3 The approved Plan and emergency response procedures should be made readily available to the EPC, ECO, workers and other stakeholders via the intranet and/or displayed in readily accessible locations.

4.6. Evacuation diagram

- 4.6.1 An evacuation diagram must include the minimum requirements outlined in [APPENDIX 3](#) and optional elements may also be included, if considered necessary by the EPC.
- 4.6.2 The EPC must determine the number and location of evacuation diagrams.
- 4.6.3 Diagrams must be positioned at a height not less than 1200mm and not more than 1600mm above the floor and be correctly orientated with regard to the direction of egress and its location to the 'YOU ARE HERE' point. Where an assembly area diagram is included, the location of the assembly area should have the same orientation to the rest of the diagram.


4.7. Emergency Control Organisation (ECO)

- 4.7.1 The EPC, in consultation with the Senior Management Team, must identify the roles and responsibilities of persons involved in the management of emergencies (including delegates in the event of absence) and the implementation of the emergency response procedures. These appointed persons constitute the ECO.
- 4.7.2 The primary role of the ECO is to confirm that life safety takes precedence over asset protection during an emergency.
 - (a) Each ECO member should have clearly documented pre-emergency, emergency and post-emergency duties and responsibilities (refer [Appendix 4](#)).
 - (b) The duties of the ECO should be carried out only if safe to do so.
- 4.7.3 The Wudinna District Council ECO consists of the following personnel:

| ECO Role | Position |
|------------------------|--------------------------------------|
| Chief Warden | Office Manager |
| Emergency Wardens | General Clerical Officer Mechanic |
| Communications Officer | Works Administration Officer |
| First Aid Officers | WHS Coordinator Grader Operator |

4.7.4 ECO Apparel

- (a) ECO members must be identifiable by the use of coloured apparel (one, or a combination, of helmet, cap, hat, vest and/or tabard).
- (b) The type of identification apparel must be consistent throughout the facility & should be prominently marked with the wearer's ECO title.
- (c) The following colours must be used for ECO identification

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- i. Chief Warden - White
- ii. Deputy Chief Warden - White
- iii. Communications officer - White
- iv. Warden - Red
- v. Designated First Aid Officers – white cross on green background.

(d) Due to the possibility of confusion between safety vests and clothing with ECO identification, fluorescent colours should not be used for ECO identification.

4.7.5 An up-to-date List of all ECO personnel should be kept readily available with, or via, the Chief Warden.

4.8. Emergency response exercises

4.8.1 The EPC must schedule emergency response exercises at least 12 months in advance and at a frequency sufficient to enable effective response to an emergency and ensure all Wudinna District Council buildings and work areas participate in at least one exercise annually.

4.8.2 Emergency response exercises must be conducted by the ECO with prior notice being given to workers. Emergency announcements should clearly state that the activity is an exercise.

4.8.3 The EPC should establish objectives and outcomes for evacuations or other emergency response exercises e.g. effective ECO communication, evacuation sequence is carried out in accordance with the procedures, active participants are aware of, and follow, emergency response procedures.

4.8.4 Evacuation and other emergency response exercises should record the level of achievement against stated objectives. The Emergency Evacuation Checklist (Document # 12.3.26.1.4) and the Evacuation Evaluation (12.3.26.1.5) should be utilised.


4.8.5 A debrief with members of the ECO should be held after each emergency response exercise.

4.8.6 The Chief Warden must provide a report to the Senior Management Team and the HSC after each emergency response exercise has been completed.

4.9. Monitoring and review of the Plan and emergency response procedures

4.9.1 The EPC should meet at least annually and must:

- (a) Review and update the Hazard / Risk and Corrective & Preventative Action (CAPA) Register's to ensure all reasonably foreseeable emergency situations are identified;
- (b) Identify, analyse and implement any changes associated with the management of emergency situations;
- (c) Check that positions on the EPC and ECO are filled and up to date lists of EPC and ECO personnel are displayed in a readily accessible location;
- (d) Schedule training for EPC and ECO personnel and evaluate for effectiveness;
- (e) Maintain and review the adequacy of emergency signage, including evacuation diagrams and emergency equipment;
- (f) Check that the schedules for testing and/or maintenance of emergency equipment are met;
- (g) Check that any faulty emergency equipment is repaired (or removed from service and replaced) when indicated by inspection, testing or maintenance routines;
- (h) Schedule exercises to test the emergency response procedures;

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- (i) Assess and evaluate the emergency response exercises and genuine emergency responses, if any have occurred and identify and implement corrective or preventative actions to ensure continued system effectiveness;
 - (j) Review the effectiveness of the Plan and emergency response procedures and identify and implement any corrective and preventative actions; and
 - (k) Any other activity as required.
- 4.9.2 The outcomes of the review process should be reported to the Senior Management Team and the HSC after each EPC meeting.
- 4.9.3 The Senior Management Team should direct action as required.
- 4.10. Emergency response (as per the emergency response procedures)
- 4.10.1 Any person discovering an emergency situation must:
- (a) Assess the situation;
 - (b) Warn people in the area or on the floor of any immediate danger;
 - (c) Raise the alarm;
 - (d) Take any steps to control the situation, if it is safe to do so; and
 - (e) Follow any instructions given by ECO personnel.
- 4.10.2 On being notified of an emergency situation, the Chief Warden must:
- (a) Respond and take control;
 - (b) Ascertain the nature of the emergency and implement appropriate action;
 - (c) Ensure the appropriate Emergency Services Organisations have been notified;
 - (d) Assess whether it is necessary to notify the Regulator and, if so, ensure that it is undertaken as soon as is reasonably practicable;
 - (e) If an Emergency Services Organisation and/or the Regulator is notified, ensure that the incident scene is maintained and not disturbed;
 - (f) Ensure that wardens are advised of the situation;
 - (g) If necessary, initiate emergency response procedures and control entry to the affected areas;
 - (h) Monitor the progress of the evacuation and record any action taken in an incident log;
 - (i) Brief Emergency Service Organisation personnel upon arrival on type, scope and location of the emergency and the status of the evacuation and, thereafter, act on the senior officer's instructions;
 - (j) Communicate with the CEO and/or relevant Senior Management Team members as appropriate; and
 - (k) Undertake any other actions as considered necessary or as directed by Emergency Services Organisation personnel.
- 4.10.3 The Emergency Warden should assume the responsibilities normally carried out by the Chief Warden if the Chief Warden is unavailable, and otherwise assist as required.

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4.10.4 Remaining ECO personnel, namely the communications officer, wardens and or any other person co-opted into ECO activities must carry out actions as per [Appendix 4](#), the emergency response procedures and/or their training.

4.11. Post-event

The actions to be undertaken by the ECO after an emergency should include, but may not be limited to the following:

4.11.1 Chief Warden

- (a) When the incident is rendered safe or the Emergency Service Organisation and/or Regulator returns control, notify the ECO members to have occupants return to the facility;
- (b) Organise a debrief with ECO personnel and Emergency Services Organisation(s); and
- (c) Compile a factual report for the EPC and management.

4.11.2 Communications Officer

Collate records of the event during the emergency for the debrief and ensure they are secured for future reference.


4.11.3 Wardens

Compile a report of the actions taken during the emergency for the debrief.

4.11.4 Debriefing

A debriefing session should be conducted by the Chief Warden or Emergency Warden with members of the ECO, HSC and other key participants as soon as is reasonably practicable after any exercise or actual emergency event has ended.

- (a) The de-briefing should review the adequacy of the Plan and emergency response procedures, identify any problems that occurred and identify any corrective or preventative actions required.
 - i. If an evacuation or other exercise has occurred, the Emergency Evacuation Checklists and Evacuation Evaluation should be used as the basis for discussion.
 - ii. When an actual emergency event has occurred, the Incident / Near Miss Report & Investigation Form (12.3.7.1.2), Emergency Evacuation Checklist (12.3.26.1.4) and Evacuation Evaluation (12.3.26.1.5) shall be used as the basis for discussion.
 - iii. Any deficiencies should be reported to the EPC.
- (b) If necessary, counselling will be arranged by the Senior Management Team once an emergency event has ended.
- (c) The Chief Warden must check that:
 - i. The Hazard / Risk and CAPA Register's records identified corrective and preventative actions; and
 - ii. A report is prepared for the Senior Management Team and HSC highlighting post-event findings.
- (d) The EPC should arrange amendments of the emergency response procedures where necessary and disseminate the information to all ECO members.
- (e) The Senior Management Team should review EPC actions and direct action as required.

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5. Training

- 5.1. The Wudinna District Council induction process should include an overview of the Plan and the relevant emergency response procedures.
- 5.2. The EPC should ensure workers and other stakeholders, including other building tenants where relevant, are kept up to date with any changes to:
 - 5.2.1 The Plan and emergency response procedures;
 - 5.2.2 The location of emergency evacuation routes, any refuges or safe places and first response equipment;
 - 5.2.3 The location of the assembly area;
 - 5.2.4 The name, location and telephone number of the warden in the area in which they work;
 - 5.2.5 The name, location and telephone number of the first aid officer in the area in which they work; and
 - 5.2.6 Any other local emergency information.
- 5.3. The EPC must determine the frequency and content of refresher training, which should be conducted, at a minimum, following a revision of the emergency response procedures.
- 5.4. Visitors should be provided with appropriate information on the emergency response procedures as determined by the EPC.
- 5.5. Workers and other facility occupants, where reasonably practicable, should participate in an annual evacuation and other emergency exercises as scheduled.
- 5.6. All ECO members must undertake training that includes exercises and assessment and covers:
 - 5.6.1 The Plan and emergency response procedures (including actions required in response to specific emergencies contained in the plan);
 - 5.6.2 Roles & responsibilities before, during and after an emergency;
 - 5.6.3 Use of installed fire safety systems and emergency communication equipment;
 - 5.6.4 Occupants and visitors with disabilities;
 - 5.6.5 Human behaviour during emergencies;
 - 5.6.6 Performance of the facility and its installations during a fire or other emergency e.g. fire doors, emergency lighting, sprinklers, ventilation, fire rated stairs, as applicable; and
 - 5.6.7 Skills retention activities at least 6 monthly.
- 5.7. If persons are required to undertake first attack fire fighting, training must include a skills retention activity at least 2 yearly.
- 5.8. At least one member of the EPC must be trained in the following so as to enable them to competently execute their obligations:
 - 5.8.1 Development, management and maintenance of a Plan;
 - 5.8.2 Content of the Plan and emergency response procedures, including emergency prevention, preparedness & mitigation;
 - 5.8.3 The duties of the EPC and ECO;
 - 5.8.4 The conduct of site-specific emergency identification, risk assessment and control;

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- 5.8.5 Establishing and managing an ECO;
- 5.8.6 Development and implementation of training and assessment activities, including emergency response exercises;
- 5.8.7 Awareness of installed fire safety systems and emergency communication equipment; and
- 5.8.8 Post-event activities.

6. Records


Records related to emergency management should be maintained. The list includes, but is not limited to:

- 6.1. Risk assessments
- 6.2. Training records
- 6.3. Hazard / Risk and Corrective & CAPA Register's
- 6.4. Workplace Emergency Management Plan, emergency response procedures and evacuation diagrams
- 6.5. EPC and ECO records
- 6.6. Consultation records
- 6.7. Emergency equipment maintenance records
- 6.8. Safety certification and reports on fire safety equipment
- 6.9. Statutory notifications


Records must be managed in line with the current version of GDS20.

7. Responsibilities

- 7.1. During emergency situations or exercises, pending the arrival of the emergency services, ECO personnel will have absolute authority to issue instructions to evacuate all from buildings and/or areas.
- 7.2. The Chief Executive Officer is accountable for:
 - 7.2.1 Authorisation of budgeted expenditure for the development, implementation, review and continuous improvement of the emergency management system;
 - 7.2.2 Ensuring that legislative compliance for emergency management is maintained; and
 - 7.2.3 Obeying the instructions of ECO personnel in an emergency situation;
- 7.3. The Senior Management Team is accountable for:
 - 7.3.1 Consulting with other PCBUs, so far as is reasonably practicable, when their duty of care in relation to emergency management overlaps;
 - 7.3.2 Obeying the instructions of ECO personnel in an emergency situation;
 - 7.3.3 Arranging counselling services for staff, as required, after an emergency event has concluded; and
 - 7.3.4 Enforcing action when performance requirements for the emergency management system are not met.
- 7.4. Managers and supervisors are accountable for:
 - 7.4.1 Maintaining department work areas in a manner that eliminates or minimises the risk of a potential emergency event occurring;

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- 7.4.2 Checking that persons under their control are inducted to emergency management procedures and that refresher information, instruction and training is provided, as required;
- 7.4.3 Checking that persons under their control attend required emergency management drills and training as planned;
- 7.4.4 Obeying the instructions of ECO personnel in any emergency situation;
- 7.4.5 Assisting wardens, as required;
- 7.4.6 Proceeding to, and remaining at, the assembly area once evacuation has commenced and until the all clear has been given or the Chief Warden has directed otherwise; and
- 7.4.7 Providing data related to department emergency management activities as required.
- 7.5. The Office Manager (Chief Warden) is accountable for:
 - 7.5.1 Initiating and maintaining the development and functioning of the EPC and ECO for the Wudinna District Council;
 - 7.5.2 Checking that the EPC meets as prescribed in this procedure;
 - 7.5.3 Assisting with the development of the Training Needs Analysis (TNA) and annual Training Plans for EPC and ECO members;
 - 7.5.4 Checking that training records for EPC and ECO members are updated and maintained; and
 - 7.5.5 Checking that EPC and ECO records and minutes are maintained and kept.
- 7.6. Workers are accountable for:
 - 7.6.1 Maintaining work areas in a manner that eliminates or minimises the risk of a potential emergency event occurring;
 - 7.6.2 Attending emergency response training and/or exercises as directed;
 - 7.6.3 Obeying the instructions of ECO personnel in an emergency situation;
 - 7.6.4 Proceeding to, and remaining at, the assembly area once evacuation has commenced and until the all clear has been given or the Chief Warden has directed otherwise; and
 - 7.6.5 Participating in WHS consultation processes for emergency management as necessary.
- 7.7. The Health & Safety Committee is accountable for:
 - 7.7.1 Providing feedback during the development and review of the Plan and emergency response procedures;
 - 7.7.2 Assisting with the monitoring and reviewing of the approved Plan and emergency response procedures;
 - 7.7.3 Providing information and feedback to the EPC and Senior Management Team; and
 - 7.7.4 Seeking direction from the EPC on emergency response issues.
- 7.8. Health and Safety Representatives may:
 - 7.8.1 Facilitate consultation between Department Managers and workers in relation to WHS issues that affect the workgroup that they represent; and
 - 7.8.2 Assist in the resolution of WHS issues.

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8. Review

- 8.1. The Emergency Management Procedure must be reviewed by the EPC and Senior Management Team, in consultation with workers or their representatives, every 36 months or more frequently if legislation or organisational needs change.

This may include a review of:

- 8.1.1 Feedback from managers, workers, HSRs, HSC, EPC or ECO members or other relevant stakeholders;
 - 8.1.2 Legislative compliance;
 - 8.1.3 Performance Standards for Self Insurers (PSSI);
 - 8.1.4 Internal or external audit findings relating to emergency management; and/or
 - 8.1.5 Any other relevant information.
- 8.2. Results of reviews may result in alterations to the Plan and emergency response procedures, other preventative and/or corrective actions being implemented and revision of this document.

NOTE: the Plan and emergency response processes must be reviewed every 12 months as described within this document. The checklist provided in [APPENDIX 2](#) may be used in this review.

9. References

[Work Health and Safety Act 2012](#)

[Work Health and Safety Regulations 2012](#)

[State Records Act 1997](#)

[General Disposal Schedule 20 for Local Government](#)

[ReturnToWorkSA's Performance Standards for Self-Insurers](#)

[Code of Practice: Managing the Work Environment and Facilities, December 2011](#)

Australian Standard AS 3745:2010: Planning for emergencies in facilities.

The following Standards maybe relevant to emergency management; It is not an exclusive list.

Australian Standard AS 1221: Fire Hose Reels

Australian / New Zealand Standard AS/NZS 1841.1:2007 Portable Fire Extinguishers - General Requirements

Australian Standard AS 1715: Selection, Use and Maintenance of Respiratory Protective Equipment

Australian Standard AS 1716: Respiratory Protective Devices

Australian Standard AS 1851: Routine Service of Fire Protection Systems and Equipment


Australian Standard AS 1891.1: Industrial Fall-Arrest Systems and Devices-Harnesses and Ancillary Equipment

Australian Standard AS 1891.3: Industrial Fall-Arrest Systems and Devices -Fall-Arrest Devices

Australian Standard AS 1891.4: Industrial Fall-Arrest Systems and Devices -Selection, Use and Maintenance

Australian Standard AS 2293.3 Emergency Escape Lighting and Exit Signs for Buildings - Emergency Escape Luminaires and Exit Signs

Australian Standard AS 2865: Confined Spaces

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10. Related documents


- Emergency Management Policy (*Document number 12.3.26*)
- Bomb Threat Checklist (*Document number 12.3.26.1.2*)
- Offender Description Form (*Document number 12.3.26.1.3*)
- Emergency Evacuation Checklist (*Document number 12.3.26.1.4*)
- Evacuation Evaluation (*Document number 12.3.26.1.5*)
- Workplace Emergency Management Plan – Office (*Document number 12.3.26.1.6*)
- Workplace Emergency Management Plan – Depot (*Document number 12.3.26.1.7*)
- Workplace Emergency Management Plan – Refuse Site (*Document number 12.3.26.1.8*)
- Evacuation diagrams
- Hazard Management Procedure (*Document number 12.3.7.3*)
- WHS Communication & Consultation Procedure (*Document number 12.3.23.1*)
- First Aid Procedure (*Document number 12.3.26.2*)
- Hazardous Work Policy (*Document number 12.3.35*)
- Confined Space Management Procedure (*Document number 12.3.35.1*)
- Isolation Lock Out Tag Out Procedure (*Document number 12.3.5.2*)
- Electrical Safety Procedure (*Document number 12.3.35.3*)
- Prevention of Falls Procedure (*Document number 12.3.35.5*)
- Hot Work Procedure (*Document number 12.3.35.6*)
- Hazardous Chemicals Procedure (*Document number 12.3.35.11*)

SIGNED:
Chief Executive Officer

Date: ____/____/____


.....
Chairperson, Health and Safety Committee

Date: ____/____/____

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11. Review History

| Document History: | Version No: | Issue Date: | Description of Change: |
|-------------------|-------------|-------------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| | 1.0 | Dec 2009 | New Document, December 2009 |
| | 2.0 | 31/05/13 | Terminology changes to reflect 2012 WHS act, Regulations and Codes of Practice. Examples of changes include; OHS to WHS and employee to worker where appropriate. Inclusion of appendices with additional information. |
| | 3.0 | 22/04/16 | Formatting, language, cross-referencing & hyperlinks; all references to “emergency management” amended to “workplace emergency management” to avoid confusion with other emergency management plans; amendment to definitions for consistency with AS3745 & WHS Regs; insertion of 4.1.4 & 4.3.2; additional information added to 5.6 & 5.8; new appendices for ECO roles; addition of optional elements to Appendix 3 |

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APPENDIX 1: Items to take into account during the development of an Emergency Management Plan

1. The Plan should be facility specific and take into account:

- (a) The size, complexity and features of each facility covered by the Plan.
- (b) Security systems and arrangements.
- (c) The number, type and composition of workers, occupants, visitors and others at the workplace.
- (d) The hours of occupancy.
- (e) The method and process required to notify emergency service organisations at the earliest opportunity.
- (f) Access to medical treatment and assistance.
- (g) The nature of the work being carried out at the workplace.
- (h) The nature of the hazards at the workplace.
- (i) The impact of external hazards that may affect the health and safety of workers.

2. Plan contents should include, but not be limited to:

- (a) The structure and role of the EPC.
- (b) The fire safety and emergency features of each facility.
- (c) The structure and responsibilities of the Emergency Control Organisation (ECO).
- (d) The types of emergencies identified as being relevant.
- (e) Testing of the emergency procedures, including the frequency of testing.
- (f) Information, training and instruction to relevant workers in relation to implementing the emergency procedures.
- (g) Emergency response procedures for ECO personnel and workers including Personal Emergency Evacuation Plans (PEEPs) for persons with a disability.
- (h) Evacuation diagrams.
- (i) Other information relating to distribution, period of validity, date of issue, etc.

Sources

WHS Regulations 2012, Regulation 43

Australian Standard AS 3745:2010 Planning for emergencies in facilities, pp. 16-17;

Code of Practice: Managing the Work Environment and Facilities, Dec 2011, pp. 26- 27.

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APPENDIX 2: Emergency Plan Checklist

| Emergency plans (p. 26 of Code of Practice: Managing the Work Environment and facilities, Dec 2011) | ✓/ ✘ | Action to be taken |
|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|------|--------------------|
| Is there a written emergency plan covering relevant emergency situations, with clear emergency procedures? | | |
| Is the plan accessible to all workers? | | |
| Are workers, managers and supervisors instructed and trained in the procedures? | | |
| Has someone with appropriate skills been made responsible for specific actions in an emergency (e.g. appointment of an area warden)? | | |
| Is someone responsible for ensuring workers and others in the workplace are accounted for in the event of an evacuation? | | |
| Are emergency contact details relevant to the types of possible threats (e.g. fire, police, poison information centre) displayed at the workplace in an easily accessible location? | | |
| Are contact details updated regularly? | | |
| Is there a mechanism, such as a siren or bell alarm, for alerting everyone in the workplace of an emergency? | | |
| Is there a documented site plan that illustrates the location of fire protection equipment, emergency exits and assembly points? | | |
| If there is a site plan and is it displayed in key locations throughout the workplace? | | |
| Are procedures in place for assisting mobility-impaired people? | | |
| Does the workplace have first aid facilities and emergency equipment to deal with the types of emergencies that may arise? | | |
| Is the fire protection equipment suitable for the types of risks at the workplace (e.g. foam or dry powder type extinguishers for fires that involve flammable liquids)? | | |
| Is equipment easily accessible in an emergency? | | |
| Are workers trained to use emergency equipment (e.g. fire extinguishers, chemical spill kits, breathing apparatus, lifelines)? | | |
| Have you considered neighbouring businesses and how you will let them know about an emergency situation should one arise? | | |
| Have you considered the risks from neighbouring businesses (e.g. fire from restaurant/takeaway food outlets, Q fever from cattle yards)? | | |
| Are emergency practice runs (e.g. evacuation drills) regularly undertaken to assess the effectiveness of the emergency plan? | | |
| Is someone responsible for reviewing the emergency plan and informing staff of any revisions? | | |

Source: Code of Practice: Managing the Work Environment and Facilities, Dec 2011, p 33.

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APPENDIX 3: Evacuation diagram elements

Minimum elements

The following shall be included in each evacuation diagram:

- (a) A pictorial representation of the floor or area, which shall be at least 200 mm × 150 mm.
- (b) The title 'EVACUATION DIAGRAM'.
- (c) The 'YOU ARE HERE' location.
- (d) The designated exits in the facility, which shall be green.
- (e) The following communications equipment, where installed:
 - i. Warden intercommunication points (WIPs), which shall be red.
 - ii. Manual call points (MCPs), which shall be red and emergency call points (ECPs), which shall be coloured white, or have a black border.
 - iii. Main controls/panels for the occupant warning equipment.
- (f) Hose reels, which shall be red.
- (g) Hydrants, which shall be red.
- (h) Extinguishers, which shall be red with an additional appropriate colour as specified in AS/NZS 1841.1.
- (i) Fire blankets, which shall be coloured red.
- (j) Fire indicator panel (FIP), if provided.
- (k) Refuges, if present.
- (l) Validity date.
- (m) Location of assembly area(s), either stated in words or pictorially represented.
- (n) A legend, which shall reflect the symbols used.

Optional elements

The following additional information may be considered by the EPC for inclusion on the evacuation diagram:

- (a) Direction on opening doors on designated exits.
- (b) North.
- (c) First aid stations & kits, (denoted by a white cross on a green background).
- (d) Hazardous chemical store.
- (e) Spill response kits.
- (f) Emergency information, (e.g. emergency telephone numbers, emergency response procedures, etc.).
- (g) Warden details.
- (h) Paths of travel, coloured green.

Source: Australian Standard AS 3745-2010: Planning for emergencies in facilities, Sections 3.5.5 – 3.5.6



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Appendix 4: Emergency Control Organisation Responsibilities

Note: During emergencies, instructions given by the ECO personnel shall take precedence over normal management structure

| | Chief Warden | Communications Officer | Emergency Wardens | First Aid Officers |
|---------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| Before | <ul style="list-style-type: none"> (a) Maintain current List of ECO members (b) Replace ECO members when a position becomes vacant (c) Conduct regular exercises (d) Ensure emergency response procedures are kept up-to date (e) Attend meetings of the EPC, as appropriate (f) Attend training & emergency exercises, as required by the EPC (g) Ensure personal ECO identification is available | <ul style="list-style-type: none"> (a) Be proficient in operation of facility communication equipment (b) Maintain records & logbooks & make them available for emergency response (c) Ensure that ECO members are proficient in the use of the facility communication equipment (d) Ensure that communication contact details are up-to-date (e) Attend training & emergency exercises, as required by the EPC | <ul style="list-style-type: none"> (a) Coordinate the completion of PEEP documentation (b) Report on deficiencies of emergency equipment (c) Ensure that the occupants are aware of the identity of their wardens (d) Ensure that all occupants are aware of the emergency response procedures (e) Carry out safety practices, (e.g. clear egress paths, access to first-attack equipment & disposal of rubbish) (f) Attend training and emergency exercises, as required by the EPC (g) Ensure personal ECO identification is available | <ul style="list-style-type: none"> (a) Attend regular training (b) Be proficient in the administration of first aid (c) Maintain first aid kit (& other first aid facilities & supplies under their control, (e.g. items remain intact, have not deteriorated & are in good working order; kit contents match legislative requirements) (d) Ensure that PPE is maintained & available (e) Attend training and emergency exercises, as required by the EPC (f) Ensure personal ECO identification is available |
| During | <ul style="list-style-type: none"> (a) Respond & take control, as appropriate (b) Ascertain nature of the emergency & implement appropriate action (c) Ensure that the appropriate | <ul style="list-style-type: none"> (a) Ascertain nature & location of the emergency (b) Confirm that the appropriate Emergency Service Organisation has been notified (c) Notify appropriate ECO members | <ul style="list-style-type: none"> (a) Implement emergency response procedures for their floor/area (b) Ensure that the appropriate Emergency Service Organisation has been notified (c) Direct wardens to check the | Respond promptly to any first aid or emergency medical situation &: <ul style="list-style-type: none"> (a) Respond to the emergency as directed by Chief Warden (b) Communicate status of situation to Chief Warden |



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| | Chief Warden | Communications Officer | Emergency Wardens | First Aid Officers |
|--|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|----------------------------------------------------|
| | <p>Emergency Service Organisation has been notified</p> <p>(d) Ensure that the Regulator is notified in the event of a Notifiable Incident</p> <p>(e) Ensure that floor/area wardens are advised of the situation, as appropriate</p> <p>(f) If necessary, initiate an action plan in accordance with the Workplace Emergency Management Plan and control entry to the affected areas</p> <p>(g) Monitor progress of the evacuation & record any action taken in an incident log</p> <p>(h) Brief Emergency Service personnel upon arrival &, thereafter, act on the senior officer's instructions</p> <p>(i) Any other actions as considered necessary by the Emergency Service Organisation</p> | <p>(d) Transmit instructions & information</p> <p>(e) Record a log of events that occurred during the emergency</p> <p>(f) Act as directed by the Chief Warden</p> | <p>floor/area for any abnormal situation</p> <p>(a) Commence evacuation if the circumstances warrant this</p> <p>(b) Communicate with Chief Warden by whatever means available & act on instructions</p> <p>(c) Advise Chief Warden as soon as possible of the circumstances & action taken</p> <p>(d) Co-opt persons as required to assist warden(s), as required</p> <p>(d) Confirm the activities of wardens have been completed & report this to Chief Warden or senior officer of the attending Emergency Service Organisation if Chief Warden is not contactable</p> <p>Carry out activities as set out in the emergency response procedures, which may include:</p> <p>(a) Operate the communication system(s)</p> <p>(b) Check that doors are properly closed</p> <p>(c) Close or open other doors in</p> | <p>(c) Keep a record of first aid administered</p> |



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| | Chief Warden | Communications Officer | Emergency Wardens | First Aid Officers |
|--------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| | | | <p>accordance with the emergency response procedures</p> <p>(d) Search the floor or area to ensure all people have evacuated</p> <p>(e) Ensure orderly flow of people into protected areas</p> <p>(f) Assist occupants with disabilities</p> <p>(g) Act as leader of groups moving to nominated assembly areas</p> <p>(h) Report status of activities to the Chief Warden on their completion</p> | |
| After | <p>(a) When the emergency incident is rendered safe or the Emergency Service Organisation returns control, notify the ECO members to have occupants return to their facility, as appropriate</p> <p>(b) Organise a debrief with ECO members & (where appropriate,) with any attending Emergency Service Organisation personnel</p> <p>(c) Compile a report for the EPC & management</p> | <p>(a) Collate records of events during the emergency for the debrief & ensure they are secured for future reference</p> <p>(b) Ensure that the Senior Management Team receives a debrief of the emergency situation.</p> | <p>(a) Compile a report of actions taken during the emergency for the debrief</p> | <p>(a) Compile a report of actions taken during the emergency for the debrief</p> <p>(b) Dispose of waste in accordance with legislative requirements</p> <p>(c) Seek treatment & prompt medical advice if they sustain a sharps injury or think they are at risk of infection from blood or bodily fluid contamination</p> <p>(d) Ensure first aid (& other first aid facilities & supplies under their control) are replenished</p> |