

Business Emergency Plan

BUSINESS NAME: _____

BUSINESS ADDRESS: _____

DATE: _____

Duty to prepare an emergency plan

Persons conducting a business or undertaking a business must ensure that an emergency plan is prepared for the workplace, including for workers who may work at multiple workplaces, (under regulation 43 of the Work Health and Safety (WHS) Regulations)

An emergency plan

An emergency plan is a written set of instructions that outlines what workers and others at the workplace should do in an emergency.

Responsibilities

1. Who is responsible for specific actions in an emergency?

Staff name(s)

Managing an evacuation	
Area warden(s):	
Staff training for an emergency	
First aid officer(s)	

2. Who is responsible for making sure all workers and others in the workplace, for example contractors, customers and visitors are accounted for in an evacuation?

Name(s): _____

e.g. Available documents - staff time sheets and a Visitor Record (see template BioSecurity HACCP on the Nursery FMS CD)

3. How will workers working alone know what to do in an emergency?

4. What procedures are in place for critical functions, for example power shut-downs?

Where are the critical functions located? e.g. shed 1, glasshouse 3, office etc	What are the critical functions in the workplace? e.g. power, gas, diesel, petrol etc	Who is responsible for each of the shut-downs? e.g. manager, team leader, area warden etc

Emergency contact details

Emergency service	Phone number
Fire Brigade	
Ambulance	
Police	
Poison Information Centre	
Hospital	
Other:	
Where are the emergency contact details list displayed?	
Contact details list last updated?	Date:

Evacuations

1. Identify possible emergencies requiring an evacuation at the workplace?

e.g. fire, gas leak, chemical spill, petrol spill/fire

2. What is the mechanism for alerting staff/visitors of an emergency?

e.g. verbal, a siren or bell alarm

- a) If a siren or bell alarm is installed, how regularly is it tested to ensure its effectiveness?

3. Are there illuminated exit signs in the workplace? YES NO
4. Are all exits, corridors and aisles readily accessible and kept clear of obstructions for a quick and safe evacuation? YES NO
5. Where is/are the safe assembly area(s) located?

e.g. car park, open area, outside property

6. Where are clearly identified routes to safe assembly areas located?

*away from high risk areas

7. An evacuation procedure plan must be prepared to illustrate the:

- Emergency exits
- Clearly identify routes from various parts of work site
- Assembly point(s)

8. Where is the evacuation procedure plan, clearly and prominently displayed in the workplace?

e.g. notice board, entry to building, staff areas etc.

9. What provisions are there to specially assist with hearing, vision or mobility-impaired people?

10. What process is in place for accounting for all persons on site?

Fire protection equipment

Where are the fire risks located in the workplace? e.g. shed 1, glasshouse 3, office etc	What are the fire risks in the workplace? e.g. diesel, petrol etc	What fire protection equipment is available for the types of risks? e.g. flammable liquids - foam or dry powder type extinguishers

1. When was the on-site fire protection equipment, last checked?

Date: _____

a) Who tested the equipment?

Name: _____

e.g. local fire authority or fire equipment supplier etc

b) What is the interval between testing?

e.g. quarterly, half-yearly annually etc

2. Is the area where the equipment is stored kept clear of obstructions? YES NO

3. How many workers are trained to use fire extinguishers?

Who are they?

4. Are they trained in what type of extinguisher to use for different types of fires? YES NO

Chemical safety

1. Where are copies of current safety data sheets available for all hazardous chemicals stored on site?

e.g. filing cabinet, pesticide store

2. Where are all hazardous chemicals stored?

e.g. purpose build storage area

3. All hazardous chemicals are clearly labelled? YES NO

4. Where is appropriate equipment to initially respond to a chemical incident stored?

e.g. absorbent material to contain a liquid spill

5. Where is appropriate personal protective equipment to protect workers who are called on to deal with an unplanned chemical release (spill) stored?

6. Who are trained to contain an unplanned chemical release (spill)?

Names: _____

First aid

1. When was a first aid assessment conducted?

Date:

2. Who is/are the trained first aider(s) workplace?

Names:

3. Where is/are the first aid facility(s) located?

4. Are workers aware of where first aid facilities are kept? YES NO

5. Are workers aware of who the firstaiders are? YES NO

Site plan

1. A documented site plan must be prepared to illustrate the location of:

- Emergency exits
- Assembly points
- Fire protection equipment
- Fuel storage e.g. petrol, diesel, gas
- Chemical store
- Fertiliser store
- Material Safety Data Sheets (MSDS)
- Spill kit including PPE
- First aid kits

a) Where is the site plan posted in key locations throughout the workplace?

e.g. notice board, staff areas etc.

Extreme weather conditions

1. Who will be responsible for identifying if an extreme or dangerous weather condition will affect the business/workplace?

Name:

e.g. extreme weather warnings may include warnings such as a severe storm, code red in the case of extreme bushfires or categories 3, 4 or 5 for cyclone warnings.

2. What control measures are in place when there is a risk of extreme or dangerous weather conditions?

e.g. close the workplace, send workers home

3. How are extreme weather warnings conveyed to persons in the workplace?

e.g. verbally, SMS text, mobile call

4. If an evacuation of the workplace is necessary in an extreme weather condition, how would information on safe exit routes be established?

e.g. the process for identifying and communicating roads that may be closed

5. How would these be conveyed to persons in the workplace?

e.g. in the staff room, at safe assembly area

6. How would evacuation procedures identify the closest designated 'safe place'?

e.g. cyclone shelter, fire or flood evacuation centre

7. How have the evacuation procedures of the relevant local authorities, been considered in the business/workplace extreme weather condition evacuation plan?

e.g. fire services, SES, police

8. Do workers have access to reliable communications equipment?

e.g. mobile phones, 2-way radio

9. Are all workers trained in emergency evacuation and related procedures? YES NO

10. If workers travel into areas where extreme weather warnings may be declared, what appropriate policies and procedures been developed for when such declarations are made?

e.g. not applicable, contact business, contact local authorities

Neighbouring businesses

1. How have neighbouring businesses been considered if an emergency occurs?

e.g. consider distance from neighbours, impact of emergency

2. How would they be advised of an emergency situation arises?

e.g. direct contact, telephone, SMS

3. Have they been consulted about the preparation and coordination of emergency plans?

YES NO

4. Identify any possible risks from neighbouring businesses?

e.g. fire from adjoining businesses, vehicle accidents on major roads

Post incident follow-up

1. What are the procedures for notification to the relevant regulator about a notifiable incident, where necessary?

e.g. environmental spill, noxious air release

2. What are the procedures to identify the cause of an emergency?

e.g. Emergency Response Plan Report (see template EcoHort on the Nursery FMS CD)

3. What procedures are in place to ensure action is taken to prevent a similar incident occurring again?

e.g. Correct Action Report (see template BioSecurity HACCP on the Nursery FMS CD)

4. What procedures in place to ensure the welfare of workers after an emergency or an incident?

e.g. medical treatment or trauma counselling

Review

1. When was an emergency plan practice run undertaken, to assess the effectiveness of the plan?

Date of last practice:	What was practiced? e.g. evacuation drills, chemical spill drill	Who was involved? e.g. staff names and area of responsibility (area warden etc)

2. Who is responsible for documenting and retaining the results of emergency plan practice runs?

Name: _____

3. Who is responsible for reviewing the emergency plan and informing workers of any revisions?

Name: _____