

EMERGENCY RESPONSE PLANS – EMERGENCY EVACUATION

Emergency Response (Evacuation) Plans are a requirement in Victoria and are the responsibility of the occupier of the property.

Golden Brown employees have a responsibility to ensure they are aware of the emergency plans on the site where they work.

AUTHORITIES AND RESPONSIBILITIES

Overall authority for emergency response and workplace safety resides with the delegated Golden Brown Manager or Supervisor.

Responsibility resides with the occupier of the property [such as the rail authority] to develop a site specific response plan in consultation with employees and stakeholders. They shall ensure that appropriate trained and competent personnel are available on site and that the emergency plan is reviewed at appropriate intervals.

DOCUMENTS AND RECORDS

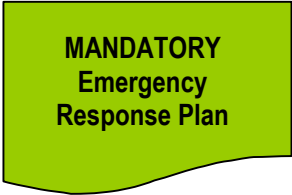
Documents

- Emergency Preparedness Plan – prominently displayed throughout the work site
- Site map showing overall planning

GUIDANCE NOTES

An emergency response plan is exactly as it is described – a plan that is in place and can be actioned in an emergency. Such plans are often called emergency evacuation plans. However, there is often more to an emergency than the actual evacuation of personnel.

Emergency Response Plans should take into account all aspects of a likely emergency and provide planned responses.

A green rectangular box with a wavy bottom edge, containing the text "MANDATORY Emergency Response Plan" in bold black font.

MANDATORY Emergency Response Plan

The plans must include the following essential elements:

- ⇒ Workplace location and layout
- ⇒ Emergency telephone numbers
- ⇒ Identification of the personnel appointed to assume responsibility in an emergency
- ⇒ Hazardous materials and substances at the workplace if they are likely to endanger emergency services personnel
- ⇒ Internal structures that may endanger emergency service personnel in the duty of their work e.g. imminent collapse of a tunnel or plant during a fire or earthquake, asbestos in the building etc.
- ⇒ List of potential foreseeable emergencies such as vehicles parked in the way of emergency services
- ⇒ Specific planned response arrangements to potential emergencies (See also 'Fire Safety Procedure')
- ⇒ Arrangements for raising the alarm, reporting emergencies and alerting both internal (Head Office - Director) and external authorities (Emergency Services, EPA, WorkSafe etc)
- ⇒ Arrangements for evacuating the premises including the evacuation of the public (customers or subcontractors) who may be on the premises

Emergency response plans must be reviewed regularly, (at least annually) or after an emergency, tested and if necessary, revised and re-issued.

TRAINING – also refer to ‘Fire Safety Training Requirements’

All employees and contractors are to be instructed in the correct response to an emergency. This should be undertaken at induction of new employees and re-induction of all staff and contractors annually.

Those personnel taking on specific emergency planning roles need to be familiar with the fire fighting equipment and should receive training as required.

EMERGENCY PROCEDURES AND DISASTER RECOVERY



Emergency Response

In the event of an emergency, resources should be used in priority order to affect the following:

- ⇒ Protection and rescue of human life (contact emergency services)
- ⇒ Containment of emergency, damage and contamination
- ⇒ Render affected areas safe
- ⇒ Contact the Manager ASAP



Disaster Recovery

Disaster recovery should follow as soon as the emergency is deemed in control. Organise the following:

- ⇒ Security for protection of property and information (press statements by Directors only)
- ⇒ Restoring disrupted services (client to control this process)
- ⇒ Resuming normal operations
- ⇒ Clearing damaged/affected areas
- ⇒ Recording and assessing the emergency/damage and the effectiveness of counter-measures.

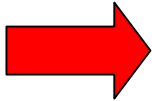
EVACUATION PROCEDURES

Where to assemble

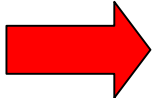
All employees and contractors should be familiar with all means of escape from the workplace and the predetermined assembly points. However, if an emergency services representative informs you to assemble in an area other than the normal pre-determined area then do so. This could be as a result of an emergency within the area and not related to your building.

When to evacuate

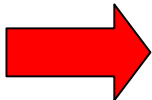
All employees and visitors must evacuate when:



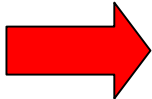
A fire alarm or an evacuation alarm is activated



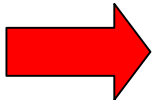
It is hazardous to life to remain



Instructed to evacuate by a member of an emergency service (such as fire brigade, police, state emergency services) which could be as the result of an emergency in the near vicinity and not your actual building



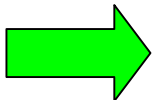
Instructed to evacuate by a member of the emergency response team (e.g. Chief Fire Warden) as indicated on the evacuation plan



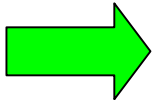
Instructed to evacuate by a Manager or Supervisor

How to evacuate (see also 'Fire Safety Evacuation Instructions')

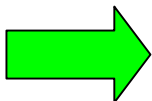
All employees and visitors evacuating must observe the following instructions:



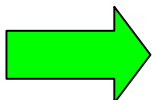
Walk quickly and directly - DO NOT RUN



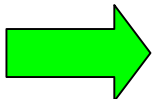
DO NOT stop to collect personal possessions



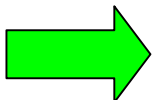
Turn off power and gas if possible to do so



Close doors (but do not lock), shut down plant and equipment before evacuating to limit the spread of fire, smoke and water damage



If you see other people not evacuating, call out to them to evacuate but do not stop moving toward the exit yourself



Obey all instructions from emergency response personnel



DO NOT use lifts (as applicable) in the event of a fire or if there is risk of fire

EQUIPMENT MAINTENANCE AND REPAIR PROCEDURE

Overview

This procedure identifies the procedure of maintenance and repair of equipment used on sites.

Authority

The Director has overall authority for resource management and maintenance.

Responsibility

Operations/Area Managers have responsibility for the maintenance and repair of equipment on site.

Procedure

Maintenance

A register of equipment for maintenance and repair shall be kept by the Quality Manager.

Records shall be kept of all repair work to major equipment only eg. ride-on sweepers.

Equipment subject to a maintenance schedule shall be noted on the schedule/register and shall be tagged/marked to indicate its maintenance status.

Repair

When equipment indicates it is not working to standard, or appears faulty, the operator must:

- immediately disconnect the equipment,
- notify the Operations/Area Manager,
- identify the equipment is out of order (tag or marking).

Note: It is the responsibility of the operator to ensure other employees are not subject to any danger by lack of reporting faulty equipment.