

In an Emergency

Rescue of an employee after an accident, fall or sudden illness including those in a confined or difficult position/space should be carefully planned and managed. If personnel are not able to manage the particular emergency situation themselves, they should not attempt a rescue or retrieval beyond their capability. Pre-planning and training is necessary to know your capabilities and to know when it is necessary to call the relevant emergency services.

This procedure should be read in consultation with Emergency Response (Evacuation) Plans.

Authorities and Responsibilities

Overall authority for managing emergencies on site resides with the Site Manager [client] in consultation with the all other stakeholders.

Documents and Records

Documents

- Emergency procedure
- Incident/Accident Report Form

Records

- First Aiders and other personnel training records
- Record of review incidents and accidents

Guidance Notes

The purpose of this procedure, in line with current regulations, is to ensure that emergency procedures, so far as it is practicable, enables the rescue of an employee or other persons in the event of an accident, and that the provision of first aid to those persons in need is available.

Where rescue attempts are likely to endanger the rescuers, the Chief Warden [client supplied person] shall determine what actions can be taken whilst awaiting emergency services personnel. It is important not to manage emergencies to prevent the occurrences of other accidents or at risk situations.

Training

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 Procedure



- ⇒ Immediately notify emergency personnel of event. Inform:
 Site Supervisor or Superintendent on site
 Manager or Fire Warden
- Ring 000 and follow procedure dispalyed on noticeboard ensure someone is designated to meet the ambulance etc
- ⇒ First Aid Officer to reach casualties ASAP



- ⇒ Check for any threatening situations (such as live electricity etc) and control them if it is safe to do so
- Remain with the casualty (unless there is no other option) and provide appropriate support (if trained to do so)
- ⇒ Do not move casualties unless they are in a life threatening situation
- ⇒ Provide support to First Aider as required



- All accidents and incidents must be reported to the Supervisor and Client representative immediately they occur.
- ⇒ The Director will determine the requirement for reporting to Workcover and undertake the task as necessary
- Manager in consultation with the client and staff involved in the accident shall complete an Accident / Incident Report on the same day of the event and pass it onto the client with a copy to Head Office for review and referral to the Director





Rescue and Retrieval Process

Where possible, await for emergency services

Where possible, await emergency services personnel (police, fire or ambulance) for rescue operations top proceed. However, where this is not possible due to time or distance constraints or other issues, ensure only trained personnel engage in the rescue operations.

Rescue operation options (where emergency services cannot provide the services)

All employees and visitors must evacuate when:



INITIAL DECISIONS

- access to the victim,
- availability of specialist equipment and competency to use it e.g., elevated work platform, control decent device, tripod rescue master, stokes litter.
- clear area underneath the victim
- anchorage points for attachment of the rescue equipment, and
- whether persons can be lowered to the ground or need to be raised up over an obstacle before they can be extricated/released.



DETERMINE ANCHORAGE POINT

All anchorage points must be capable of withstanding potential loads that may be imposed upon them.

All anchorage points must withstand a static load of 22kN (or 2200kg) Types of anchorage points include:

- tested eve bolts
- steel beams
- substantial part of a building structure, and
- steel handrails that are rated 22kN or greater.

Caution should be taken to identify anchorage points around the site prior to an accident occurring, as a risk management initiative.

Do not use mobile anchorages such as vehicle towbars or bull bars and fork lifts, as others may move them during use. Only permanently fixed points should be identified and used.



COMMUNICATE WITH EMERGENCY SERVICES

Keep in contact with emergency services for instructions if they are on the way. Otherwise proceed according to plan and training.

Prior to using lifting equipment, visually check for any signs of wear or tear.





Maintenance of Rescue and Retrieval Systems and Processes

Equipment must be maintained according to manufacturer instructions, and should be listed on the equipment maintenance register



The OH&S Representative or expert should review rescue and retrieval processes for effectiveness after an emergency or on an annual basis



Rescue and retrieval equipment should be listed on the maintenance schedule on the location and subject to audit as part of the safety system



Re-induction and training of the emergency procedure should occur annually at re-induction, only after the OH&S Committee has reviewed the procedure



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

