



# WHS EMERGENCY MANAGEMENT PROCEDURE

Version No	6.0
Issued	23/7/2019
Next Review	July 2024
GDS	12.63.1.1

## 1. OVERVIEW

The District Council of Orroroo Carrieton recognises its legislative obligation to establish an emergency management system that systematically identifies potential workplace emergency events and plans to eliminate or minimise associated health and safety risks. The development of an emergency management plan should provide emergency procedures, the frequency and testing of the emergency procedures and the information, training and instruction required for relevant workers in relation to implementing the emergency procedures, in order to meet the requirements of the WHS legislation and our WHS Policy.

Our workplace emergency management objectives are to:

- Enable an effective response to any given 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.
- Restore our day to day operations to normal.

This Procedure aims to ensure that:

Reasonably foreseeable emergency situations have been identified and the risks assessed.

- (a) A workplace emergency management plan has been developed, tested and training provided.
- (b) Evacuation procedures are developed, implemented, and maintained.
- (c) Emergency service organisations are notified (where relevant) at the earliest opportunity.
- (d) Systems are in place for obtaining medical treatment and assistance.
- (e) In the event of an emergency, there is effective communication between the Chief Executive Officer and relevant stakeholders to coordinate the emergency response and persons at the workplace.
- (f) The Regulator is notified in the event of a Notifiable Incident, as soon as reasonably practicable.
- (g) The frequency of testing of the workplace emergency management plan is based on a risk based approach, implemented and effectively carried out.
- (h) Information, training and instruction is provided to relevant workers in relation to implementing the workplace emergency procedures. The workplace emergency plan for the workplace is maintained so that it remains effective.

SIGNED .....  
Chief Executive Officer

.....  
Chairperson, HS Committee

Date: 23 / 07 / 2019

Date: 23 / 07 / 2019

## 2. CORE COMPONENTS

The core components of the workplace Emergency Management Procedure aims to ensure:

- (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 have been developed and implemented.
- (d) Appropriate training is provided.
- (e) The maintenance and testing of emergency management systems occurs.
- (f) Rescue and recovery arrangements are identified, practiced and implemented.

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### 3. DEFINITIONS

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: (incorporating Amendment Nos 1 and 2): Planning for emergencies in facilities]
Bomb threat	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 organization. It is not necessary for any other action to be taken by the offender. [as defined by Australian Standard AS 3745-2010: Planning for emergencies in facilities]
Competent person	A person who has acquired through training, qualification or experience, the knowledge and skills to carry out the task. [as defined by WHS Regulations 2012, Regulation 43. See also Australian Standard AS 3745-2010: Planning for emergencies in facilities]
Dangerous Incident	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— <ul style="list-style-type: none"> <li>• an uncontrolled escape, spillage or leakage of a substance; or</li> <li>• an uncontrolled implosion, explosion or fire; or</li> <li>• an uncontrolled escape of gas or steam; or</li> <li>• an uncontrolled escape of a pressurised substance; or</li> <li>• electric shock; or</li> <li>• the fall or release from a height of any plant, substance or thing; or</li> <li>• 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</li> <li>• the collapse or partial collapse of a structure; or</li> <li>• the collapse or failure of an excavation or of any shoring supporting an excavation; or</li> <li>• the inrush of water, mud or gas in workings, in an underground excavation or tunnel; or</li> <li>• the interruption of the main system of ventilation in an underground excavation or tunnel; or</li> <li>• any other event prescribed by the regulations,</li> </ul> but does not include an incident of a prescribed kind [as defined by Work Health and Safety Act 2012 (SA) (WHS Act), section 37].
Emergency	An event that arises internally, or from external sources, which may adversely affect the occupant or visitors in a facility, and which requires an immediate response. [as defined by Australian Standard AS 3745-2010: Planning for emergencies in facilities]
Emergency control point	The location from which the chief warden can establish control, communication and coordination and liaise with the Emergency Services Organisation(s). [as defined by Australian Standard AS 3745-2010: Planning for emergencies in facilities, p.22]
Emergency control organization (ECO)	A person or persons appointed by the Emergency Planning Committee to direct and control the implementation of the facility's emergency response procedures [as defined by Australian Standard AS 3745-2010: Planning for emergencies in facilities] and consists of a chief warden or equivalent as a minimum.

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	<p>The following positions shall be included if they are deemed necessary by the EPC and in accordance with the requirements of AS 3745</p> <ul style="list-style-type: none"> <li>• Deputy chief warden</li> <li>• A communications officer and deputy</li> <li>• Wardens and deputies.</li> </ul>
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	<p>(a) An ESO within the meaning of the Fire and Emergency Services Act 2005; and</p> <p>(b) SA Ambulance Service Inc.; and</p> <p>(c) South Australia Police; and</p> <p>(d) In relation to a particular emergency within the meaning of the Emergency Management Act – the control agency for the emergency under that Act</p> <p>[as defined by WHS Regulations, Regulation 3]</p>
Evacuation options	<p>Full evacuation - used to clear a building or facility of all occupants.</p> <p>Partial evacuation - an alternative to total evacuation in some buildings such as hospitals, aged care facilities and multi-storied buildings.</p> <p>Shelter in place (no evacuation) - used when evacuating to an external-to-building location might reasonably expose evacuating people to a greater level of danger.</p> <p>Escape, Hide, Tell - where immediate escape from the facility is not considered personally safe then occupants should hide out of sight and remain silent, or alternatively take other action to protect their safety.</p> <p>Lockdown – the process of securing a facility (full or partial) or an area to protect its occupants in response to an occurring or imminent threat that may have the potential to cause harm</p> <p>[as defined by AS 3745-2010, p.23].</p>
Facility	A building, structure or workplace that is, or may be, occupied by people (occupants). [as defined by Australian Standard AS 3745-2010, p.9]
First-attack firefighting equipment	Portable fire extinguishers, fire hose reels and fire blankets, which are used to fight fires in their early stages [as defined by AS 3745-2010].
First-response emergency equipment	Resources such as automatic external defibrillators (AEDS), spills kits and first aid kits, which are used to address various emergency scenarios in their early stages [as defined by AS 3745-2010].
Notifiable Incident	<p>Means—</p> <ul style="list-style-type: none"> <li>• the death of a person; or</li> <li>• a serious injury or illness of a person; or</li> <li>• a dangerous incident.</li> </ul> <p>[as defined by WHS Act, section 35]</p>
Personal emergency evacuation plan (PEEP)	An individualised 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]
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 AS 3745-2010]

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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	<p>An injury or illness requiring the person to have—</p> <ul style="list-style-type: none"> <li>• immediate treatment as an in-patient in a hospital; or</li> <li>• immediate treatment for— <ul style="list-style-type: none"> <li>– the amputation of any part of his or her body; or</li> <li>– a serious head injury; or</li> <li>– a serious eye injury; or</li> <li>– a serious burn; or</li> <li>– the separation of his or her skin from an underlying tissue (such as de-gloving or scalping); or</li> <li>– a spinal injury; or</li> <li>– the loss of a bodily function; or</li> <li>– serious lacerations; or</li> </ul> </li> <li>• medical treatment within 48 hours of exposure to a substance, and includes any other injury or illness prescribed by the WHS Regulations but does not include an illness or injury of a prescribed kind [as defined by WHS Act, section 36]</li> </ul>

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## 4. PROCEDURE

### 4.1. Emergency Planning Committee (EPC)

- 4.1.1. The Senior Leadership Team shall establish an EPC. The EPC is a sub-committee of the WHS Committee and reports directly to the Senior Leadership Team.
- 4.1.2. The EPC must consist of no less than two people who represent facility stakeholders, one of whom should hold senior management responsibility. Committee members may include the chief warden, senior management representatives, tenant representatives (if any), specialists, 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 (refer section 5.8 for details).
- 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 Senior Leadership Team should obtain professional advice on the level of indemnity provided to EPC members and the EPC members should be advised of the level of indemnity provided.

### 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 have been identified, the risks associated with these events assessed and the findings recorded on Hazards Register sheet and the Corrective and Preventative Actions (CAPA) Register sheet in the Master Control 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, swimming pools, ponds and lakes, libraries, public halls and theatres, volunteer activities etc. This may include:

- a) Internal to Council premises eg fire, smoke, explosion, chemical spill or leakage, failure of utilities (eg gas, electricity, sewerage or water), flood, bomb threat, armed robbery, assault or hostage situation, medical emergencies, electric shock, fall from one level to another, crush injuries, rescue from confined space and response to deployment of fall arrest systems (to prevent suspension trauma).
  - b) External to Council premises eg vehicle accident; rescue arrangements for remote and isolated work, persons working over water, those working in a confined space and or using a fall arrest system, external fire, bushfire, severe storm, flood or earthquake affecting the Council's assets, medical emergencies including heat stroke, hypothermia and electric shock, envenomation (eg ant, bee or wasp sting, snake or spider bite etc), fall from one level to another, crush injuries, pandemic illness.
  - c) Within Council premises that might affect other businesses or activities eg fire, smoke, explosion, chemical spill or leakage, failure of utilities (eg 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 for each Council facility which should address:
- 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.

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- c) Testing emergency evacuation arrangements at least every twelve months.
- d) Ensuring a permanent record of events for emergency occurrences is retained.

- 4.2.4. Make sure that resources are provided to establish and implement an emergency management plan.
- 4.2.5. Establish an Emergency Control Organisation (ECO) and ensure a current register 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 4.2.2.
  - b) facility specific and take into account the items described in Appendix 1.
- Note: a checklist for emergency plans is provided in Appendix 2.

##### 4.3.2. The plan must include:

- a) Emergency prevention – including regulatory & physical measures to be 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 **Error! Reference source not found.**).

4.3.3. The Plan 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 Council's Workplace Emergency Management Plan must be given to the emergency services/ South Australian Country Fire Services (CFS).

#### 4.4. Emergency response procedures

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

##### 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 evacuation options and evacuation procedures necessary for differing emergencies – e.g. full evacuation, partial evacuation, shelter in place (no evacuation), escape, hide, tell or lockdown.
- d) Refuge and or assembly area location(s).
- e) The steps necessary for an effective response to an emergency.
- f) The communication arrangements between the Chief Executive Officer to coordinate the emergency response and all other persons at the workplace.
- g) The method and process required to notify emergency service organisations (ESOs) and/ or the Regulator, if required, at the earliest opportunity.



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- h) Access to medical treatment and assistance.
- i) Consideration of how emergency services would get close to (access) the relevant work area.
- j) The use and maintenance of equipment required to deal with specific types of emergencies (for example, spill kits, fire extinguishers, EWIS and automatic response systems such as sprinklers).
- k) 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) Communications equipment that provides clear lines of communication between the person authorised to co-ordinate the emergency response and all persons at the workplace.
- c) Evacuation arrangements for persons with a disability.
- d) Impact of particular emergencies on evacuation routes.
- e) Characteristics of and hazards from external sources.
- f) Organisational arrangements including human resources.
- g) People unfamiliar or who require special assistance with the emergency response procedures.
- h) Roles of specialist staff.
- i) Use and characteristics of the facility.
- j) The actions required to limit vehicle entry to the site and/ or movement during an emergency on the site.
- k) Any specific procedures for critical functions such as power shut off.
- l) Any Council specific high risk situations (eg public events, pools etc).
- m) Potential traffic restrictions.
- n) The distribution of emergency phone numbers, including out-of-hours contact numbers.

#### 4.4.4. Other recommendations for inclusion could be:

- a) Occupants and visitors being asked to take personal effects with them during evacuation.
- b) Communications with neighbouring facilities.
- c) Identification of a control / coordination / communication point.
- d) Information and instruction on the use of emergency response equipment.
- e) Personal Emergency Evacuation Plans (PEEPs) for occupants with a disability.
- f) First aid officer duties.
- g) The CEO is the nominated person responsible for contact with the media. In the event of the CEO not being available, the Council's Chairman will be the nominated person.

#### 4.5. Consultation

- 4.5.1. The Emergency Management Plan and the emergency response procedures must be subject to the WHS consultation process in accordance with the procedures outlined in the WHS Consultation & Communication Procedure document.
- 4.5.2. EPC minutes should record that approval of the Workplace Emergency Management Plan and emergency response procedures has occurred.
- 4.5.3. The approved Workplace Emergency Management 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.

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## 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 shall determine the number of and location of evacuation diagrams.
- 4.6.3. Diagrams shall 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 Leadership 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 Council's Workplace Emergency Management plans. These appointed persons constitute and are known as the ECO.
- 4.7.2. The primary role of members 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) During an emergency, the duties of the ECO should be carried out only if safe to do so.
- 4.7.3. The ECO should consist of a minimum of one person appointed to the role of chief warden but depending on Council or prescribed body size, may include the following positions as relevant:
  - a) Deputy warden
  - b) Communications officer
  - c) Floor or area wardens
  - d) Wardens
  - e) Deputies for all positions.
- 4.7.4. ECO members shall be identifiable by the use of coloured vests that shall be at least one of the following colours used for ECO identification:
  - a) Chief warden - white
  - b) Warden - red
  - c) First aid officers – white cross on green background.

NOTE: 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 register of all ECO personnel should be kept readily available, with or via the chief warden.

## 4.8. Emergency response drills

- 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 make sure all Council buildings and each work area participate in at least one emergency response drill 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.



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- 4.8.3. The EPC should establish objectives and outcomes for evacuations or other emergency response exercises, which may include number of active participants.
- 4.8.4. Evacuation and other emergency response exercises should be attended by observers with checklists, who should record the level of achievement against stated objectives.
- 4.8.5. A debrief should be held after each emergency response exercise.
- 4.8.6. The chief warden should provide a report to the Senior Leadership Team and the EPC after each emergency response exercise has been completed.
- 4.9. Monitoring and review of the Workplace Emergency Management Plan and emergency response procedures
- 4.9.1. The EPC should meet at least annually and shall:
- Review and update the Corrective and Preventative Actions (CAPA) Register sheet in the Master Control Register to ensure all reasonably foreseeable emergency situations have been identified.
  - Identify, analyse and implement any changes associated with the management of emergency situations.
  - 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.
  - Schedule training for EPC and ECO personnel and evaluate for effectiveness.
  - Maintain and review the adequacy of emergency signage, including evacuation diagrams and emergency equipment.
  - Check that the schedules for testing and/or maintenance of emergency equipment are met.
  - Check that any faulty emergency equipment has been repaired or removed from service when indicated by inspection, testing or maintenance routines and make sure records are kept of all inspection, testing and routine service activities.
  - Schedule exercises to test the emergency response procedures.
  - Assess and evaluate the emergency response exercises and real emergency responses, if any have occurred, and identify and implement corrective or preventative actions to ensure continued system effectiveness.
  - Review the effectiveness of the Workplace Emergency Management Plan and emergency response procedures and associated elements. Identify and implement any corrective and preventative actions with the minimum of delay.
  - Any other activity as required.
- 4.9.2. The outcomes of the review process should be reported to the Senior Leadership Team after each EPC meeting.
- 4.9.3. The Senior Leadership 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 shall:
- Assess the situation.
  - Warn people in the area or on the floor of any immediate danger.
  - Raise the alarm.
  - Take any steps to control the situation, if it is safe to do so.
  - Follow any instructions given by ECO personnel.
- 4.10.2. On being notified of an emergency situation, the Chief Warden must:
- Respond and take control.
  - Ascertain the nature of the emergency and implement appropriate action.

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- c) Ensure the appropriate emergency services organisations (ESOs) have been notified.
  - d) Ensure, when necessary, any neighbouring facilities have been notified.
  - e) Access whether it is necessary to notify the Regulator. If notification is needed, ensure that the notification occurs as soon as reasonably practicable.
  - f) If an ESO or a Regulator is notified, ensure that the incident scene is maintained and not disturbed.
  - g) Ensure that floor or area Wardens are advised of the situation.
  - h) If necessary, initiate emergency response procedures and control entry to the affected areas.
  - i) Monitor the progress of the evacuation and record any action taken in an incident log.
  - j) Brief the emergency services 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.
  - k) Communicate with the CEO and/or relevant Senior Leadership Team members as appropriate.
  - l) Undertake any other actions as considered necessary or as directed by emergency services.
- 4.10.3. The deputy chief warden should assume the responsibilities normally carried out by the chief warden if the chief warden is unavailable, and otherwise assist as required.
- 4.10.4. Remaining ECO personnel, namely the communications officer, floor area wardens and or any other person co-opted into ECO activities shall carry out actions as per the emergency procedures and or their training.
- 4.11. Post-event
- The actions to be undertaken by the ECO after an emergency should include, but not be limited to the:
- 4.11.1. Chief Warden:
- a) When the incident is rendered safe or the emergency service returns control to the Council, notify the ECO members to have occupants return to the facility.
  - b) Organise a debrief with ECO personnel and Emergency Services.
  - c) Compile a factual report for the EPC and management.
- 4.11.2. Communications Officer will
- a) collate records of the event during the emergency for the debrief; and
  - b) ensure the records are secured for future reference.
- 4.11.3. Floor/ area wardens will compile a report of the actions taken during the emergency. This report will be tabled at the debrief.
- 4.11.4. A debriefing session should be conducted by the chief warden with members of the ECO and other key participants, as soon as reasonably practicable after any emergency exercise or actual emergency event has ended.
- a) The de-briefing should review the adequacy of the Workplace Emergency Management Plan and emergency procedures, identify any problems that occurred and identify any corrective or preventative actions required.
    - i. If an evacuation or other exercise has occurred, the observer's checklists should be used as the basis for discussion.
    - ii. When an actual emergency event has occurred, the incident report and Warden's report should be recorded on the Council's Incident Report form and used as the basis for discussion / investigation.
    - iii. Any deficiencies should be reported to the EPC.
  - b) If necessary, counselling for affected workers will be arranged by the Management Team, once an emergency event has ended
  - c) The chief warden must check that:

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- The Master Control Register records identified corrective and preventative actions
  - A report is prepared for the Senior Leadership Team and WHS Committee 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 Leadership Team should review EPC actions and direct action as required.

## 5. TRAINING

- 5.1. The District Council of Ororoo Carrieton induction process should include an overview of the Workplace Emergency Management Plan / 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. Workplace Emergency Management 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 emergency 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.
  - 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 an assessment and covers:
- 5.6.1. The Workplace Emergency Management Plan and emergency response procedures (including actions required in response to specific emergencies contained in the Plan)
  - 5.6.2. Roles and 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
  - 5.6.7. Skills retention activities at least 12 monthly.
  - 5.6.8. Instruction on the communication system, where installed.
- 5.7. If persons are required to undertake first attack fire fighting, training shall include a skill retention activity at least 2 yearly.
- 5.8. EPC and ECO personnel should be trained to a recognised competency standard by a registered training organisation and regular refresher training should be planned.  
NOTE: If, it is not reasonably practicable for all of the members of the EPC and ECO to be trained at least one member of the EPC must be trained.  
The training must include the following:
- 5.8.1 Development, management and maintenance of the Workplace Emergency Management Plan.

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- 5.8.2 Content of the Workplace Emergency Management 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
- 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. The CAPA Register and Hazard Register located within the Master Control Register
- 6.4. Workplace Emergency Management Plan, emergency response procedures and 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 and retained 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 should have absolute authority to issue instructions to evacuate all from buildings and/or areas.
- 7.2. The District Council of Ororoo Carrieton *Senior Leadership Team* is accountable for:
  - 7.2.1. Budgetary expenditure for the development, implementation, review and continuous improvement of the emergency management system.
  - 7.2.2. Legislative compliance for emergency management is maintained.
  - 7.2.3. Consulting with other PCBUs, so far as is reasonably practicable, when their duty of care in relation to emergency management overlaps.
  - 7.2.4. Obeying the instructions of ECO personnel in any emergency situation.
  - 7.2.5. Arranging counselling services for staff, as required, after an emergency event has concluded.
  - 7.2.6. Enforcing action when performance requirements for the emergency management system have not been met.
- 7.3. *Managers and supervisors* are accountable for:
  - 7.3.1. Maintaining department work areas in a manner that eliminates or minimises the risk of a potential emergency event occurring.
  - 7.3.2. Checking that persons (workers) under their control are inducted to emergency management procedures and that refresher information, instruction and training is provided, as required.
  - 7.3.3. Checking that persons (workers) under their control attend required emergency management drills and training as planned.
  - 7.3.4. Obeying the instructions of ECO personnel in any emergency situation.
  - 7.3.5. Assisting wardens, as required.

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- 7.3.6. Proceeding to and remaining at the designated assembly area once evacuation has commenced, until the all clear has been given or the chief warden has directed otherwise.
- 7.3.7. Providing data related to department emergency management activities as required.
- 7.4. The *Chief Executive Officer* is accountable for:
- 7.4.1. Initiating and maintaining the development and functioning of the EPC and ECO for the District Council of Orroroo Carrieton.
- 7.4.2. Checking that the EPC meets as prescribed in this procedure.
- 7.4.3. Assisting with the development of the Training Needs Analysis (TNA) and annual training plans for EPC and ECO members.
- 7.4.4. Checking that training records for EPC and ECO members are updated and maintained.
- 7.4.5. Checking that EPC and ECO records and minutes are maintained and kept.
- 7.5. *Workers* are accountable for:
- 7.5.1. Maintaining work areas in a manner that eliminates or minimises the risk of a potential emergency event occurring.
- 7.5.2. Attending emergency response training and/ or exercises as directed.
- 7.5.3. Obeying the instructions of ECO personnel in any emergency situation.
- 7.5.4. Proceeding to and remaining at the designated assembly area once evacuation has commenced, until the all clear has been given or the chief warden has directed otherwise.
- 7.5.5. Participating in WHS consultation processes for emergency management as necessary.
- 7.6. The *HS Committee* is accountable for:
- 7.6.1. Providing feedback during the development and review of the Workplace Emergency Management Plan and emergency response procedures.
- 7.6.2. Assisting with the monitoring and reviewing of the approved Workplace Emergency Management Plan and emergency response procedures.
- 7.6.3. Providing information and feedback to the EPC and Senior Leadership Team.
- 7.6.4. Seeking direction from the EPC on emergency response issues.
- 7.7. *Health and safety representatives* may:
- 7.7.1. Facilitate consultation between department managers and workers in relation to WHS issues that affect the workgroup that they represent.
- 7.7.2. Assist in the resolution of WHS issues.
- 7.7.3. Request a review of a control measure in the circumstances outlined in the WHS Hazard Management Procedure.
- 8. REVIEW**
- 8.1. The WHS Emergency Management Procedure should be reviewed by the WHS Committee in consultation with workers or their representatives, every five (5) years or more frequently if legislation or Council needs change.
- This may include a review of:
- 8.1.1. Legislative compliance issues.
- 8.1.2. Internal or external audit findings relating to emergency management.
- 8.1.3. Feedback from managers, workers, HSRs, EPC, ECO, WHS committee or other stakeholders.
- 8.1.4. Performance Standards for Self Insurers (PSSI).
- 8.1.5. Any other relevant information.





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8.2. Results of reviews may result in alterations to the Workplace Emergency Management Plan and emergency response procedures, other preventative and/or corrective actions being implemented and revision of this document.

NOTE: the emergency management plan and emergency response procedures must to be reviewed every 12 months as described within this document.

## 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 WH&S Standards for Self-Insured employers.

ReturnToWorkSA Self-Insured work health & safety evaluation guidelines

Code of Practice: Managing the Work Environment and Facilities, December 2011

Australian Standard AS 3745:2010 (incorporating Amendment Nos 1 and 2): 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

## 10. RELATED DOCUMENTS

Emergency Management Policy

Workplace Emergency Management Plan

Evacuation diagrams

Hazardous Work Policy

WHS Hazard Management Procedure

First Aid Procedure

Confined Space Management Procedure

Electrical Safety Procedure

Hazardous Chemicals Procedure

Hot Work Procedure

Isolation, Lock-Out, Tag-Out Procedure

Prevention of Falls Procedure



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## 11. DOCUMENT HISTORY

	<b>Version No:</b>	<b>Issue Date:</b>	<b>Description of Change:</b>
LGAWCS	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 4.14 & 4.3.2 additional information added to 5.6 & 5.8 new appendices for ECO roles & observers’ checklist; addition of optional elements to Appendix 3.
	4.0	01/11/2018	Updated references, hyperlinks, headers and footers, logos. Made minor adjustments to language as required. Added ‘Evacuation options’, “First-attack firefighting equipment” and “First-response emergency equipment” from As 3745:2010 in Definitions <b>Error! Reference source not found.</b> ; added reference to 4.1.3 added “flood” to 4.2.2b, added detail of Emergency Services Organisation to added detail of evacuation options as per AS 3745:2010 clause 4.2.6.3 to 4.2.2c; revised language for spills kits and fire extinguishers to match AS 3745:2010 in 4.2.2i; and Appendix 4 expanded 4.4.3i; revised 4.6.3 to match AS 3745:2010 clause 3.5.3; revised 4.8.6 to match AS 3745:2010 clause 7.1.(f); revised 4.9.1g & j to match AS 3745:2010 clause 8.1; added 4.10.2d to match As 3745:2010 clause 4.2.3.2; added EPC to 4.11.4c(ii) to align with 4.11.1c; revised Appendix 3 to match AS 3745:2010 clauses 3.5.5, 2.5.6 & 3.5.7.
D.C.O.C.	1.0	Dec 2009	New Document
	2.0	31/5/2013	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	Unknown	Unknown
	4.0	28/10/2013	Unknown
	5.0	18/11/2015	Update to 4.1.1
	6.0	23/7/2019	<i>Minor word changes:</i> should changed to must; emergency plan changed to Workplace Emergency Management Plan; and response procedure or emergency procedure changed to emergency response procedure. <i>Definitions added:</i> Dangerous incident; Emergency Service Organisation; Evacuation options; First attack fire-fighting equipment; First-response emergency equipment; Notifiable incident; Regulator; Serious injury or illness Plus the changes listed in LGAWCS document history. Review period of Procedure changed from 3 to 5 years.



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## 12. APPENDICES

- Appendix 1: Items to take into account during the development of an Emergency Management Plan
- Appendix 2: Emergency plan checklist
- Appendix 3: Minimum elements for an evacuation diagram

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## APPENDIX 1:

### Items to take into account during the development of a Workplace Emergency Management Plan:

- A.** The plan should be facility specific and take into account:
- 1) The size, complexity and features of each facility covered by the plan.
  - 2) Security systems and arrangements.
  - 3) The number, type and composition of workers, occupants, visitors and others at the workplace.
  - 4) The hours of occupancy.
  - 5) The method and process required to notify emergency service organisations at the earliest opportunity.
  - 6) Access to medical treatment and assistance.
  - 7) The nature of the work being carried out at the workplace.
  - 8) The nature of the hazards at the workplace.
  - 9) The impact of external hazards that may affect the health and safety of workers.
- B.** Plan contents should include, but not be limited to:
- 1) The structure and role of the EPC.
  - 2) The fire safety and emergency features of each facility.
  - 3) The structure and responsibilities of the emergency control organisation.
  - 4) The types of emergencies identified as being relevant.
  - 5) Testing of the emergency procedures, including the frequency of testing.
  - 6) Information, training and instruction to relevant workers in relation to implementing the emergency procedures.
  - 7) Emergency response procedures for ECO personnel and workers including personal emergency evacuation plans (PEEPs) for persons with a disability.
  - 8) Evacuation diagrams.
  - 9) 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 (eg 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 (eg 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 (eg 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 (eg 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 (eg fire from restaurant/takeaway food outlets, Q fever from cattle yards)?		
Are emergency practice runs (eg 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: Minimum elements for an evacuation diagram

The following shall be included in each evacuation diagram:

- (a) A pictorial representation of the floor or area,.
- (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.
- (o) Path of travel, which shall be green
- (p) Location of facility, including address, postcode, location of access street(s), nearest cross street and name of facility (if available), either stated in words or pictorially represented.

### 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 as documented in the emergency plan.  
NOTE: For example, emergency telephone numbers, emergency response procedures, fire orders, and procedures for use of lifts in an evacuation during a fire emergency (where regulatory approval has been obtained).
- (g) Specialized evacuation devices, including stairwell evacuation devices, if provided.
- (h) Fire and smoke doors.
- (i) Hydrants, which shall be red.
- (j) Automatic external defibrillator(s) (AED).
- (k) Electrical switchboard location(s).
- (l) Solar power isolation point(s).

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*Diagram with only minimum elements*

The minimum size of the evacuation diagram shall be A4 (i.e.210 mm x 297 mm) with a pictorial representation of the floor area, which shall be as a minimum –

- (a) 200 mm x 150 mm, or
- (b) An area of 30 000 mm<sup>2</sup>

*Diagram with minimum and optional elements*

The minimum size of the evacuation diagram shall be A3 (i.e.297 mm x 420 mm) with a pictorial representation of the floor area, which shall be as a minimum –

- (a) 300 mm x 200 mm, or
- (b) An area of 60 000 mm<sup>2</sup>

Source: Australian Standard AS 3745-2010 (incorporating Amendment Nos 1 and 2):  
Planning for emergencies in facilities, Sections 3.5.5 – 3.5.7

Source: Australian Standard AS 3745-2010: Planning for Emergencies in Facilities, p. 18