

EMERGENCY PROCEDURES

Each individual staff member had the responsibility to familiarize themselves with their location and be aware of:

The most direct means of exit from the building or area

The nominated assembly area of the building or area

The location of any portable fire fighting equipment within the building or area

In case the workplace is subjected to any of the following emergencies:

- Fire
- Chemical spill
- Medical Emergency
- Earthquake or
- Bomb threat

Please comply with the following procedure on the next pages.

EMERGENCY PROCEDURE

1. Assist persons in immediate danger

Only if safe to do so

2. Restrict the danger area (s)

Cease work immediately

If operating equipment or machinery follow normal shutdown procedures

Only if safe to do so

3. Raise the alarm

Notify wardens and first aiders

4. Attend to the emergency

Only if safe to do so

Trained personnel only

Use appropriate emergency action

5. Evacuate to nominated assembly area

Remain clear of danger area

Leave the workplace by the closest exit or follow instructions of wardens

6. Remain at assembly area and ensure everybody is accounted for

Do not leave work site until advised by warden or manager/ supervisor

Do not return to work until authorized by the warden or manager/ supervisor

FIRST AID MEDICAL EMERGENCIES

The Occupational Health and Safety Act specifies that the employer must provide such First Aid facilities that are appropriate having regard to the types of hazards and the number of persons at the workplace. The regulations also specify that, where practicable, persons trained in first aid be available.

First Aid facilities are located near the workshop white board, closest to the door near the entrance to the main office building. Other First Aid facilities are located in the lunch room on top of the cupboard.

If an incident occurs where the employee needs professional first aid help, the first aid warden or manager/supervisor must call an ambulance as soon as possible.

First aid wardens are to assist the employee until the ambulance arrives. Due to Health and Safety regulations, no other employee or employer may assist the injured person unless they are trained in first aid.

