
1. Purpose

The purpose of this procedure is to ensure that plans are in place to minimise the risk of injury in the event of an emergency.

2. Scope

This procedure applies to all Council workplaces and operations.

3. References

1. Australian Standard AS 3745 – Emergency control, organisation and procedures for buildings.
 2. Council's Risk Management Policy and Strategy
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4. Responsibilities

Employees

Employees must be aware of and follow all emergency instructions issued by Wardens.

Managers/Supervisors/Health and Safety Representatives (HSRs)

Managers/Supervisors and HSRs must identify any potential emergency situations for individual work areas by undertaking a Risk Assessment and developing appropriate plans to manage the risk identified.

Building Maintenance Officer

The Building Maintenance Officer must ensure that all relevant emergency equipment is tested and maintained at least every six months (see 5.5).

Human Resources Manager (HRM)

The HRM in conjunction with the Chief Emergency Controller must coordinate the appointment of Wardens and provide and coordinate appropriate training for Wardens.

Wardens

Wardens must ensure that emergency procedures are effectively implemented.

Chief Emergency Controller

The Chief Emergency Controller must ensure that the appropriate number of Wardens are appointed, and that emergency procedures are effectively implemented and regularly reviewed.



Emergency Response Team (ERT)

The ERT is comprised of the Chief Emergency Controller and all Wardens and is responsible for making recommendations to the EMT on emergency procedures.

5. Method

5.1. Emergency Situations

Managers/Supervisors and HSRs must identify potential emergency situations. Examples of potential emergencies include:

- Fire.
- Medical Emergency.
- Bomb Threat.
- Spill of Dangerous Goods.
- Road Accidents.
- Flood.
- Confined Spaces Accident.
- Hold Up.

Note:

Emergencies may occur as a result of operations on adjoining properties.

5.2. Emergency Responsibilities – Appointment of Wardens

Employees shall be appointed as Wardens to manage emergency situations. Wardens shall be appointed for each workplace as considered appropriate by the Chief Emergency Controller.

A method of identifying Wardens in an emergency situation shall be established (eg coloured helmets or arm bands).

_Chief Emergency Controller	White helmet
Warden	Yellow helmet
Assistant Warden	Red helmet
First Aid Officer	Green helmet

Employees shall be notified in writing of the names of all Wardens and identification methods. Notices should be dated and updated on a regular basis by the Chief Emergency Controller.



5.3. Emergency Procedures

Emergency procedures shall be developed by the Emergency Response Team (ERT) to cover each potential emergency situation.

Emergency procedures should be simple and include the following details:

- how to raise the alarm and contact emergency services;
- possible control or containment;
- the signal to evacuate;
- evacuation assembly area; and
- emergency instructions shall be clearly communicated to employees and reviewed on a regular basis.

5.4. Training and Drills

Wardens shall receive appropriate training to carry out their responsibilities. Details of all relevant training and drills shall be recorded in the **Training Register** (see Section 3.05, Attachment 1).

Annual Refresher training will be conducted for ERT

Evacuation and other drills shall be conducted by the ERT at least annually.

5.5. Emergency Systems

The Building Maintenance Officer shall ensure that emergency equipment, exit signs and alarms are tested and maintained on a six monthly basis.

A record of testing and results shall be maintained by the Officer.

6. Related Documents

1. Section 3.05, *Health and Safety Training*
2. *Emergency Procedures Manual -90 Welsford Street – In-Train 2003*
3. *Warden Listing as per relevant staff notice boards and Intranet*