

Emergency planning

Planning for emergencies is vital. It helps prevent injury to people, damage to property and the work environment, as the planning process generally alerts people to potential incidents that can be controlled in advance.

If an emergency occurs, an emergency plans provides a structured approach to manage the situation, so people engaged in dealing with the emergency understand their roles through previously conducted drills and the potential for exposure to further injury is reduced because of well understood procedures.

The attached template is in Word format for you to customise for your site.

1. **AIM:** You may use the standard aim statement provided in the template or edit it to suit your operation's needs.

2. **WHAT:**

Procedure: A template of a standard emergency procedure has been included in this program, you may wish to use this form or you can develop your own procedure/s (Form 9A).

List what potential emergencies may occur at your operation. You should have identified these during your risk management process. Write them in the space provided.

The procedure needs to be placed in the workplace. This should be an obvious location, ideally close to your communication system so contact can be made with emergency services.

Write in the space provided where you are going to place the procedure (it can be posted in more than one location).

For people who work alone, ie the only person at the operation, you need to establish contact procedures for when you arrive and leave the work site and include emergency procedures to be activated if contact is not made within agreed timeframes.

Plan: Draw a site plan of the operation showing all the items listed in the program. This is so workers, visitors and emergency services will be able to find emergency equipment to control a situation (e.g. firefighting equipment), identify areas of high risk or find alternate entry and exit points. A plan similar to Plan 6C could be used, once the emergency features have been included. See example below.

This site plan should be displayed in the workplace. Write where the site plan will be placed.

Write a letter notifying emergency services of the operation (Form 9B) and should be issued to all these services.

In the space provided, nominate the person responsible for sending this letter.

First aid: Each operation must have sufficient people trained to carry out first aid. Remember that if you operate more than one shift there will need to be trained people on each shift.

Document your trained first aid officers on Form 9D. This form is to be displayed next to first aid equipment so injured people will know who to seek in the event of an injury.

Warning systems: Fill in the table in your template about what types of warning systems you have at your operation.

Withdrawal conditions: Decide on an emergency assembly location and nominate a person who will be responsible for taking the visitor's book to the assembly point and determine if all people are accounted for.

3. **WHO:** Nominate a person who will develop the emergency response plan and consult with the workforce.
4. **HOW:** Identify your potential emergencies using a risk-based approach. Consult with the workers and where possible relevant emergency services. After this consultation fill in Form 9A and Plan 9C. Communicate the emergency procedure and plan to the workforce through our induction program and safety meetings. Training in the use of emergency equipment, such as first aid or firefighting equipment will be conducted in Program 14 Training.
5. **WHEN:** To ensure that the procedure can deal with emergencies, an emergency drill should be done. Write down how often a drill is to be held.
6. **ACTION:** Train all employees and contractors in the use of the procedure(s). This should be recorded on your training register (Form 14B).
7. **DOCUMENT CONTROL:** State where the documents are to be filed when completed. Record their details on the 'Document control master list' (Form 3A).

References:

Work Health and Safety Regulation 2011 Clause 42, 43

Work Health and Safety (Mines and Petroleum Sites) Regulation Clause 14(1)(g), 88 to 95,
Schedule 7 Resources Regulator NSW - code of practice *emergency planning for mines*

SafeWork NSW - First aid in the workplace code of practice

Health and Safety in Quarries

Example site emergency plan

