

Checklist: Emergency plans

| | Yes | No |
|---|--------------------------|--------------------------|
| Responsibilities | | |
| Has someone with appropriate skills been made responsible for specific actions in an emergency, for example managing an evacuation or assigning area wardens? | <input type="checkbox"/> | <input type="checkbox"/> |
| Is someone responsible for making sure all workers and others in the workplace, for example contractors, customers and visitors are accounted for in an evacuation? | <input type="checkbox"/> | <input type="checkbox"/> |
| Are contact details updated regularly? | <input type="checkbox"/> | <input type="checkbox"/> |
| Are specific procedures in place for critical functions, for example power shut-downs? | <input type="checkbox"/> | <input type="checkbox"/> |
| Emergency contact details | | |
| Are emergency contact details relevant to the types of possible threats, for example fire brigade, police and poison information centre? | <input type="checkbox"/> | <input type="checkbox"/> |
| Are the emergency contact details displayed at the workplace in an easily accessible location? | <input type="checkbox"/> | <input type="checkbox"/> |
| Do workers working alone know what to do in an emergency? | <input type="checkbox"/> | <input type="checkbox"/> |
| Evacuations | | |
| Have all emergencies requiring an evacuation at the workplace been identified? | <input type="checkbox"/> | <input type="checkbox"/> |
| Has an evacuation procedure been prepared (if applicable)? | <input type="checkbox"/> | <input type="checkbox"/> |
| Does the procedure: | | |
| - address all types of situations and hazards which may arise at the workplace | <input type="checkbox"/> | <input type="checkbox"/> |
| - cover everyone who may be present at the workplace | <input type="checkbox"/> | <input type="checkbox"/> |
| - allow for quick and safe evacuation when needed | <input type="checkbox"/> | <input type="checkbox"/> |
| - clearly identify routes to safe assembly areas consider special assistance for hearing, vision or mobility-impaired people, and | <input type="checkbox"/> | <input type="checkbox"/> |
| - include a process for accounting for persons? | <input type="checkbox"/> | <input type="checkbox"/> |
| Evacuations for a fixed workplace | | |
| Is the evacuation procedure clearly and prominently displayed at the workplace, where practicable? | <input type="checkbox"/> | <input type="checkbox"/> |
| Is there a mechanism, for example a siren or bell alarm for alerting staff of an emergency? | <input type="checkbox"/> | <input type="checkbox"/> |
| - If yes, is it regularly tested to ensure its effectiveness? | <input type="checkbox"/> | <input type="checkbox"/> |
| Is there a documented site plan that illustrates the location of fire protection equipment, emergency exits and assembly points? | <input type="checkbox"/> | <input type="checkbox"/> |
| - If yes, is it posted in key locations throughout the workplace? | <input type="checkbox"/> | <input type="checkbox"/> |
| Are all exits, corridors and aisles readily accessible and kept clear of obstructions? | <input type="checkbox"/> | <input type="checkbox"/> |
| Does the workplace have illuminated exit signs? | <input type="checkbox"/> | <input type="checkbox"/> |

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| Fire protection equipment | | |
| Does the workplace have appropriate fire protection equipment? | <input type="checkbox"/> | <input type="checkbox"/> |
| - Is it suitable for the types of risks at the workplace, for example foam or dry powder type extinguishers for fires that involve flammable liquids? | <input type="checkbox"/> | <input type="checkbox"/> |
| - Is it properly maintained and regularly checked and tested by the local fire authority or fire equipment supplier? | <input type="checkbox"/> | <input type="checkbox"/> |
| - Is the area where the equipment is stored kept clear of obstructions? | <input type="checkbox"/> | <input type="checkbox"/> |
| Are adequate numbers of workers trained to use fire extinguishers? | <input type="checkbox"/> | <input type="checkbox"/> |
| - Do they know what type of extinguisher to use for different types of fires? | <input type="checkbox"/> | <input type="checkbox"/> |
| Extreme weather conditions | | |
| If there is a risk of extreme or dangerous weather conditions, for example bushfire, floods or storms, will the control measures be effective in these conditions? | <input type="checkbox"/> | <input type="checkbox"/> |
| Do emergency procedures accommodate declarations of extreme weather warnings? Examples of extreme weather warnings may include warnings such as a code red in the case of extreme bushfires or categories 3, 4 or 5 for cyclone warnings. | <input type="checkbox"/> | <input type="checkbox"/> |
| - Do declarations of extreme weather warnings in the emergency plan include matters such as: safe exit routes, for example the process for identifying and communicating roads that may be closed? | <input type="checkbox"/> | <input type="checkbox"/> |
| - Do procedures identify the closest designated 'safe place'? | <input type="checkbox"/> | <input type="checkbox"/> |
| - Do procedures accommodate evacuation procedures of the relevant local authorities for example the fire services, SES and police? | <input type="checkbox"/> | <input type="checkbox"/> |
| - Do workers have access to reliable communications equipment? | <input type="checkbox"/> | <input type="checkbox"/> |
| Are workers trained in emergency evacuation and related procedures? | <input type="checkbox"/> | <input type="checkbox"/> |
| If workers travel into areas where extreme weather warnings may be declared, have appropriate policies and procedures been developed for when such declarations are made? | <input type="checkbox"/> | <input type="checkbox"/> |
| Chemical safety | | |
| Are current safety data sheets available for all hazardous chemicals on site? | <input type="checkbox"/> | <input type="checkbox"/> |
| Are all hazardous chemicals labelled and stored in a safe manner? | <input type="checkbox"/> | <input type="checkbox"/> |
| Is appropriate equipment available to initially respond to a chemical incident, for example absorbent material to contain a liquid spill? | <input type="checkbox"/> | <input type="checkbox"/> |
| Is appropriate personal protective equipment and training provided to protect workers who are called on to deal with an unplanned chemical release? | <input type="checkbox"/> | <input type="checkbox"/> |
| First aid | | |
| Has a first aid assessment been conducted? | <input type="checkbox"/> | <input type="checkbox"/> |
| Does the workplace have trained first aiders and suitable first aid facilities? | <input type="checkbox"/> | <input type="checkbox"/> |
| Are workers aware of where first aid facilities are kept and who first aiders are? | <input type="checkbox"/> | <input type="checkbox"/> |

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| Neighbouring businesses | | |
| Have neighbouring businesses been considered if an emergency occurs? | <input type="checkbox"/> | <input type="checkbox"/> |
| - How would they be advised of an emergency situation arises (if applicable)? | <input type="checkbox"/> | <input type="checkbox"/> |
| - Should they be consulted about the preparation and coordination of emergency plans? | <input type="checkbox"/> | <input type="checkbox"/> |
| Have the risks from neighbouring businesses been considered, for example fire from restaurant/takeaway food outlets, Q fever from cattle yards or vehicle accidents on major roads? | <input type="checkbox"/> | <input type="checkbox"/> |
| Post incident follow-up | | |
| Are there procedures in place to notify the relevant regulator about a notifiable incident where necessary? | <input type="checkbox"/> | <input type="checkbox"/> |
| Are there procedures in place to ensure the cause of the emergency is determined and action is taken to prevent a similar incident occurring again? | <input type="checkbox"/> | <input type="checkbox"/> |
| Are there procedures in place to ensure the welfare of workers after an emergency or an incident, for example medical treatment or trauma counselling? | <input type="checkbox"/> | <input type="checkbox"/> |
| Review | | |
| Are emergency plan practice runs undertaken to assess the effectiveness of the emergency plan, for example evacuation drills? | <input type="checkbox"/> | <input type="checkbox"/> |
| Is someone responsible for documenting and retaining the results of emergency plan practice runs? | <input type="checkbox"/> | <input type="checkbox"/> |
| Is someone responsible for reviewing the emergency plan and informing workers of any revisions? | <input type="checkbox"/> | <input type="checkbox"/> |