# 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?  | [ ]  | [ ]  |
| 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?  | [ ]  | [ ]  |
| Are contact details updated regularly? | [ ]  | [ ]  |
| Are specific procedures in place for critical functions, for example power shut-downs? | [ ]  | [ ]  |
| **Emergency contact details**  |  |  |
| Are emergency contact details relevant to the types of possible threats, for example fire brigade, police and poison information centre?  | [ ]  | [ ]  |
| Are the emergency contact details displayed at the workplace in an easily accessible location? | [ ]  | [ ]  |
| Do workers working alone know what to do in an emergency?  | [ ]  | [ ]  |
| **Evacuations**  |  |  |
| Have all emergencies requiring an evacuation at the workplace been identified? | [ ]  | [ ]  |
| Has an evacuation procedure been prepared (if applicable)? | [ ]  | [ ]  |
| Does the procedure: * address all types of situations and hazards which may arise at the workplace
 | [ ]  | [ ]  |
| * cover everyone who may be present at the workplace
 | [ ]  | [ ]  |
| * allow for quick and safe evacuation when needed
 | [ ]  | [ ]  |
| * clearly identify routes to safe assembly areas consider special assistance for hearing, vision or mobility-impaired people, and
 | [ ]  | [ ]  |
| * include a process for accounting for persons?
 | [ ]  | [ ]  |
| **Evacuations for a fixed workplace**  |  |  |
| Is the evacuation procedure clearly and prominently displayed at the workplace, where practicable? | [ ]  | [ ]  |
| Is there a mechanism, for example a siren or bell alarm for alerting staff of an emergency?* If yes, is it regularly tested to ensure its effectiveness?
 | [ ] [ ]  | [ ] [ ]  |
| Is there a documented site plan that illustrates the location of fire protection equipment, emergency exits and assembly points? | [ ]  | [ ]  |
| * If yes, is it posted in key locations throughout the workplace?
 | [ ]  | [ ]  |
| Are all exits, corridors and aisles readily accessible and kept clear of obstructions? | [ ]  | [ ]  |
| Does the workplace have illuminated exit signs? | [ ]  | [ ]  |

|  | **Yes** | **No** |
| --- | --- | --- |
| **Fire protection equipment**  |  |  |
| Does the workplace have appropriate fire protection equipment? | [ ]  | [ ]  |
| * 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?
 | [ ]  | [ ]  |
| * Is it properly maintained and regularly checked and tested by the local fire authority or fire equipment supplier?
 | [ ]  | [ ]  |
| * Is the area where the equipment is stored kept clear of obstructions?
 | [ ]  | [ ]  |
| Are adequate numbers of workers trained to use fire extinguishers? | [ ]  | [ ]  |
| * Do they know what type of extinguisher to use for different types of fires?
 | [ ]  | [ ]  |
| **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? | [ ]  | [ ]  |
| 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. | [ ]  | [ ]  |
| * 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?
 | [ ]  | [ ]  |
| * Do procedures identify the closest designated ‘safe place’?
 | [ ]  | [ ]  |
| * Do procedures accommodate evacuation procedures of the relevant local authorities for example the fire services, SES and police?
 | [ ]  | [ ]  |
| * Do workers have access to reliable communications equipment?-
 | [ ]  | [ ]  |
| Are workers trained in emergency evacuation and related procedures? | [ ]  | [ ]  |
| 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? | [ ]  | [ ]  |
| **Chemical safety** |  |  |
| Are current safety data sheets available for all hazardous chemicals on site? | [ ]  | [ ]  |
| Are all hazardous chemicals labelled and stored in a safe manner? | [ ]  | [ ]  |
| Is appropriate equipment available to initially respond to a chemical incident, for example absorbent material to contain a liquid spill? | [ ]  | [ ]  |
| Is appropriate personal protective equipment and training provided to protect workers who are called on to deal with an unplanned chemical release? | [ ]  | [ ]  |
| **First aid**  |  |  |
| Has a first aid assessment been conducted? | [ ]  | [ ]  |
| Does the workplace have trained first aiders and suitable first aid facilities? | [ ]  | [ ]  |
| Are workers aware of where first aid facilities are kept and who first aiders are? | [ ]  | [ ]  |

|  | **Yes** | **No** |
| --- | --- | --- |
| **Neighbouring businesses** |  |  |
| Have neighbouring businesses been considered if an emergency occurs? | [ ]  | [ ]  |
| * How would they be advised of an emergency situation arises (if applicable)?
 | [ ]  | [ ]  |
| * Should they be consulted about the preparation and coordination of emergency plans?
 | [ ]  | [ ]  |
| 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? | [ ]  | [ ]  |
| **Post incident follow-up** |  |  |
| Are there procedures in place to notify the relevant regulator about a notifiable incident where necessary? | [ ]  | [ ]  |
| 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? | [ ]  | [ ]  |
| Are there procedures in place to ensure the welfare of workers after an emergency or an incident, for example medical treatment or trauma counselling? | [ ]  | [ ]  |
| **Review** |  |  |
| Are emergency plan practice runs undertaken to assess the effectiveness of the emergency plan, for example evacuation drills? | [ ]  | [ ]  |
| Is someone responsible for documenting and retaining the results of emergency plan practice runs? | [ ]  | [ ]  |
| Is someone responsible for reviewing the emergency plan and informing workers of any revisions? | [ ]  | [ ]  |