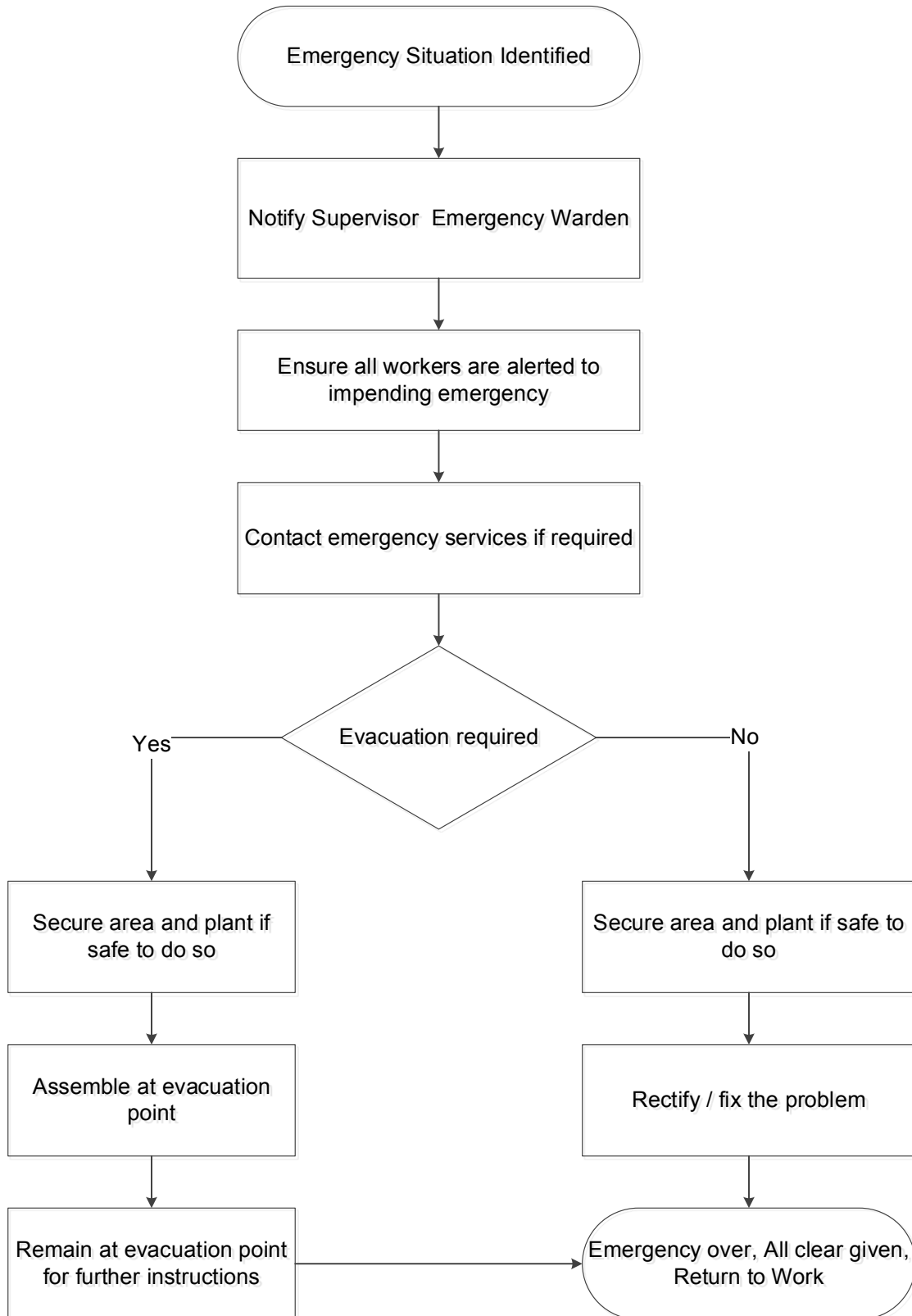


# EMERGENCY PREPAREDNESS AND FIRST AID

## 1.0 SUMMARY / FLOWCHART



## 2.0 RESPONSIBILITY

<b>Organisational Level</b>	<b>Health and Safety Responsibilities</b>
<b>Level 1</b> ( <i>General Manager, Group Directors</i> )	Provide adequate financial and human resources to ensure that emergency plans addressing identified potential emergency situations are clearly documented, implemented, and communicated to workers.
	Provide adequate financial and human resources to ensure the effective operation of Continuity Management Team (CMT) and Emergency Control Organisations (ECO) required by legislation and other requirements.
	Provide adequate financial resources to ensure that at least one member of the CMT, all members of the various ECOs, and First Aiders are trained as required in legislative and other requirements.
	Provide adequate financial resources to ensure that suitable emergency equipment and fire protection equipment is provided, properly located and accessible.
	Provide adequate financial resources to ensure that emergency equipment, fire protection equipment and first aid equipment is inspected periodically and tested, if required.
	Participate in emergency response exercises when required.
<b>Level 2</b> ( <i>Section Manager, Unit Manager / Unit Co-ordinator, Project Manager</i> )	Advise the General Manager and Group Directors of the financial, human and other resources required for the effective operation of this procedure.
	Participate in emergency response exercises when required.
<b>Level 3</b> ( <i>Coordinator within a Unit, Team Leader, Supervisor, Ganger or Leading Hand or Operator</i> )	Advise Management of the financial, human and other resources required for the effective operation of this procedure.
	Participate in emergency response exercises when required.
<b>Level 4</b> ( <i>Team Member, Operator Attendant, Trainee, Apprentice</i> )	Participate in emergency response exercises when required.
<b>Level 5</b> ( <i>Volunteer, Contractor, Other</i> )	Participate in emergency response exercises when required.
<b>Emergency Chief Warden (Pre-emergency) In conjunction with WHS</b>	Maintain a chart of current ECO members and replace ECO members when required.

<b>Unit Manager</b>	Ensure that emergency training and skills retention activities are undertaken at the specified frequencies.
	Ensure emergency plans are maintained and reviewed to ensure the currency of information.
	Attend CMT meetings.
	Attend CMT and Chief Warden training when scheduled.
	Ensure that any Personal Emergency Evacuation Plans are documented, communicated and practised.
	Ensure that designated ECO identification systems are maintained.
<b>Emergency Chief Warden (Emergency)</b>	On becoming aware of an emergency, respond and instigate appropriate action.
	Ensure appropriate Emergency Services are contacted.
	Notify Emergency Wardens. Implement Emergency Response Plans and control entry to affected areas.
	Brief Emergency Services upon arrival.
	Implement actions considered necessary or as directed by the Emergency Services.
<b>Emergency Chief Warden (Post Emergency)</b>	When the emergency incident is rendered safe or the Emergency Service returns control, notify the ECO members to have occupants return to their facility, as appropriate.
	Organise a debrief with ECO members and, where appropriate, with any attending Emergency Service. Compile a report for the CMT and management.
<b>Deputy Chief Warden (Pre-emergency)</b>	Ensure proficiency in the operation of facility communication systems.
	Ensure ECO members are proficient in the operation of communication systems.
	Ensure emergency contact details are current.
	Attend emergency training and exercises when scheduled.
<b>Deputy Chief Warden (Emergency)</b>	Confirm the appropriate emergency services have been contacted.
	Contact members of the ECO.
	Act as directed by the Chief Warden.

<b>Deputy Chief Warden (Post-emergency)</b>	Collate records of events during the emergency for the debrief and ensure they are secured for future reference.
<b>Floor / Area Wardens (Pre-emergency)</b>	Confirm sufficient wardens for area of responsibility.
	Co-ordinate the completion of Personal Emergency Evacuation Plans.
	Report any deficiencies in emergency equipment.
	Ensure occupants of the area are aware of the identity of their wardens.
	Coordinate safety practices, for example, maintenance of clear egress paths, clear access to fire-fighting equipment, and disposal of rubbish.
	Attend training and exercises when scheduled.
	Ensure personal ECO identification is available.
<b>Floor / Area Wardens (Emergency)</b>	Implement Emergency Response Procedures for the area.
	Direct wardens to check the area for any abnormal situation.
	Evacuate area if situation warrants this or when instructed.
	Confirm that the activities of wardens have been completed and report this to the Emergency Chief Warden or a senior officer of the attending Emergency Services if the Emergency Chief Warden is not contactable.
<b>Floor / Area Wardens (Post-emergency)</b>	Compile a report of the actions taken during the emergency for the debrief.
<b>Area Wardens (Pre-emergency)</b>	Ensure occupants are aware of emergency response procedures.
	Carry out safety practices, for example, clear access paths, clear access to fire-fighting equipment, and remove rubbish.
	Ensure personal ECO identification is available.
	Attend training and exercises when scheduled.
<b>Area Wardens (Emergency)</b>	Operate the communication system(s) in place.
	Check that any fire doors and smoke doors are properly closed. Close or open other doors in accordance with the emergency response procedures.

	Search the floor or area to ensure all people have evacuated.
	Ensure orderly flow of people into protected areas, for example, stairways.
	Assist occupants with disabilities.
	Report status of required activities to the chief warden on their completion
<b>Area Wardens (Post-emergency)</b>	Compile a report of the actions taken during the emergency for the debrief.
<b>First Aiders</b>	Provide appropriate first aid treatment to injured or ill persons.
	Seek medical assistance when the assessment of the injured or ill person indicates that medical treatment or hospitalisation may be required.
	Ensure that first aid kits within their area of control are inspected, restocked and maintained in a fully serviceable condition.
	Conduct checks of stock levels and ensure only authorised stock (i.e. no medications, including headache medications, creams, lotions or other products whose sterility cannot be maintained - antiseptic creams) is stored in the kits.

### 3.0 PURPOSE & SCOPE

#### 3.1 PURPOSE

- 3.1.1 The primary purpose of this Emergency Preparedness and First Aid procedure is to define processes to be followed to ensure the health and safety of all occupants of Shoalhaven City Council's (SCC) facilities and workplace in the event of an emergency.
- 3.1.2 To define the processes for the identification and assessment of potential emergency situations that may arise at each SCC facility or workplace and the identification of first aid requirements to be implemented to allow an effective response to an emergency, where first aid is appropriate.
- 3.1.3 This procedure defines the requirements for:
  - 3.1.3.1 the allocation of responsibilities and authorities for the control of emergency situations to nominated individuals, and the communication of these arrangements to all workers and visitors at the facility or workplace.
  - 3.1.3.2 the training in and practice of emergency response appropriate to the individual's assigned emergency

- management responsibilities and the level of risk of an emergency at the facility or workplace.
- 3.1.3.3 the processes for the assessment of the suitability, location and accessibility of emergency equipment by competent persons.
- 3.1.3.4 the processes for the periodic inspection, testing and maintenance of emergency, fire protection equipment, exit and emergency lighting, signage, alarm systems, and first aid related equipment.

### 3.2 SCOPE

- 3.2.1 This procedure applies to all SCC workers, visitors within any SCC facility or designated workplace, whether Council owned, managed, or otherwise.
- 3.2.2 Where SCC shares responsibility for a facility or workplace with another Person Conducting a Business or Undertaking (PCBU), SCC workers will comply with and contribute to the requirements of the emergency plans and first aid arrangements established by the controller of the site.

## 4.0 PROCEDURE

### 4.1 FIRST AID PROGRAM

- 4.1.1 SCC will implement the First Aid Program at each facility, building and workplace/s that fulfils the following requirements.

<b>First Aid Program</b>	
<b>Procedure guiding the Program</b>	P23 Emergency Preparedness and First Aid
<b>Compliance Requirements</b>	WHS Regulation 2011 Clause 42 First Aid in the Workplace Code of Practice 2014 National Self-Insurer OHS Audit Tool 2014 Criterion 3.11.7
<b>Resource Providers</b>	Group Directors, Section and Unit Managers
<b>Physical Resources</b>	First aid kits, signs, facilities and equipment required for the workplace as determined by a Site First Aid Risk Assessment, using P23.F03 First Aid Requirements Assessment.
<b>Human Resources</b>	First Aiders required for the workplace as determined using P23.F03 First Aid Requirements Assessment.
<b>Competency Requirements</b>	All First Aiders will have current Apply / Provide / Senior First Aid certificate from a nationally accredited training course or an equivalent level of training that has given them the competencies required to administer first aid.  First Aid rooms should be maintained by a trained occupational first aider that holds a current Manage First Aid in the Workplace

	(Occupational First Aid) Certificate from an accredited Registered Training Organisation (RTO).
<b>Responsibilities</b>	Managers are responsible for implementing the first aid program in their Group, Section or Unit. First Aiders are responsible for completing their first aid duties.
<b>Timetable</b>	First aid provisions will be checked at each fixed workplace in accordance with P20 Inspection, Testing and Monitoring First aid kits will be checked using the supplier’s contents list at least annually.
<b>Reporting and Review</b>	Workplace Inspection Checklists and First Aid Kit Checklists will be submitted to the WHS Risk Unit.(relevant WHS committee) The WHS Risk Unit arranges First Aid Risk Assessments of all sites to review first aid arrangements at least every 5 years.

## **4.2 IDENTIFICATION OF POTENTIAL EMERGENCY SITUATIONS AND FIRST AID REQUIREMENTS**

- 4.2.1 Establishment of a Continuity Management Team (CMT)
  - 4.2.1.1 The CMT will perform the role of the Emergency Planning Committee (EPC) as detailed in AS 3745-2010 Planning for Emergencies in Facilities
  - 4.2.1.2 The composition of the CMT will be documented in the SCC Business Continuity Management Plan.
  - 4.2.1.3 The CMT will consist of management representatives, the Chief Warden and other stakeholder representatives, if required.
- 4.2.2 CMT Meetings
  - 4.2.2.1 CMT Meetings will be conducted at least annually.
  - 4.2.2.2 The frequency of these meetings will be documented within each facility or workplace Emergency Plan.
  - 4.2.2.3 CMT meetings will be minuted.
  - 4.2.2.4 Records of CMT Meetings will be maintained in accordance with the requirements of P04 Document Control and Safety Records.
  - 4.2.2.5 Minutes of the meetings will be readily accessible.
- 4.2.3 Identification and Assessment of Potential Emergency Situations and First Aid Requirements
  - 4.2.3.1 The CMT along with ECO will identify potential emergency situations for each SCC facility, workplace or groups of workplaces considering the characteristics of and the work undertaken within the facility or workplace.
  - 4.2.3.2 The potential emergency situations identified and the assessment of each situation will be documented in Site Emergency Procedures Manuals for individual facilities.

- 4.2.3.3 The first aid requirements for each facility or workplace will be identified and documented using P23.F03 First Aid Requirements Assessment. The First Aid requirements will be determined considering the hazards within the workplace, and the injury / illness history of the workplace, with the following outcomes:
- a) the number of first aiders required
  - b) the level of first aid training required
  - c) the number and locations of first aid kits
  - d) the types and quantities of first aid equipment and consumables required
  - e) any special requirements, such as antidotes
  - f) the provision of eyewash facilities and safety showers.
- 4.2.3.4 Records of Emergency Situation Assessments and First Aid Assessments will be maintained in accordance with P04 Document Control and Safety Records.

### **4.3 ESTABLISHMENT OF EMERGENCY PLANS AND FIRST AID PLANS**

#### 4.3.1 Emergency Plans

- 4.3.1.1 The CMT, in consultation with managers and workers, will ensure that a detailed Emergency Plan is established and documented for each facility or workplace or group of workplaces.
- 4.3.1.2 Emergency Plans, either prepared by SCC, or by a competent organisation, will reflect the relevant statutory requirements including, but not limited to, the requirements of the Work Health and Safety Act and Regulation, and AS 3745 Planning for Emergencies in Facilities.
- 4.3.1.3 At a minimum Emergency Plans will include the following information:
- a) A clear statement of the purpose and scope
  - b) Information on the structure and purpose of the CMT
  - c) Identification of the facility or workplace or group of workplaces to which the plan applies
  - d) Descriptions of the fire safety and emergency features of the facility or workplace/s
  - e) the relevant organisational arrangements for the facility or workplace/s
  - f) Separate sections for:
    - i. the emergency identification outcomes
    - ii. the emergency response procedures



- iii. the evacuation diagram
      - iv. the training requirements
    - g) A statement of the extent of distribution of the emergency plan or excerpts from the emergency plan
    - h) A record of distribution, including where Personal Emergency Evacuation Plan (PEEPs) for people with disabilities are held
    - i) Details of the hours of occupancy of the facility or workplace/s
    - j) the CMT nominated validity period for the emergency plan
    - k) The date of issue or amendment date on each page of the emergency plan.
  - 4.3.1.4 Emergency Plans will document the required emergency response procedures corresponding to the emergency situations identified as relevant to the facility or workplace/s.
- 4.3.2 Emergency Response Procedures
  - 4.3.2.1 The CMT will ensure that Emergency Response Procedures are established and implemented for each of the potential emergency situations or “threats” and emergency level assessed as relevant to the facility or workplace/s.
  - 4.3.2.2 Emergency Response Procedures, applicable to each facility or workplace/s, will be documented, either within the Emergency Plan or as an appendix to the Plan.
  - 4.3.2.3 Emergency Response Procedures, either prepared by SCC or by a competent organisation, will reflect the relevant statutory requirements including, but not limited to, the Work Health and Safety Act and Regulation, AS 3745 Planning for emergencies in facilities, and any other relevant Australian Standards including, but not limited to, AS 1940 The storage and handling of flammable and combustible liquids.
  - 4.3.2.4 Where “threats” are of “high” risk and require response by specialists, ECO will be established and trained at each facility or workplace.
- 4.3.3 First Aid Plans
  - 4.3.3.1 The CMT, in consultation with managers and workers, document a P23.F03 First Aid Requirements Assessment for the facility, building or workplace/s.
  - 4.3.3.2 The First Aid Requirements Assessment will clearly document the First Aid requirements for the facility, building or workplace/s. The First Aid Requirements Assessment will be made available to all workers.

- 4.3.3.3 The plan will be reviewed annually or when a change to the layout or hours of work of the workplace occurs. The review of the assessment will include the following:
- a) An assessment of first aid requirements will be undertaken in accordance with current legislative and other requirements.
  - b) Whilst dressings, bandages, etc. may form part of the general supplies, there will be designated first aid kit(s) located in areas readily accessible to workers.
  - c) Emergency Eye Wash/Shower Facilities are required in work areas associated with particular hazards or potentially hazardous work processes where eye injuries or physical contamination may occur.
  - d) First Aiders are to assess and provide initial first aid.
  - e) Should further treatment be required the injured worker is to be referred to either a medical practitioner or the local hospital.
  - f) All workers will report workplace injuries to their Supervisor / Manager as soon as practicable following injury and report through SCC process and complete an incident report.
  - g) SCC will ensure adequate numbers of trained First Aiders as well as the other required resources.
  - h) The names and contact details of the First Aiders for each permanently occupied workplace will be communicated on each WHS Noticeboard.

#### 4.4 REQUIREMENTS FOR THE EMERGENCY CONTROL ORGANISATION (ECO)

- 4.4.1 The CMT will determine the structure and composition of the Emergency Control Organisation (ECO) applicable to each facility or building as per the requirements of AS 3745 Planning for Emergencies in Facilities.
- 4.4.2 The ECO will consist of an Emergency Chief Warden, as a minimum, and the following roles where deemed necessary by the CMT:
- 4.4.2.1 Deputy Chief Warden
  - 4.4.2.2 Floor / Area Wardens and Deputies.
- 4.4.3 The CMT will determine the number of ECO members with consideration of the following:
- 4.4.3.1 The size of the facility, floor or area
  - 4.4.3.2 The number of occupants and visitors

- 4.4.3.3 The installed occupant warning system
- 4.4.3.4 The fire equipment and life safety features of the facility or building.
- 4.4.4 SCC facilities or buildings assessed as requiring an Emergency Control Organisation (ECO) will have this organisation implemented and documented within the relevant Emergency Plan.
- 4.4.5 The members of the ECO will be identified during emergency events or exercises by the wearing of coloured hats as specified in the following table:

<b>ECO Identification</b>	
<b>ECO Position</b>	<b>Colour</b>
Emergency chief warden	White
Deputy chief warden	White
Floor / Area Warden	Red
First aid officers	White cross on a green background

#### **4.5 INDEMNITY FOR ACTIONS**

- 4.5.1 Emergency Wardens and First Aiders undertaking their duties, at SCC, in accordance with their training and in compliance with WHS Management System requirements will be fully indemnified by SCC for their actions.

#### **4.6 COMMUNICATION OF EMERGENCY ARRANGEMENTS**

- 4.6.1 Workers and Visitors
  - 4.6.1.1 The Emergency Plan applicable to a facility or workplace/s will be made accessible to all workers at the facility or workplace/s.
  - 4.6.1.2 Emergency arrangements will be communicated to new workers during inductions and to existing workers during refresher training.
  - 4.6.1.3 The sections of the Emergency Plan relevant to contractors and visitors will form part of contractor and visitor inductions.
  - 4.6.1.4 The general public will be directed as required by wardens in the event of an emergency.
  - 4.6.1.5 Emergency Plans will be available on SCC intranet.
- 4.6.2 Emergency Services

- 4.6.2.1 Provide emergency plans and information regarding hazards within the facility, building or workplace/s to emergency services.

#### **4.7 EVACUATION DIAGRAMS**

- 4.7.1 As a minimum, evacuations diagrams will be made available on each floor of the facility or building. Evacuation diagrams will comply with the requirements specified within AS 3745 Planning for Emergencies in Facilities.

#### **4.8 IDENTITIES OF ECO MEMBERS INCLUDING FIRST AIDERS**

- 4.8.1 The identities of members of the Emergency Control Organisation applicable to the facility or building or workplace will be communicated by the following mechanisms:
  - 4.8.1.1 Inductions conducted for new and existing workers
  - 4.8.1.2 Inductions conducted for visitors
  - 4.8.1.3 Identities and contact details posted on WHS Noticeboards
  - 4.8.1.4 Identities and contact details on SCC intranet.

#### **4.9 PERSONAL EMERGENCY EVACUATION PROCEDURES (PEEPS)**

- 4.9.1 Where a person, ordinarily at the facility or workplace, requires special assistance in an emergency a Personal Emergency Evacuation Procedure (PEEP) will be documented and implemented.
- 4.9.2 Persons requiring assistance in an emergency may include persons who are vision or mobility impaired.
- 4.9.3 The PEEP will be used to identify the location of the person, and any issues to be considered in the event of an evacuation.
- 4.9.4 The PEEP will be developed in consultation with the “subject” person and retained by the Chief Warden for communication to members of the ECO; specifically wardens in the person’s usual work area.
- 4.9.5 Personal Emergency Evacuation Procedures (PEEPs) will be documented using P23.F02 Personal Emergency Evacuation Plan Template.

#### **4.10 EMERGENCY RESPONSE EXERCISES**

- 4.10.1 A program of specific emergency response exercises will be developed for each facility, building or workplace, including a program of evacuation exercises.

- 4.10.2 Emergency response exercises may be conducted either as a partial emergency response exercise or a total emergency response exercise covering the entire facility.
- 4.10.3 All areas of the facility will participate in at least one emergency response exercise every 12 months.
- 4.10.4 The ECO will be given a briefing when planning any emergency response exercise.
- 4.10.5 An emergency evacuation observer’s checklist will be completed for the facility where the evacuation exercise takes place. The observations made by the observer will be recorded P23.F04 Evacuation Drill Records.
- 4.10.6 Immediately after an emergency response exercise, the ECO will attend a debriefing session conducted by the Emergency Chief Warden. The completed Emergency Evacuation Observer’s Checklists will be analysed during the debriefing session and any deficiencies reported to the CMT.

**4.11 LOCATION, SUITABILITY AND ACCESSIBILITY OF EMERGENCY EQUIPMENT**

- 4.11.1 The suitability, location and accessibility of any emergency equipment including, but not limited to, fire hose reels, fire extinguishers and fire blankets, will be assessed by competent persons prior to the occupation of a new SCC building or extensions to an existing building.
- 4.11.2 The resultant Fire Safety Schedule and Fire Safety Certificate will be lodged with the NSW Fire Brigade, and a copy displayed prominently within the building. Fire safety compliance will be assessed annually by a competent person and records filed in accordance with the requirements of P04 Document Control and Safety Records.

**4.12 INSPECTION AND TESTING OF EMERGENCY EQUIPMENT**

- 4.12.1 Emergency and fire protection equipment, emergency exit signs and alarm systems will be inspected and tested as specified within P20 Inspection, Testing, and Monitoring.
- 4.12.2 Inspections and tests will be undertaken by competent persons. Records of service provider’s qualifications and certifications will be maintained in accordance with P04 Document Control and Safety Records.

**4.13 IMPAIRMENT OF EMERGENCY EQUIPMENT**

- 4.13.1 The Emergency Chief Warden will be advised of any emergency equipment to be removed from service for repairs or maintenance.
- 4.13.2 If the duration of the repairs or maintenance is to carry over into the next day or be of longer duration, and the equipment cannot be

placed back into temporary service, the Controller of the Site and the Emergency Chief Warden will be notified.

- 4.13.3 The Controller of the Site will notify the relevant insurer to ensure that all insurance provisions are covered.
- 4.13.4 The Emergency Chief Warden will ensure that the emergency services and the members of the ECO are notified of any additional requirements or changes to emergency plans arising from the impairment of emergency equipment, effective until the equipment is returned to normal service.

#### **4.14 EMERGENCY RESPONSE TRAINING**

- 4.14.1 Training in Emergency Management and Response will be provided in accordance with AS 3745-2010 Planning for Emergencies in Facilities. The following training will be provided:
  - 4.14.1.1 Chief Warden Training for the Chief Warden and Deputy Chief Warden
  - 4.14.1.2 Warden Training for all members of the ECO
  - 4.14.1.3 Emergency induction for facility occupants.
- 4.14.2 Emergency related training will be delivered by suitably qualified and competent instructors.

#### **4.15 EMERGENCY RESPONSE SKILLS RETENTION**

- 4.15.1 ECO members, including nominated deputies, will attend a skills retention activity at intervals not greater than 6 months.
- 4.15.2 Skills retention activities will—
  - 4.15.2.1 be determined by the ECO, based on the specific requirements for the facility and its emergency plan;
  - 4.15.2.2 include revision of roles and responsibilities as set out in the emergency response procedures; and
  - 4.15.2.3 include instruction on the operation of the communications system (if installed).
  - 4.15.2.4 Skills retention activities will also include, but not necessarily be limited to, desktop exercises and evacuation exercises for the ECO.
- 4.15.3 Occupant skills retention
  - 4.15.3.1 In workplaces, occupants will participate in skills retention activities at intervals not greater than 12 months, to enable them to act in accordance with the emergency response procedures.
  - 4.15.3.2 Occupants' skills retention activities will address the following:
    - 4.15.3.2.1 Responding to alarms and reports of emergencies.

- 4.15.3.2.2 Personal emergency evacuation plans, where these are in place.
- 4.15.3.2.3 Procedures for specific emergencies as contained in the emergency response procedures.
- 4.15.3.2.4 The identification of ECO members.
- 4.15.3.3 Occupant skills retention may be delivered by various methods (e.g., verbal, classroom, diagrams and online).

#### **4.16 FIRST AID TRAINING**

- 4.16.1 All First Aiders will have current Apply / Provide / Senior First Aid certificate from a nationally accredited training course or an equivalent level of training that has given them the competencies required to administer first aid.
- 4.16.2 First Aid rooms should be maintained by a trained occupational first aider that holds a current Manage First Aid in the Workplace (Occupational First Aid) Certificate from a Registered Training Organisation (RTO).

#### **4.17 RECORDS**

- 4.17.1 Emergency and first aid records will be kept and maintained in accordance with the requirements documented within P04 Document Control Safety Records.
- 4.17.2 Records created due to the operation of this procedure will include the following:
  - 4.17.2.1 Records of discussions and agreement with PCBUs, where the responsibilities for emergency preparation, emergency response and the provision of first aid are shared or allocated to a PCBU other than SCC
  - 4.17.2.2 Records of interaction with relevant emergency services, documenting the communication of emergency plans and site hazards prior to them attending a SCC controlled facility, building or workplace, in the event of an emergency
  - 4.17.2.3 Records of emergency and first aid training and skills retention activities and exercises;
  - 4.17.2.4 Minutes from i.e. toolbox/ local/ Work Safety Committee meetings, etc. demonstrating workers involvement in the development of emergency plans and first aid plans, and have been informed of procedures and any proposed amendments.

**5.0 REFERENCES & ASSOCIATED DOCUMENTS**

- 5.1** WHS Act 2011
- 5.2** WHS Regulations 2011
- 5.3** First Aid in the workplace: Code of practice 2014
- 5.4** AS 3745-2010 Planning for emergencies in facilities
- 5.5** National Self-Insurer OHS Audit Tool 2014
- 5.6** P04 Document Control and Safety Records
- 5.7** P20 Inspection, Testing and Monitoring
- 5.8** P23.F01 AED Health Check Template
- 5.9** P23.F02 Personal Emergency Evacuation Plan Template
- 5.10** P23.F03 First Aid Requirements Assessment
- 5.11** P23.F04 Evacuation Drill Records
- 5.12** P23.F05 First Aid Treatment & Inspection Register



**APPENDIX 1            DEFINITIONS**





<b>Area Warden</b>	The generic name given to nominated personnel who fulfil roles within the Emergency Control Organisation. They take charge of a work area or set of offices and wear a RED Hat / Safety Helmet.
<b>Assembly Area</b>	A safe location which evacuees will proceed to in the event of an evacuation.
<b>Emergency Chief Warden</b>	Is the controller in the event of an emergency and wears a WHITE Hat / Safety Helmet. If the Emergency Chief Warden is not available then the Deputy Chief Warden stands in and they too wear a WHITE Safety Helmet. The Emergency Chief Warden is in control of the Emergency Floor Wardens / Emergency Area Wardens.
<b>COITS</b>	Council’s Own Inspection and Testing System.
<b>Continuity Management Team CMT</b>	The collective name given to managers and workers that will implement the oversee the Emergency Response Plan and will implement the Business Continuity Plan once the workplace emergency is resolved.
<b>Deputy Chief Warden</b>	Ensures the Emergency Control organisation is kept informed of the site requirements and wears a WHITE Safety Helmet.
<b>Emergency Control Organisation ECO</b>	The collective name given to workers that perform Warden and other emergency-related roles.
<b>Emergency</b>	An emergency is defined as an incident that could: <ul style="list-style-type: none"> <li>• Jeopardise the safety of or traumatise persons on or near the site.</li> <li>• Result in significant damage to property or equipment on the site.</li> <li>• Significantly disrupt normal site operations.</li> </ul>
<b>Emergency Incident</b>	Types of incidents that emergency procedures should be activated may be: <ul style="list-style-type: none"> <li>• Air Supply Contamination.</li> <li>• Armed Hold Up.</li> <li>• Assault.</li> <li>• Bombs / Threat or Packages.</li> <li>• Chemical Spills.</li> <li>• Civil Disorder / Demonstration / Illegal Occupancy.</li> <li>• Fire / Building &amp; Site Evacuation.</li> <li>• Flooding / Storms.</li> <li>• Gas Leak.</li> <li>• Hostage Siege.</li> <li>• Medical Emergency.</li> </ul>

	<ul style="list-style-type: none"> <li>• Motor Vehicle Accident.</li> <li>• Power failure / Power intruder.</li> <li>• Seismic Disturbance.</li> <li>• Suspicious mail package.</li> <li>• Tsunami</li> <li>• Water supply contamination / interruption.</li> <li>• Water leaks.</li> <li>• Written or taped threats.</li> </ul>
<b>Emergency Plan</b>	The documentation of the arrangements for a facility. It consists of the preparedness, prevention and response activities and includes the agreed emergency roles, responsibilities, strategies, systems and arrangements.
<b>Emergency Planning Committee EPC</b>	Also known as the Continuity Management Team (CMT) as detailed in P23 Emergency Preparedness and First Aid section 4.2.
<b>Floor Warden</b>	A nominated person who takes charge of their particular area in the event of an emergency. (May be for an entire level / floor. Wears a RED Hat / Safety Helmet.
<b>First Aid</b>	The immediate treatment or care given to a person suffering an injury or illness until more advanced care is provided or the person recovers.
<b>First Aid Equipment</b>	First aid kits and other equipment used to treat injuries or illnesses.
<b>First Aid Facilities</b>	First aid rooms, health centres, clean water supplies and other facilities needed to administer first aid.
<b>First Aider</b>	Is First Aid qualified and wears a GREEN Hat / Helmet.
<b>Nominated First Aider</b>	A person who holds a current First Aid Certificate issued after successful completion of a SafeWork approved First Aid Course, and is nominated to administer first aid to injured workers.
<b>Personal Emergency Evacuation Plan (PEEPs)</b>	An individualised Emergency Plan designed for an occupant with a disability who may need assistance during an Emergency.

APPENDIX 2 EMERGENCY WARDEN AND FIRST AIDER CONTACTS

SITE NAME: .....

SITE ADDRESS: .....

 <p><b>Emergency Warden/s</b></p>	
 <p><b>Nominated First Aider/s</b></p>	

**\*NOTE:** this appendix is a guide of what is required as a minimum for a Warden/First Aider list. This list **must** contain:

1. The site name
2. Each member of the Emergency Contacts:
  - a. Detailing their role, warden, first aider etc.
  - b. A photo
  - c. Contact details, phone number
  - d. For more complex sites their area of responsibility

If you need any assistance, please contact the WHS Risk Unit