

SAFETY PROCEDURE

HEALTH AND SAFETY MANAGEMENT PROCEDURE FOR EMERGENCY PREPAREDNESS

TABLE OF CONTENTS

1. APPROVAL	3
2. PURPOSE	4
3. SCOPE	4
4. TERMS AND DEFINITIONS	4
5. ROLES AND RESPONSIBILITIES	4
6. PROCEDURES	5
6.1. Emergency Preparedness Overview	5
6.1.1. Emergency Preparedness Process Flowchart	
6.2. Workplace Specific Inductions/Visitor Briefing	
6.3. Establishing and Controlling an Emergency Situations	
6.4. Emergency Exercises	7
6.5. Emergency Alarms and Assembly Points	7
6.6. Emergency Response with External Resources	7
6.7. General Fire Prevention	7
6.8. Fire Fighting Equipment	8
6.9. Fire Fighting Equipment Plan	8
6.10. Provision of First Aid	8
6.11. First Aid Attendant Training	8
6.12. Fire Wardens	9
6.13. Dangerous Goods and Hazardous Materials	9
6.14. Maintenance	9
6.15. Testing of Equipment	9
6.16. Fire Extinguisher Training	9
6.17. Emergency Eye Wash Stations	10
6.18. Emergency Evacuation Procedures	10
6.19. Emergency Response Team	10
6.20. Emergency Response Plan	11
6.21. Emergency Response Procedures	11
7. RECORDS, PROCEDURES, FORMS AND DOCUMENTS	11
8. REVIEW CRITERIA	12
9. RECORD MANAGEMENT	12
10. REFERENCES	12

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1. APPROVAL

Document Control

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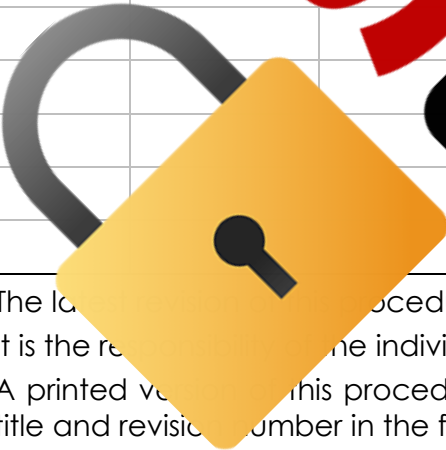
This procedure is reviewed to ensure its continuing relevance to the systems and processes that it describes. A record of contextual additions or omissions is given below.

Amendment Record

Version	Date	Context	Section	Summary of amendments
1.0	Insert Date	To ensure resources are available and prepared in the event of an emergency.	A	Original

The latest version of this procedure is on **Insert Your Company** intranet site. It is the responsibility of the individual to ensure that any hardcopy is the current revision. A printed version of this procedure is uncontrolled, except when provided with a document title and revision number in the field below and marked as 'Controlled Copy'.

Document Title:	Emergency Preparedness		Rev:	1.0
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2. PURPOSE

The purpose of this procedure is to establish the requirements for protecting workers against the hazards associated with emergencies that may occur at **Insert Your Company** workplaces. The procedure prescribes resources and measures to follow to minimize the negative impacts of an emergency on people, assets and the environment.

3. SCOPE

This procedure outlines the guidelines for the provision and maintenance of emergency response capabilities, including (but not limited to):

- Emergency facilities – first aid and fire-fighting.
- Emergency response personnel – competent workers, contractors, etc.
- Emergency resources.

4. TERMS AND DEFINITIONS

Term	Definition
Designated Assembly Area	For the site or a part of the site, means a place of safety where workers, visitors, contractors, etc. are assembled in the event of an emergency. The location of the assembly area is defined in the site's fire and evacuation plan.
Emergency	An accident or incident or occurrence (such as fire, flood, storm, earthquake, explosion, terrorist act, accident, epidemic or pandemic) which causes or threatens to endanger, the safety or health of persons or animals, or which causes or threatens to destroy or damage property. <ul style="list-style-type: none"> • Is a situation that requires a significant coordinated response.
Evacuation	For the site, means instructions about: <ul style="list-style-type: none"> • The location of the safety reference points for the site; and • The procedures for evacuating the site safely in the event of an emergency.

5. ROLES AND RESPONSIBILITIES

Managers are responsible for: