**EMERGENCY PLANS CHECKLIST**

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|  | **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?
* Do workers working alone know what to do in an emergency?
* Are specific procedures in place for critical functions, for example power shutdowns?
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| **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?
* Are contact details updated regularly?
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| **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?
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| **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?
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| **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?
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| **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?
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| **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?
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| **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?
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| **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?
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| **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?
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| **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?
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