

QSCU OHS&R MANAGEMENT SYSTEM

PROCEDURE 11 – Emergency Plans

1. PURPOSE

This procedure defines requirements for the development of an effective site emergency plan.

2. MANDATORY REQUIREMENTS

1. Each site shall develop a formal emergency response program appropriate to the level of risk from the site taking into consideration:
 - The scope; the program shall identify and address all reasonably foreseeable on and off site emergencies which could arise from the companies operations and where applicable shall consider their impact on nearby sites,
 - The significant hazards arising from the companies operations and where applicable, hazards from neighbouring facilities and their associated level of risk,
 - Methods to combat foreseeable emergencies (including bomb threats),
 - The resources required to respond to emergencies and identification of the resources which are best provided by the company and those which will be provided by external agencies,
 - Communication requirements and potential barriers to communication during emergencies,
 - Emergency training requirements,
 - Who needs to be notified of emergencies and the required time of notification,
 - Provision of First Aid,
 - Investigation, recording and reporting the results of investigations
2. The Emergency Procedure and Plan shall be maintained under document control and shall be reviewed at appropriate intervals.
3. Where applicable, copies of the Emergency Plan and/or other required documentation shall be provided under document control to external support agencies and statutory authorities.
4. All personnel (including contractors and visitors) shall be provided with relevant information or training in the site emergency procedure requirements. Information or Training shall be provided prior to access to site and shall be repeated at suitable intervals.
5. Emergency response equipment shall be registered and shall be maintained, inspected and tested at defined intervals in compliance with local legislation. Where applicable, the frequency, authority performing the inspection and testing and records of inspection and testing shall be retained in accordance with legislative requirements.
6. OHS&R training records shall be retained indefinitely.

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7. Regular reviews of this procedure shall be conducted to ensure compliance with the mandatory requirements.

3. RESPONSIBILITIES

Responsible Manager

Ensure compliance with this procedure

4. REFERENCE DOCUMENTATION

- A. AUSTRALIAN AND NEW ZEALAND OHS&R LEGISLATION