

EMERGENCY PROCEDURES CHECKLIST

As part of your responsibility to ensure the safety of people in your workplace, you must make arrangements for a safe and rapid evacuation in case of an emergency. This checklist will help you develop emergency procedures. You should involve your workers in developing these procedures. If you share your workplace or worksite with other businesses, you can use the checklist to co-ordinate your emergency response with them.

If you mark any NO box on the checklist, you need to take action to make your workplace safer.

Date checklist completed:

Date checklist to be reviewed:

(annually or when there is a change to the workplace)

Name of person who completed checklist:

Position title:

Company/workplace:

Identifying emergencies

Have you identified emergencies that may require an evacuation (eg fire explosion, chemical spills, bomb threat)? Yes No

Responsibility

Have you nominated someone to be responsible for managing an evacuation? Yes No

Signals to evacuate

Do you have a process in place for signalling an emergency evacuation? Yes No

Evacuation procedure

Have you identified how people should evacuate the workplace, including how and where to? Yes No

Do you have an assembly place after evacuation? Yes No

Have you identified how people should be accounted for? Yes No

Have you established an "all-clear" signal and re-entry procedures? Yes No

Your emergency procedures

Are emergency procedures prominently displayed in your workplace? Yes No

Are all workers aware of and trained in emergency procedures? Yes No

Are regular evacuation drills carried out? Yes No

Are emergency exits marked and clear of obstructions? Yes No

Emergency and first aid equipment

Are fire extinguishers clearly marked and regularly checked and maintained? Yes No

Are first aid provisions (including appropriately-trained first aid staff) available? Yes No

Are workers aware of where first aid provisions are kept and who first aid staff are? Yes No