

Safety management

CH 0017

Emergency procedures checklist >

Item	Yes	No	N/A	Issue /Action taken	Person responsible	Start and Completion Dates
1. Have emergency procedures in consultation with workers been developed for the workplace? Are all areas of the business considered?						
2. Have enough responsible people been appointed and trained to oversee the safe evacuation of the site and trained to use fire-fighting equipment?						
3. Do you practice emergency evacuations at least twice per year?						
4. Do you review your procedures after each practice to identify ways of improving them?						
5. Has adequate fire protection equipment been installed for the nature of the hazards of the workplace. Nature of hazards would include electrical or chemical fires. Consult with local fire protection expert and AS 2444 - Portable Fire Extinguishers - Selection and Location.						
6. Has suitable emergency lighting been installed if the workplace becomes dark and the need to evacuate arises? Consult with local fire protection expert.						

putting safety first >



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7. Are there any specific items of plant that need special emergency shut-down procedures in the event of an emergency? If so then emergency procedures for these items need to be prepared and workers informed and trained in them.						
6. Does a competent person maintain the fire protection equipment? Fire protection equipment should be inspected at specific intervals. Consult with local fire protection expert who should use AS 1851 - Maintenance of Fire Protection Equipment as a guide.						
9. Are adequate deluge facilities (eye baths or emergency showers, depending on the chemical or other hazard present) available and maintained on site?						

Comments

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