



Emergency Response Procedures

To ensure the safety of your employees it is important to enforce codes of conduct that minimise the risk of an accident or incident occurring.

Senior management must develop an Emergency Response Plan that protects the health and safety of staff, and considers any possible environmental impacts that may arise in the event of an accident.

Senior management also needs to develop emergency procedures covering incidents that may occur as a result of accidents involving either chemicals and/or equipment.

Effective planning and preparation will help you to reduce the potential for injuries, protect staff and facilities, reduce asset losses, production down time and will help protect the environment.

Things to Do

- Develop an emergency contact list including emergency contact numbers and display copies of it next to all emergency phones and the main phones in your administration offices and factory offices.
- Report all emergencies and incidents to the relevant authority as soon as possible.
- Make sure that fire extinguishers (appropriate to each particular application) are available on site.
- Make sure that each extinguisher is serviced every 6 months and tagged.
- Train your staff on how to use each type of fire extinguisher and keep records of current training.
- Take prompt action to control emergencies and incidents.
- Make sure that you know how to deal with predictable spills and have emergency clean up materials on hand i.e. spill kits.
- Appoint a person who is responsible for coordinating your site emergency response plan.
- Appoint Wardens in each location or area.
- Develop an Emergency Plan, display it in an area where staff can see it and encourage them to become familiar with it.
- If a major hazardous spill is possible, lodge your Emergency Plan with the local fire authority.
- Arrange for local emergency response personnel to train your staff on the nature of hazards at your site, including the use of fire extinguishers.
- Consult with your insurers and local fire authority to determine if you need to install and maintain any specific emergency equipment.
- Hold annual fire and emergency response drills and keep a diary note of the event.

Environmental Guidelines



Important Contacts



Environment Protection Authority Victoria

Phone: (03) 9695 2722

www.epa.vic.gov.au

WorkSafe Victoria

Phone: 13 23 60 (to report serious workplace emergencies)

www.worksafe.vic.gov.au

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**Note: This Good Practice Guideline is not a complete statement of law relevant to this topic.
Further legal advice must be sought if complete information is required.**