

GPG 16 Emergency Response Procedures



Governing Legislation and Standards:

Environment Protection Act
Occupational Health & Safety Act
Dangerous Goods Act
Dangerous Goods (Storage & Handling) Regulations
(Transport) Regulations



Summary Information:

To ensure the safety of your employees workshop and factory facilities, enforced codes of conduct that minimise the risk of an accident or incident occurring need to be adhered to.

Senior management must develop an Emergency 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 adjacent facilities, reduce asset losses, production down time and protect the environment.



Further Help:

Victorian WorkCover Authority, telephone, 1800 13 6 0 89
Local fire authorities

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Good Practice Risk Control:

- Develop Emergency Contact procedures 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 regularly serviced, recharged and tagged.
- Train your staff in 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.
- Appoint a person who is responsible for coordinating your emergency response for the entire plant. Appoint a backup for this person as well.
- Appoint Wardens in each plant location or area and at all office locations.
- Develop an Emergency Plan and display it in an area where staff can see it. 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 WorkCover and determine if you need to install and maintain any specific emergency equipment.
- Hold fire and emergency response rehearsals and keep a diary note of the event.