

SITE EMERGENCY PROCEDURES & EVACUATION INFORMATION

Organisation Contacts	
Project Manager	Name : Phone :
Site Supervisor	Name : Phone :
Work Health and Safety Advisor	Name : Phone :

First Aid or Minor Injury	
First Aider	Name : Phone :
First Aid Kit Location	
Medical Centre	Name : Phone :

Emergency Contacts	
Emergency	Phone :
Poisons	
Electrical Supply	
Gas Supply	
Water Supply	
WHS Queensland	
Other	

AFTER PROVIDING FIRST AID RESPONSE DO NOT INTERFERE WITH THE SCENE OF THE ACCIDENT UNTIL ADVISED TO DO SO BY THE SITE SUPERVISOR.

Once any emergency call has been made the incident must be reported to the Site Supervisor as soon as possible if this has not already been done.

The Site Supervisor will notify other authorities as required.

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Emergency Procedures

EVACUATION	<p>Upon discovery of fire or other threatening situation, immediately evacuate the area and notify others on site to do the same.</p> <ul style="list-style-type: none">• Notify Emergency Services.• Encourage people to remain calm and orderly.• On advise to evacuate all workers are to as directed by Emergency Staff.• Shut down any plant and equipment.• Do not go back for valuables or tools.• Once clear of the site, proceed to evacuate to nominated emergency assembly areas away from the site or as otherwise directed.
FIRE	<p>IN THE EVENT OF FIRE</p> <ul style="list-style-type: none">• Remove people in immediate danger (Only if safe to do so)• Alert others in area• Contain spread of fire (close all doors on exit)• Extinguish fire (Only if safe to do so)• When advised to evacuate all workers are to evacuate to nominated emergency assembly areas as directed by Emergency Staff.• Notify Site Supervisor of the event.
INJURY/ILLNESS	<p>FIRST AID PROCEDURES</p> <ul style="list-style-type: none">• In case of injury, immediately notify first aid personnel• Check for any threatening situation and remove danger (if safe to do so)• First Aid personnel shall manage all injuries and be responsible for recording details, and determination of transport on a case by case basis. <p><i>If Injury is Serious or Life Threatening</i></p> <ul style="list-style-type: none">• Notify Ambulance by dialling 000, providing as much information as possible for ambulance service on the phone• Follow steps above in First Aid Procedures• Notify Site Supervisor of the event.• Ensure a staff member meets the ambulance and directs it to the correct location.• <p><i>NOTE: Provide support and appropriate assistance. Try not to leave the casualty alone until emergency assistance arrives. Do not move the casualty unless exposed to a life-threatening situation.</i></p>

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HAZARDOUS CHEMICAL RELEASE	<p>HAZARDOUS CHEMICAL RELEASE PROCEDURES</p> <p>If the spill may give off toxic or noxious fumes:</p> <ul style="list-style-type: none">• Call the Fire Brigade on 000.• Provide as much information as is possible when calling• Initiate full evacuation of premises ensuring assembly area is upwind from affected area. <p style="text-align: center;">~AND~</p> <p>If the spill is a suspected flammable material</p> <ul style="list-style-type: none">• Remove ignition sources (If safe to do so)• Ensure evacuation assembly area is at least 100 meters clear of building (may necessitate change in signed location)• Do not re-enter affected area• Control movements of staff to the Evacuation Area• Remain at Evacuation Assembly Area until otherwise notified by emergency services.• Notify the Managing Director of the event.•
PERSONAL THREAT	<p>In the event of personal threat by another person:</p> <ul style="list-style-type: none">• Remain calm; Do not inflame the situation• If able leave area and retreat to a secure location.• Raise the alarm dial 000• Notify site supervisor immediately• Await arrival Police, and follow their directions• Assist and co-operate with police
CYCLONE	<p>CYCLONE WATCH PERIOD <i>(cyclone likely to affect coastal or inland communities within 24-48 hours)</i></p> <ul style="list-style-type: none">• Clean up around site.• Inform all workers of up and coming potential threat. <p>Cyclone Warning Period <i>(Serious Threat - cyclone likely to affect coastal or inland communities within 24 hours)</i></p> <ul style="list-style-type: none">• Stop construction work• Secure all potential flying objects on site• Send all workers home or to a secure location as early as possible. <p>Imminent Period</p> <ul style="list-style-type: none">• Ensure that all workers remain at home or in a secure location

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Evacuation Diagram / Location