

# EMERGENCY PLANNING

## DO YOU KNOW?

## ACTION RECOMMENDED

**1** Have risk assessments been conducted for all hazards relating to emergencies?

YES

NO

Do you know how to conduct a risk assessment? If not see **Appendix F**

Identify all hazards relating to emergencies, and do risk assessments for each one

**2** Are risk assessments recorded and kept?

YES

NO

Ensure the risk assessments are recorded and kept

**3** Has the workplace developed and implemented documented procedures for emergencies?

YES

NO

Do you know what procedures are for emergency planning? If not, see **Appendix G** for an example.

Ensure the workplace has documented procedures for emergency planning

**4** Do all employees receive training in the workplace?

YES

NO

Ensure all employees receive training in the workplace's emergency procedures

**5** Are policies and procedures included in the induction process?

YES

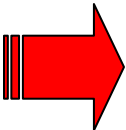
NO

Ensure policies and procedures are included in the induction process

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**6** Are training records kept and maintained for all employees who receive training in emergency procedures?

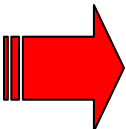
**YES**

**NO** 

Ensure training records are kept and maintained for all employees who receive training in the workplace's emergency

**7** Do all employees receive fire / evacuation training within one month of commencing employment and every 12 months thereafter?

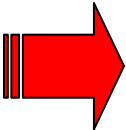
**YES**

**NO** 

Ensure all employees receive fire / evacuation training within one month of commencing employment and every 12 months thereafter.

**8** Are training records of the fire and evacuation training maintained?

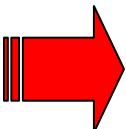
**YES**

**NO** 

Ensure records of fire and evacuation training are maintained

**9** Are fire safety installations tested regularly?

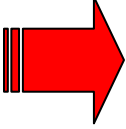
**YES**

**NO** 


Ensure fire safety installations are tested regularly

**10** Are records maintained of the tests conducted on the fire safety installations?

**YES**

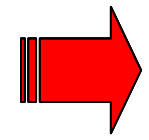
**NO** 

Ensure records are maintained of the fire safety installation tests

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**11** Are fire evacuation plans are displayed throughout the workplace?

NO

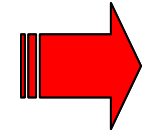


Ensure fire evacuation plans are displayed throughout the workplace

YES

**12** Does the workplace have designated assembly area(s)?

NO

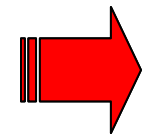


Ensure the workplace has a designated assembly area(s)

YES

**13** Are all emergency exits kept clear of obstructions and have appropriate signage?

NO

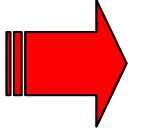


Ensure all emergency exits are kept clear of obstructions and have appropriate signage

YES

**14** Does the workplace have a designated emergency response team?

NO



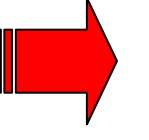
Do you know what a designated emergency response team is?  
If not, see **Appendix G**

Ensure the workplace has a designated emergency response team

YES

**15** Are all risks associated with emergency controlled?

NO

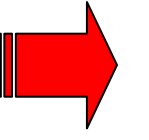


Ensure all risks associated with hazardous emergency are controlled

YES

**16** Have all control measures recorded and kept?

NO



Ensure all control measures are recorded and kept

YES

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