



Emergency Procedures

Toolbox Talks are intended to facilitate health and safety discussions on the job site.

A well-organised site will have an Emergency Plan and appointed persons with specific duties to handle the emergency situations other than fire. It is common to find that fire has its own separate procedure to follow, however some organisations have just one covering fire and all other foreseeable emergencies, particularly if they are managed in the same way. Emergencies could range from gas leaks, power failures, chemical spills to bomb alerts or flooding. Make sure you know your part in this plan. You must be briefed on emergency procedures as part of your site induction. If you don't know the safety requirements for emergencies ask.

Preservation of life is more important than protection of property or animals. Staying calm and leading others to safety are better than trying to handle the emergency yourself unless you have specific duties to carry out in the emergency.

Where applicable know your escape routes, especially if you are working in an unfamiliar place. Familiarise yourself with the route.

Key Points

- ✓ If you identify an emergency for example you spill a hazardous substance then you must act immediately in accordance with the procedure for that emergency. So if it is a chemical spill notify everyone in the immediate area ensuring your line manager is made aware and if you have received the necessary training and where appropriate don the necessary personal protective equipment, obtain the correct spill kit and deal with the spillage. If you haven't been trained, vacate the area and make your way to the correct assembly point.
- ✓ On being informed that there is an emergency then follow the training you will have received for that emergency. For example if it is a bomb alert and you have been advised to leave the area, proceed to the designated Bomb Alert Assembly Point. Note that this is likely to be some distance from the premises and is probably not the same as the fire assembly point.
- ✓ Always keep your back to the escape route as you deal with the emergency, to ensure you are not cut off.
- ✓ In evacuating, and if appropriate close doors behind you to contain the emergency until the emergency services have arrived or the site emergency team.
- ✓ When emergency services or emergency team arrive, leave things to them unless they specifically ask. They have the training, the equipment and the experience, so keep out of their way until they say it's OK to go return to the workplace via your emergency controller.

Toolbox Attendance

Questions? _____

Concerns? _____

Days since Last Incident: _____

Supervisor/Meeting Leader: _____ Date: _____

Signatures of attendees:

Manager review comments:

Manager signature: _____ Date of Review: _____