



EMERGENCY PROCEDURES

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

A well-organised site has an Emergency Plan and designated personnel responsible for emergencies other than fire. Fire often has its own procedure, though some organisations use one procedure for fire and all other foreseeable emergencies, especially when they are managed in the same way.

Emergencies may include gas leaks, power failures, chemical spills, bomb alerts, or flooding. Know your role in the Emergency Plan and ensure you are briefed on emergency procedures during your site induction. If you are unsure of the requirements, ask.

Preserving life is more important than protecting property or animals. Stay calm and help guide others to safety rather than attempting to manage the emergency yourself, unless you have assigned emergency duties.

Where applicable, know your escape routes, especially when working in an unfamiliar location, and take time to familiarise yourself with them.

Key Points

- ✓ If you identify an emergency, such as a hazardous substance spill, act immediately according to the relevant procedure. For a chemical spill, alert everyone in the immediate area and notify your line manager. If trained and safe to do so, put on the required personal protective equipment, obtain the correct spill kit, and manage the spill. If you are not trained, leave the area and proceed to the designated assembly point.
- ✓ When informed of an emergency, follow the training provided for that situation. For example, if there is a bomb alert and you are instructed to leave, go to the designated Bomb Alert Assembly Point. Note that this may be some distance from the premises and is likely different from the fire assembly point.
- ✓ When responding to an emergency, keep your back toward the escape route so you do not become cut off.
- ✓ During an evacuation, close doors behind you where appropriate to help contain the emergency until emergency services or the site emergency team arrive.
- ✓ When emergency services or the site emergency team arrive, allow them to take control unless they ask for assistance. They have the training, equipment, and experience required. Keep clear until your emergency controller confirms it is safe to return to the workplace.

Toolbox Attendance

Questions? _____

Concerns? _____

Days since Last Incident: _____

Supervisor/Meeting Leader: _____ Date: _____

Signatures of attendees:

Manager review comments:

Manager signature: _____ Date of Review: _____