

# WORK HEALTH AND SAFETY PROCEDURE

## ***Fire and Emergency***

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### **Introduction**

This procedure outlines a systematic instruction for the evacuation of personnel from the workplace in the event of an emergency situation.

### **Requirements**

In the advent of a power black-out, all staff shall stop any task or function being carried out at the moment, switch off and make safe any machinery or equipment, move slowly to the nearest exit and wait until power is restored.

In the event of fire, the presence of smoke or other emergency being detected, the following procedures shall be followed by the following groups of staff.

#### **1. General Personnel**

- 1.1. General Personnel shall alert personnel in the immediate area, shall not shout "Fire" and shall remain calm.
- 1.2. General Personnel shall inform the Supervisor or Fire Warden and await their instructions.
- 1.3. At the sound of the Fire/Emergency alarm, each employee shall:
  - stop any task or function being carried out at that moment, and switch off any machine or equipment being used.
  - deposit any item being carried onto the nearest storage bench or table
  - ensure that the vehicle that they are driving is parked in a safe manner
  - walk to the nearest fire exit point, and assemble at their designated assembly point as specified in Evacuation Procedure - Area Layout (refer to pages 3 through 8)
  - on arriving at the assembly point, wait for the relevant Supervisor
  - when vacating the workplace, do not attempt to gather belongings from change rooms or lockers
  - do not attempt to re-enter the premises until clearance from the Fire Warden has been given.

#### **2. The Section Manager/Supervisor**

- 2.1. The Section Manager/Supervisor shall evaluate the situation and extent of emergency. In the case of fire, shall alert the Fire Warden.
- 2.2. Proceed to relevant evacuation assembly point.
- 2.3. Be prepared to assist Emergency service if required.

### **3. Switchboard Operator**

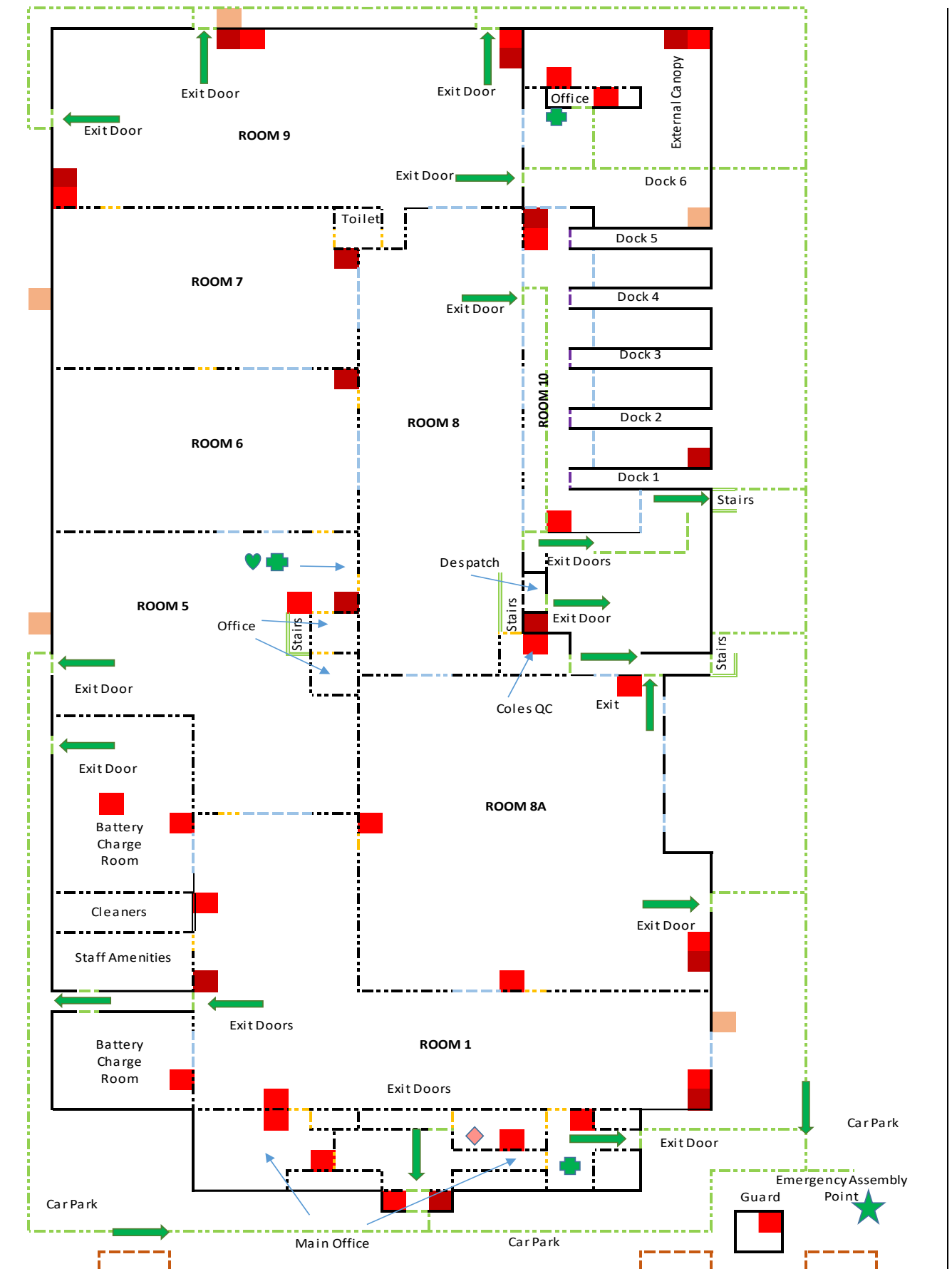
- 3.1. At the **request** for emergency assistance, the Switchboard Operator shall telephone the required service, i.e.  
Fire Service            000     or     8223 3000 (ask for Communications Room)  
Ambulance            000  
Police            000     or     131444  
The emergency number for the above three services is "000" (free call)
- 3.2. On hearing the Fire Emergency Alarm, the Switchboard Operator shall collect the Visitors Register, and vacate the premises, reporting to the designated personnel assembly point. (The Visitors Register shall be used to account for personnel in case there are visiting personnel on the premises).

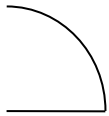
### **4. Fire Warden**

- 4.1. The Fire Warden shall be fully conversant with fire and evacuation procedures applicable to all staff.
- 4.2. When notified of an emergency, the Fire Warden shall evaluate the extent of the emergency and, in the case of fire, attempt to extinguish where possible, or maintain control.
- 4.3. If the emergency warrants evacuation, the Fire Warden shall:
  - 4.3.1. Raise the Emergency Alarm, contact the Switchboard Operator to advise where the emergency is and the extent of, and type of, emergency assistance required.
  - 4.3.2. Ensure that the evacuation proceeds in an orderly manner assist first aid officers with injured personnel.
  - 4.3.3. Request First Aid Officer if required and arrange for assistance to enable injured personnel to be evacuated.
  - 4.3.4. Make a thorough search of the whole building or area to ensure that no persons remain.
  - 4.3.5. Advise the Operations Manager when their area of responsibility is clear.
- 4.4. The Fire Warden shall be contacted immediately if anyone is unaccounted for.
- 4.5. Fire Wardens not directly engaged in fire fighting shall assist in the evacuation process, or assist the First Aid personnel with injured employees.
- 4.6. The Fire Warden shall be prepared to withdraw immediately if there is any danger or threat of the spread of fire or smoke.
- 4.7. The Fire Warden shall be prepared to assist the emergency services if required.

# ST GEORGE PRODUCE FLOOR PLAN

## ST GEORGE EMERGENCY FLOOR PLAN



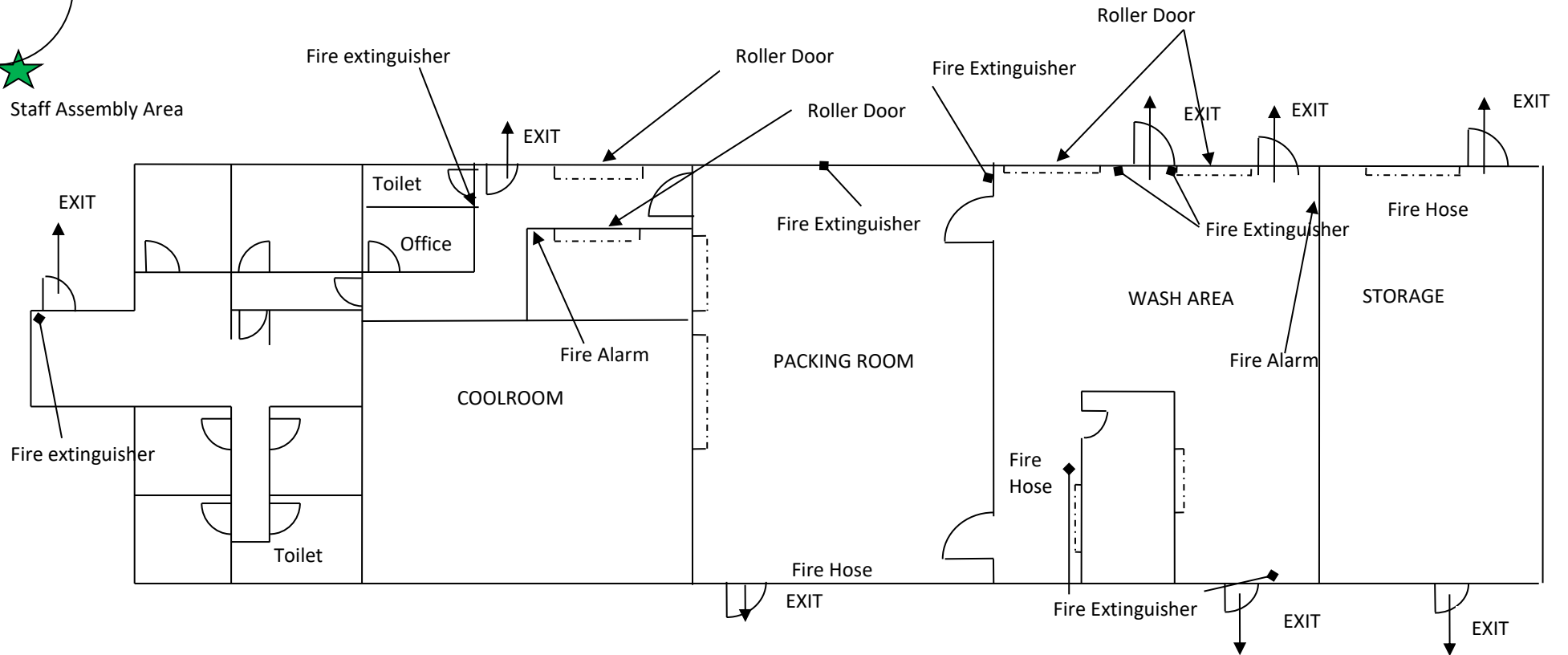


Main Entrance

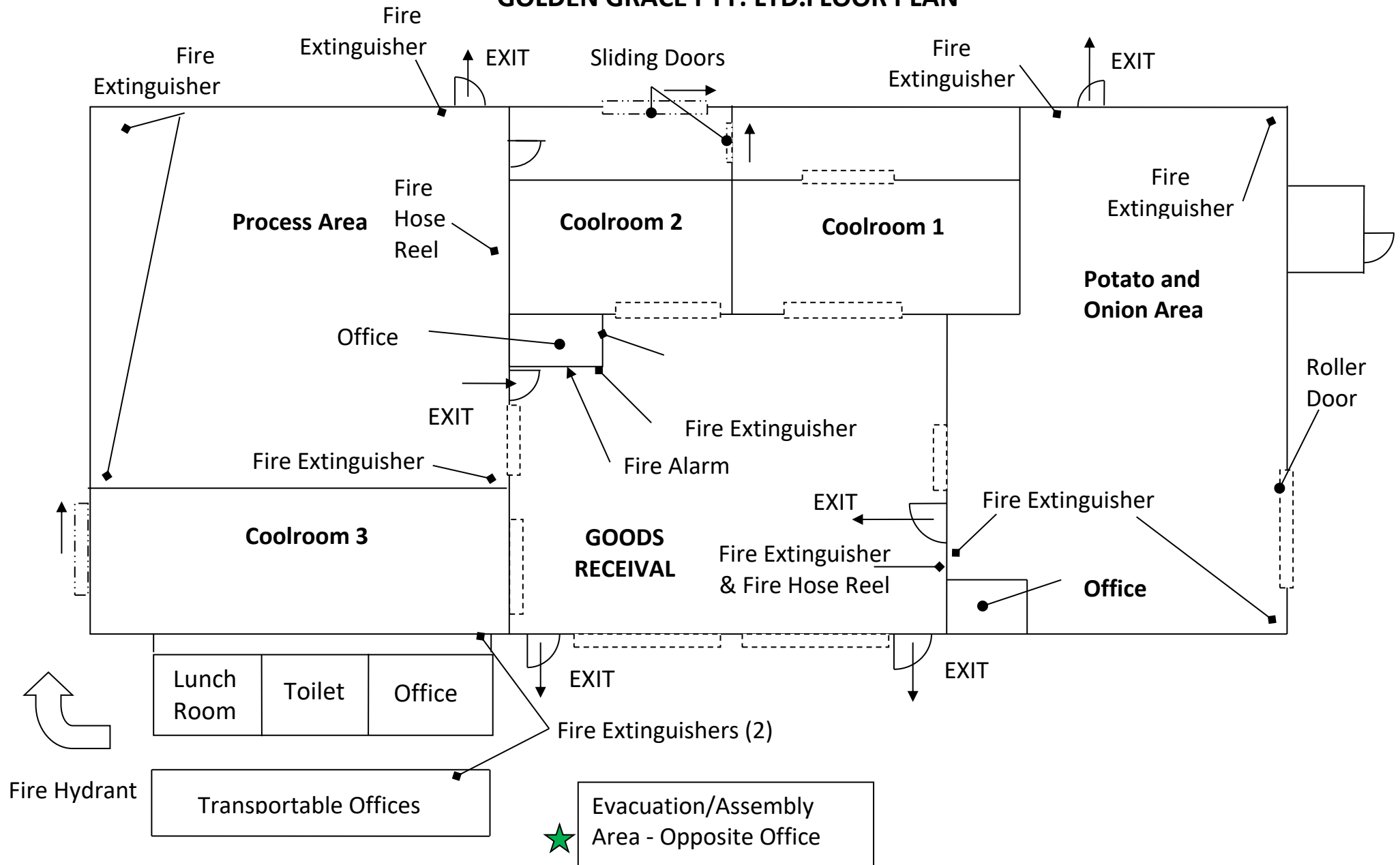
## THE CARROT COMPANY FLOOR PLAN



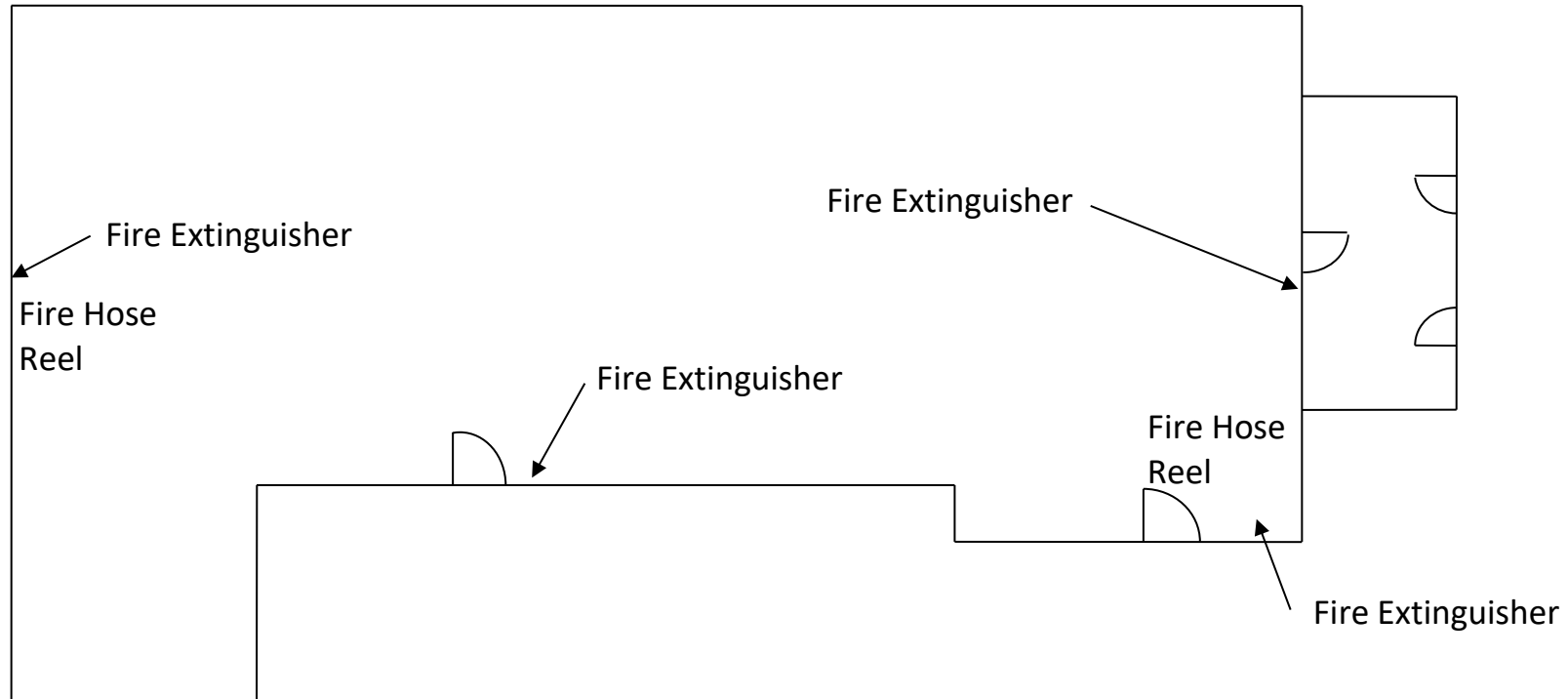
Staff Assembly Area



# GOLDEN GRACE PTY. LTD.FLOOR PLAN



## WINE AND WOOD FLOOR PLAN



Evacuation/Assembly  
Area near Gate

MAINTENANCE FLOOR PLAN



Evacuation/Assembly  
Area

