

EMERGENCY RESPONSE PREPAREDNESS & WHY YOU NEED IT

While we can't map the future to predict the occurrence of an emergency, we can prepare the proper policies and procedures to limit any impact, but how do we do that?

First, we need to understand that each state and territory has their own Workplace Health and Safety Act. All employers have an obligation to provide a safe environment allowing workers to carry out their job without any risks to their personal health and safety.

Individual State's Workplace Health & Safety Acts

The Workplace Health and Safety Acts don't necessarily provide an overview of the plans and processes to implement to safeguard the workplace. Individual states also follow respective 'Health & Safety Act. Leaving a heavy burden on the owner of a business to come up with a plan.



Work Health & Safety Act 2012:

Part 2, Division 2, Section 19 Primary Duty of Care
Part 2.1.1 Proper installation, use and maintenance of risk control measures
Part 2.1.2 Provision of information, instruction and training

AS3745:2010 TO THE RESCUE! Planning For Emergencies In Facilities

Australian Standard 3745:2010 was formed to enhance the safety of people in facilities. AS3745:2010 Planning For Emergencies in Facilities and AS 4083-2010 Planning For Emergencies in Health Care Facilities layout a detailed framework that provides best practice for dealing with emergencies within a facility. The standards act as a guide to ensure all states meet the requirements of their respective 'Health and Safety Act.

ATTENTION QLD & TAS

In Queensland and Tasmania, following the guidelines of AS 1851-2012: Routine Service of Fire Protection Systems and Equipment is MANDATORY. If an organisation is fully compliant with the requirements of AS 3745:2010, it will meet the inspection requirements of AS 1851-2012.



What are the key aspects of AS 3745-2010?

You must ensure an Emergency Plan is prepared for the workplace which includes:

Emergency Planning Committee (EPC)

Emergency Planning Committee, which must comprise at least two people, who are representatives of stakeholders in your facility. One of these members should be management and at least one member of the EPC shall be competent.

In most facilities, the EPC is made up of:

- » Senior management
- » Tenants or Staff
- » Chief Warden
- » Specialist facility personnel e.g. maintenance engineer
- » Occupant with a disability, where possible

Emergency Control Organisation (ECO)

The ECO implement the emergency procedures in a building, including the evacuation of the occupants. It's a structured team of people employed within a building who take command on the declaration of an emergency.

The number of ECO members is dependent on

- » Size of the facility, floor or area
- » Number of occupants and visitors
- » Installed occupant warning equipment
- » Fire engineered and life safety features of the facility.



Emergency Response Procedures

The Emergency Plan must include:

- » Emergency procedures
- » Testing of the emergency procedures, including the frequency of testing
- » Information, training and instruction to relevant staff members in relation to implementing the emergency procedures.

Required Frequency of Training

Training and validation must be conducted at specified intervals:

- » ECO members - every 6 months
- » Other Staff Members - every 12 months
- » Evacuation Exercise - every 12 months

How to Meet Compliance



Records of training & attendance registers



Full Emergency Plan



Warden List

Who is First 5 Minutes ?

First 5 Minutes is a recognised leader in the field of Emergency Response Preparedness to a wide range of clients across Australia. For over 30 years, we have been helping clients achieve complete compliance in accordance to Australian Standards. First 5 Minutes delivers a broad range of services including a comprehensive risk and preparedness capability. We constantly invest in technical innovations providing, 24/7 access to compliance management and reporting, via our portal - Webconnect; virtual reality training; and through our

online service, clients can access training remotely. First 5 Minutes is just one of the specialist business units that make up the First Five Group. F5G owns and holds controlling shares in- First 5 Minutes, Sky5, Sharp5, and RiskLogic. Collectively creating Australia's most comprehensive family of companies in the APAC region, providing end-to-end services in risk, safety, crisis & emergency management and business continuity.