

ACTPS Work Health and Safety Emergency Plans in the Workplace Policy

PURPOSE

1. This policy outlines the principles for the provision of emergency plans in ACTPS workplaces.

APPLICATION

2. This policy contains a set of instructions issued by the Head of Service under the *Public Sector Management Act 1994* which binds all employees and officers engaged under that Act.

BACKGROUND

3. The Territory recognises its duty of care to employees and other persons arising from the *Work Health and Safety Act 2011* (WHS Act) and is committed to ensuring an appropriate Emergency Plan (the Plan) is in place at ACT Government workplaces in order to respond to a workplace emergency.
4. The type of emergencies to plan for may include, but are not limited to, fire or explosion, dangerous chemical release, medical emergency, natural disaster, bomb threat and armed confrontation.

PRINCIPLES

5. Directorates and agencies must ensure the Plan is prepared, maintained and implemented for the workplace. The Plan should be readily understood and be tailored to the specific workplace where it applies.
6. Directorates and agencies are required to implement emergency planning processes and procedures in accordance with the Work Health and Safety Regulation 2011 (Regulation 43) and the current Work Health and Safety (Managing the Work Environment and Facilities Code of Practice).
7. The Plan must be based on a practical assessment of hazards associated with the work activity or workplace, and the possible consequences of an emergency occurring as a result of those hazards. Directorates and agencies will need to consider any external hazards in preparing the Plan.
8. Emergency exercises should be conducted at least annually to test the specific emergency types in the Plan. The testing approach should be appropriate to the workplace and will depend on a practical assessment of hazards associated with the work activity or workplace and the possible consequences of an emergency occurring as a result of those hazards.

9. Directorates or agencies may engage the services of an expert emergency planning consultant to guide the development of the Plan, provide training and review existing emergency management arrangements.
10. In shared tenanted facilities persons who have a work health and safety duty must consult, cooperate, and coordinate activities with all other duty holders, including external parties such as building owners and other tenants, to develop and agree on the Plan. The responsibility for developing the Plan may sit with another duty holder or the responsibility may be shared across various directorates. The Plan should therefore be prepared for use by all relevant duty holders in the shared facility.

RESPONSIBILITIES

11. In addition to general responsibilities under the *Work Health and Safety Act 2011* and *Work Health and Safety Regulation 2011*, the following responsibilities apply for this policy.

A. DIRECTORS GENERAL AND EQUIVALENT AGENCY HEADS

- ensure the Plan is in place for the workplace;
- provide input into the Plan for a shared facility where applicable;
- provide the resources to develop, implement and maintain the Plan; and
- ensure the Plan is reviewed as circumstances within the workplace or facility change.

B. EXECUTIVE STAFF AND MANAGERS

- contribute to or develop the Plan for their workplace;
- implement the Plan for the workplace;
- practice emergency procedures and area evacuations to assist with future emergency planning;
- ensure First Aid Officers and Wardens in the workplace have received appropriate training and that the training is current;
- consult with workers on emergency procedures;
- participate in emergency procedures;
- should identify workers who may need assistance or are unlikely to be able to act optimally in an emergency and ensure these workers are considered in developing emergency response procedures and consider if a personal emergency evacuation plan (PEEP) is to be designed for that worker; and
- ensure emergency information is readily accessible for workers in the workplace.

C. WORKERS

- comply with the direction of wardens and all other emergency services personnel;
- participate in exercises and comply with the workplace emergency procedures; and

- take responsibility for their own health and safety and must not adversely affect the health and safety of other persons.

LEGISLATIVE REFERENCES

This policy is delivered in accordance with:

- *Work Health and Safety Act 2011*
- *Work Health and Safety Regulation 2011*
- *Emergencies Act 2004*

REVIEW

This policy will be reviewed after three (3) years unless earlier review is required.

APPROVAL AUTHORITY

This policy is endorsed by Head of Service

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