

# WHS STANDARDS

SAFETY Everyone. Everywhere. Every day.

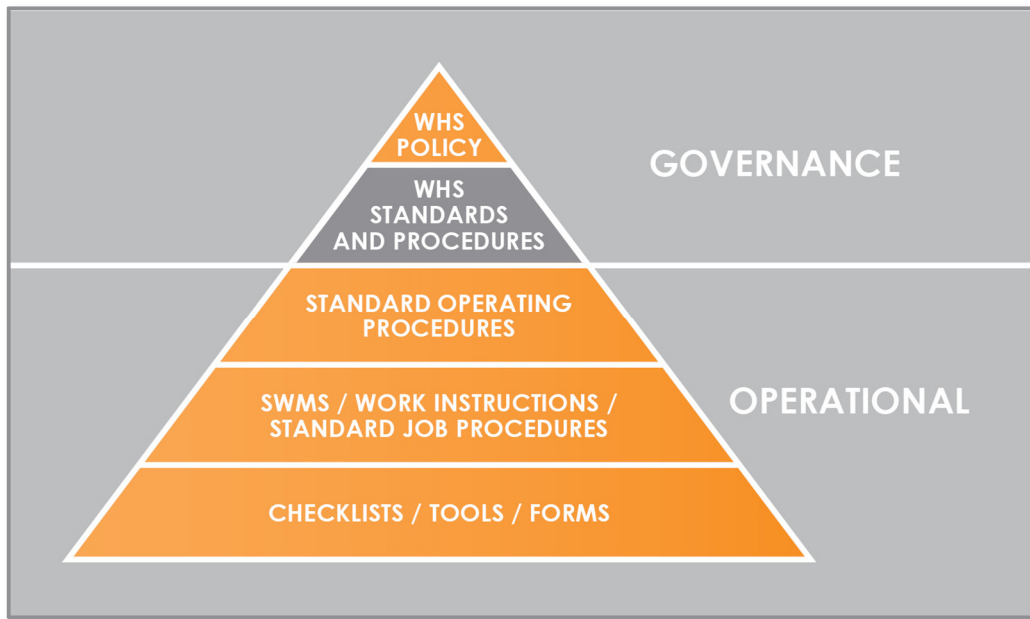
## WHS STANDARD 2.7

### WHS EMERGENCY RESPONSE AND PREPAREDNESS

DOC ID STD138 VERSION 2.0

DOC OWNER Tom Foster ACTIVE DATE 04/03/2015

#### 1. WHSMS DOCUMENT HIERARCHY



#### 2. GOAL

Procedures and resources are in place to effectively plan, manage and respond to emergency situations that have the potential and likelihood to adversely impact work health and safety (WHS), Queensland Urban Utilities (QUU) operations and personnel.

#### 3. PERFORMANCE REQUIREMENTS

1. Systems are in place to identify potential emergency situations and their impacts on health and safety and QUU operations.
2. Risk assessments are conducted for all foreseeable emergencies or disasters applicable to each QUU site with outcomes informing QUU's overall Emergency Management Plans (EMP) and site specific Emergency Evacuation Plans and procedures.
3. Emergency plans and procedures clearly define responses (including the mitigation of WHS impacts) to a range of foreseeable emergency scenarios (for example fire, bomb threat, structural failure, gas leak, floods and hazardous substances spills) and are documented, accessible, communicated and periodically reviewed to ensure their effectiveness.
4. Responsibilities and accountabilities for emergency response and preparedness are clearly defined and captured in emergency plans and procedures.
5. Emergency response plans and procedures are aligned with QUU Emergency Management and WHS management system frameworks, QUU business continuity requirements and external emergency response organisations, taking into account their response capabilities.

6. Resources, including warning systems and first aid equipment, required for emergency response and ongoing recovery activities are identified, maintained, tested and available.  
 QUU staff, contractors and visitors are adequately trained and understand the emergency response plans and procedures, their roles and responsibilities and the use of emergency response equipment and resources.
7. Emergency response drills and exercises are scheduled and conducted regularly.
8. Learning's from emergency response drills; exercises and incidents are documented, incorporated into improvement of plans, procedures and resources and shared.

#### 4. WHS SAFETY BENEFITS

- Effective and efficient identification, planning, response and management of hazards and risks associated with any emergency situation at any QUU site.
- Establishment of systems that ensure emergency preparedness and response arrangements are effective and that the health, safety and welfare of all persons are ensured in the event of an emergency situation.
- Fatigue and other health issues associated with responding to emergencies are identified and effectively managed.
- Resources and capabilities are in place that effectively prevent, coordinate and/or mitigate the effects and impacts of emergency situations.

#### 5. RESPONSIBILITIES AND ACCOUNTABILITIES

Officers, Managers and Workers have clear responsibilities and accountabilities for WHS outlined in QUU's **WHS Resources, Responsibility and Accountability Procedure (PRO359)**. These responsibilities and accountabilities are non-transferrable and critical to achieving QUU's WHSMS goals, objectives and targets.

In accordance with **WHS Emergency Response and Preparedness Procedure (PRO365)**, responsibilities and requirements for emergency response and preparedness will be established, integrated into business management and monitored for the purposes of:

- meeting legal and other obligations
- preventing workplace injury or illness
- promoting staff health and wellbeing
- enabling business capability
- ensuring continual improvement and high standards of WHS throughout QUU.

#### 6. RELATED INTERNAL DOCUMENTS

- QUU Work Health and Safety Policy (POL33)
- WHS Emergency Response and Preparedness Procedure (PRO365)
- WHS Resources, Responsibility and Accountability Standard (STD132)
- WHS Resources, Responsibility and Accountability Procedure (PRO359)
- Fire Management Standard Operating Procedure (PRO376)
- Emergency and Fire Management Quick Guide (REF203)
- QUU Emergency Incident Management Plan
- QUU Emergency Response Plan (CER7)

## 7. REFERENCES

- QLD Work Health and Safety Act 2011
- QLD Work Health and Safety Regulation 2011
- QLD How to Manage Work Health and Safety Risks Code of Practice 2011
- QLD First Aid Code of Practice 2014
- QLD Fire and Rescue Services Act 1990
- QLD Building Fire Safety Regulation 2008
- AS3745:2010 Emergency control organisation and procedures for buildings, structures and workplaces