

CONVOY

T R A N S P O R T

CONVOY TRANSPORT PTY LTD

Occupational Health and Safety



Amendment Record OHS Emergency Preparedness and Response Policy Issue #: 1 Revision #: 0

Reviewed by: Jason Haywood
Managing Director

Approved by: Jason Haywood
Managing Director

OHS Emergency Preparedness and Response Policy

Purpose:

The purpose of this policy and procedure is to define the methods for managing the preparedness and response procedures for potential accidents and emergency situations that may lead to significant OHS impacts.

Policy:

Convoy Transport Pty Ltd commits to preparing for potential OHS accidents and emergency situations which may arise. The procedures for preventing and mitigating emergency situations may include:

- Fires, explosions;
- Chemical spillage or leakage;
- Toxic emissions;
- Accidents as a result of equipment failure or human error;
- Medical emergencies;
- Bomb or substance threat.



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OHS Emergency Preparedness and Response Procedure

Responsibilities:

The Function/Departmental Managers are responsible for:

- Overseeing and implementing the development of the emergency response plan;
- Implementation, maintenance and communication of policy and procedures around emergency response planning;
- Chairing necessary emergency response meetings;
- Identifying who should participate in the initial risk/impact assessment; and

- Provide guidance when necessary.

OHS Response Representative:

- The OHS Response Representative will review the suitability and effectiveness of the emergency procedures after each accident or emergency situation.

Emergency Response Team responsible for:

- The execution of the appropriate emergency procedures as advised by the Function/Departmental Manager;
- Ensuring the appropriate resources for the emergency response implementation are available;
- Attending emergency response review meetings as required;
- Ensuring communication of any changes is made known to Workers, business owners and any effected parties; and
- Participation in post emergency incident review processes.

Workers responsible for:

- Keeping informed and be familiar with the emergency response procedures;
- Attending any required training in relation to emergency response procedures; and
- Following the emergency procedures in case of an incident.

The Procedures will follow the general steps listed below. Each step within this general process may then be further detailed as necessary.

1. Function/Departmental Managers will take proactive steps to initiate and implement a hazard and risk assessment of potential OHS accidents and emergency situations that may arise from tasks and processes. *OHS Risk Assessment Form*;
2. Based on the risk assessment, a review will be undertaken to determine if any risk response procedures are already in place for identified operations and activities. Should no risk response procedure be identified, they will be developed and implemented for the activity;
3. All operations and activities requiring a risk response procedure will be recorded in the *Emergency Preparedness and Response Register*;
4. Function/Departmental Managers will take proactive steps to ensure an *Emergency Response Plan* is prepared based on the outcomes of the hazard and risk assessment;
5. Emergency team is developed and resourced sufficiently to implement the emergency plan when required;
6. Workers and Emergency team members are trained and familiar with the procedures described in the OHS Emergency Response Plan;

7. Function/Departmental Managers will ensure emergency drills and periodic testing of the procedures is conducted where practical and, will maintain the *Emergency Drill Report* for any post incident review;
8. The Function/Departmental Manager and OHS Response Representative will review the suitability, adequacy and effectiveness of the emergency plan after each accident or emergency situation and revise the emergency plan as necessary;
9. Assess the change to the emergency plan using a risk management approach to arrive at a priority for implementation. (*OHS Risk Assessment Form*).

Follow the change management procedure for implementation. (*Change Request Form*);

1. Document the response in the appropriate *Corrective/Preventative Actions Form* and file the response as a record;
2. The Function/Departmental Manager will maintain documentation on emergency response and preparedness, and emergency incidents for at least 3 years.

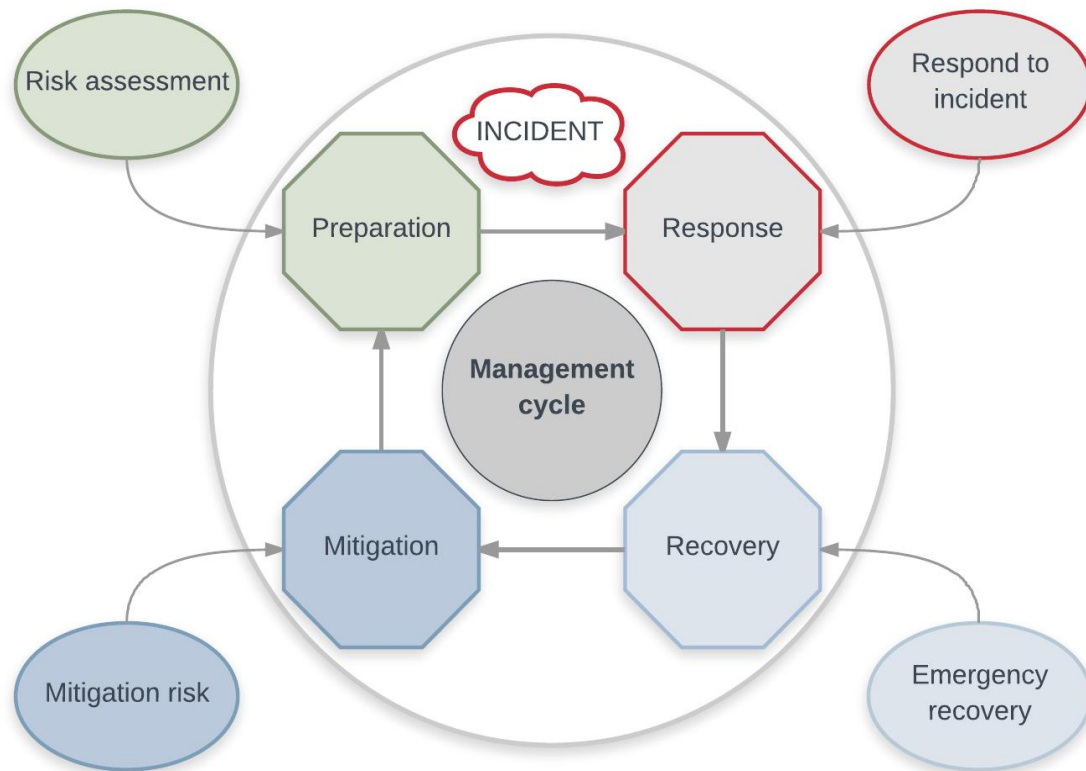


Figure 9. OHS Emergency Preparedness Responses Flow Chart

Reference	Title and Description
Document #: OHSM300001	OHSMS Manual
Document #: OHSF300035	Emergency Drill Report (<i>OHSMS Recording Forms</i>)

Document #: OHSF300031	OHS Risk Assessment Form (<i>OHSMS Recording Forms</i>)
Document #: OHSF300044	Emergency Preparedness and Response Register (<i>OHSMS Recording Forms</i>)
Document #: OHSF300045	Emergency Response Plan Template (<i>OHSMS Recording Forms</i>)
Document #: OHSF300003	Change Request Form (<i>OHSMS Recording Forms</i>)
Document #: OHSF300005	Corrective/Preventative Actions Form (<i>OHSMS Recording Forms</i>)
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