

WHS03 Emergency Evacuation Policy and Procedures

This is a general Emergency Evacuation Policy and Procedure which sets out the broad obligations of the Organisation and workplace participants under OHS legislation.

Scope

This policy applies to employees, agents and contractors (including temporary contractors), collectively referred to in this Policy as 'workplace participants'.

Policy

On hearing the evacuation alarm, workplace participants should be aware there is a real or potential emergency in the workplace. On hearing the alarm or on being instructed to evacuate by the Chief Fire Warden or Deputy Fire Warden workplace participants should immediately:

1. Obey any directions given by the Chief Fire Warden or Deputy Fire Warden.
2. Exit building through the nearest emergency exit if safe to do so. All emergency exits should be clearly marked.
3. Assist mobility-impaired workplace participants to the appropriate fire exit.
4. Do not use the lifts.
5. Follow the instructions of the Chief Fire Warden or Deputy Fire Warden.
6. Exit the building in a calm and orderly, but quick fashion. Move at a quick walk, do not run.
7. High-heeled shoes should be removed before entering the fire stairs.
8. Maintain one clear step between the person in front of you on the stairwell to prevent stumbling.
9. When out of the building proceed immediately to the designated assembly area. The designated assembly area will be listed on the Emergency Evacuation Diagram in each office.
10. Return to the building only when instructed by the Chief Fire Warden or Deputy Fire Warden
11. Report any person not accounted for to the Chief Fire Warden or Deputy Fire Warden.

Relevant Legislation

- *Building Fire Safety Regulation 2008 (Qld)*
- *Work Health and Safety Act 2011*
- *Work Health and Safety Regulation 2011*