# **Emergency Procedures**

**Requirements:**

* Using approximately 1500 to 2000 words in total to address below problems in sequence.
* Where possible, please always reference the Western Australian OHS Act (see below), Regulations (see below), Guidance Note.
* Harvard referencing

**Additional information:**

OHS legislation in Western Australia:

1. WA Occupational Safety and Health Act 1984 Reprint 7 Act as at January 2011 <http://www.commerce.wa.gov.au/worksafe/>
2. WA Occupational Safety and Health Regulations 1996 Reprint 8 The Regulations as at 19 November 2010. <http://www.commerce.wa.gov.au/worksafe/>
3. Codes of Practice, Guidance Note

**Attached Basic Information** (to assist)**:**

* Information
* Info 1
* Info 2
* Info 3
* Info 4
* Info 5
* Guidance Note: Evacuations…
* Risk Reckoner & Risk Rating (For **Hazard Register**, **P**=Possibility/likelihood ***(VL, L, U, VU)***, **C**=Consequences ***(K, S, M, F)***, **R**= Risk Rating ***(1 to 6)***)

**Problems:**

* 1. Identify and select a potential emergency in a workplace of choice (**Note: Use Fire from electrical fault for the selected potential emergency and elaborate**). Discuss the inputs required from the various stakeholders in identifying potential emergencies. Detail what and how the emergency could occur.
	2. Identify the sources of potential harm to persons in the event of the potential emergency.
	3. Outline the basic emergency prevention controls installed in your workplace (or a workplace of your choice).

**Based on A, B and C answers:**

1. Describe the initial response procedure to the emergency
2. Describe the resources and equipment required for the initial response.
3. Describe the documentation required and staff training requirements
4. Checklist for workers listing who they need to notify in case of an emergency and what actions to take (In a table form)
5. Describe the procedures for the second response phase and an action list and timeline that is appropriate (chart or table form)
6. How to communicate to others in the workplace how they will contribute in the event of an emergency
7. How to evaluate the effectiveness of the implementation of the emergency response strategies:
8. Efficiency and timeliness in consultation with stakeholders and when appropriate specialist advisors and agencies (eg. fire, first aid…)
9. Promptly and appropriately documenting and reporting results of monitoring to managers and other key stakeholders
10. Identifying areas for organizational and personal improvement in emergency response and making recommendations for improvement.
11. Complete below Hazard risk register with comparison of before and after controls. The Risk/Hazard Register is to be aligned to the situation in **A**, **B** and **C**.

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| Hazard / Risk Register |
| Name of organisation:Activity: | Date:Compiled by:Reviewed by: |
| Category of staff /visitors | Work Activities | Hazard | Risk | Risk Rating | List control to be implemented and the person responsible | Risk rating after controls |
|  |  |  |  | **P** | **C** | **R** |  | **P** | **C** | **R** |
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**P** = Possibility **C** = Consequences **R** = Risk Rating