# Emergency management audit Site: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

# Date conducted:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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| 1 Risk assessment |
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| **Point** | **Standard** | **Standard met** | **Comments** |
| 1.1 | The operation has prepared an emergency plan. |  |  |
| 1.2 | The emergency plan documentation identifies the types of foreseeable scenarios which may affect the enterprise. |  |  |
| 1.3 | Each foreseeable scenario is scaled for probability and consideration is given to the potential severity. |  |  |
| 1.4 | Each foreseeable scenario is assessed with regard to prevention. |  |  |
| 1.5 | The operation has prepared emergency response plans for each foreseeable scenario. |  |  |

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| 2 Emergency plan preparation |
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| **Point** | **Standard** | **Standard met** | **Comments** |
| 2.1 | The emergency plan documentation includes an evacuation procedure. |  |  |
| 2.2 | The emergency plan documentation details the method for identifying and accounting for persons on site at all times. |  |  |
| 2.3 | The emergency plan documentation includes a means of visitor control. |  |  |
| 2.4 | The emergency plan documents emergency management organisation, structure and allocates responsibilities. |  |  |
| 2.5 | The emergency plan documentation considers other relevant legislation. |  |  |
| 2.6 | The manager has allocated sufficient resources to enact the plan. |  |  |
| 2.7 | The emergency plan documentation specifies action details. |  |  |
| 2.8 | The emergency plan is communicated to all personnel who have role in enacting the plan. |  |  |
| 2.9 | Employees are trained and competent in the emergency plan. |  |  |
| 2.10 | The emergency plan documentation is regularly reviewed, and updated as required, and at least annually. |  |  |
| 2.11 | After a revision of the emergency plan employees are informed and retrained accordingly. |  |  |
| 2.12 | The emergency plan requires that emergency drills and exercises are held on a regular basis. |  |  |

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| 3 Emergency plan activation |
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| **Point** | **Standard** | **Standard met** | **Comments** |
| 3.1 | The emergency plan details under what circumstances, by whom, and how, the plan is activated. |  |  |
| 3.2 | The emergency plan specifies a method for raising the alarm in the event of an emergency. |  |  |
| 3.3 | The emergency plan includes the location of muster points. |  |  |
| 3.4 | The emergency plan provides for the securing of the scene of an emergency. |  |  |
| 3.5 | The emergency plan includes the provision for escalating the response and calling in external assistance at the appropriate time. |  |  |
| 3.6 | The site has a process for notifying relevant authorities of the existence of an emergency. |  |  |
| 3.7 | Responsibility to liaise with the media is allocated to an assigned person or position. |  |  |
| 3.8 | Nominated persons are authorised to officially notify relatives as to the status of injured person(s). |  |  |
| 3.9 | Provision is made for when, and by whom, employee assistance services are contacted. |  |  |
| 3.10 | The emergency plan incorporates a communication plan. |  |  |

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| 4 Emergency control centre (ECC) |
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| **Point** | **Standard** | **Standard met** | **Comments** |
| 4.1 | An emergency control centre (ECC) is available on site. |  |  |
| 4.2 | The ECC has copies of the most recent version of the emergency plan. |  |  |
| 4.3 | The ECC has the most recent version of the site layout, location plans and maps. |  |  |
| 4.4 | The site plans contain diagrams of service facilities required in an emergency. |  |  |
| 4.5 | The ECC has relevant communication equipment. |  |  |
| 4.6 | A means of recording messages and communications in chronological order is readily available. |  |  |
| 4.7 | There is sufficient room to accommodate the emergency management team. |  |  |

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| 5 Emergency resources |
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| **Point** | **Standard** | **Standard met** | **Comments** |
| 5.1 | The resources required in the event of an emergency are based on the risk assessment. |  |  |
| 5.2 | The resource and service requirements take into account geographic factors (e.g. location, access and communications). |  |  |
| 5.3 | The resources required in the event of an emergency are regularly reviewed. |  |  |
| 5.4 | The resource and service requirements consider the external availability of mutual aid. |  |  |
| 5.5 | On-site first aid services and facilities are available and sized based on the risk assessment of foreseeable scenarios. |  |  |
| 5.6 | A vehicle, suitable for the transport of injured persons, is available on site at all times. |  |  |
| 5.7 | Equipment for fire-fighting is readily available. |  |  |
| 5.8 | Fire-fighting equipment is ready for use at all times. |  |  |
| 5.9 | Site personnel are trained in the use of fixed location fire-fighting equipment. |  |  |
| 5.10 | On-site communication systems are present at all times. |  |  |
| 5.11 | There is an effective warning system available and utilised on site that detects and identifies severe weather threats. |  |  |
| 5.12 | The site has provision for emergency supplies of essential services (e.g. power, water). |  |  |
| 5.13 | Emergency resources are maintained in accordance with the manufacturer’s recommendations. |  |  |

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| 6 Emergency response |
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| **Point** | **Standard** | **Standard met** | **Comments** |
| 6.1 | A sufficiently resourced emergency response team is available or on call at all times. |  |  |
| 6.2 | Facilities are available on site to store and maintain mine rescue equipment. |  |  |
| 6.3 | Breathing apparatus is available on site to meet emergency requirements. |  |  |
| 6.4 | Emergency response personnel, trained and competent in the use of breathing apparatus, are available or on call. |  |  |
| 6.5 | Breathing apparatus is maintained in accordance with the manufacturer’s recommendations. |  |  |
| 6.6 | In the event of a hazardous chemical emergency, a person or position is responsible to urgently facilitate provision of technical information. |  |  |
| 6.7 | Equipment is available on site to deal with hazardous chemical spills. |  |  |
| 6.8 | Emergency response personnel, trained and competent in the use of the equipment used for hazardous chemical spills, are available or on call. |  |  |
| 6.9 | Hazardous chemical spill equipment is maintained in accordance with the manufacturer’s recommendations. |  |  |
| 6.10 | Mobile fire-fighting equipment is available on site. |  |  |
| 6.11 | Emergency response personnel, trained and competent in the use of mobile fire-fighting equipment, are available or on call. |  |  |
| 6.12 | Mobile fire-fighting equipment is maintained in accordance with the manufacturer’s recommendations. |  |  |
| 6.13 | Rope rescue equipment is available on site to effectively conduct rescue at height or depth. |  |  |
| 6.14 | Emergency response personnel, trained and competent in the use of rope rescue equipment, are available or on call. |  |  |
| 6.15 | Rope rescue equipment is maintained in accordance with the manufacturer’s recommendations. |  |  |
| 6.16 | Extrication equipment is available on site. |  |  |
| 6.17 | Emergency response personnel, trained and competent in the use of extrication equipment, are available or on call. |  |  |
| 6.18 | Extrication equipment is maintained in accordance with the manufacturer’s recommendations. |  |  |
| 6.19 | Emergency response teams are equipped with first aid equipment. |  |  |
| 6.20 | Emergency response personnel, trained and competent in first aid, are available or on call. |  |  |
| 6.21 | Emergency response team members participate in mutual aid response exercises and mine emergency response competitions. |  |  |

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| 7 Other considerations |
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| **Point** | **Standard** | **Standard met** | **Comments** |
| 7.1 | Emergency exits are available where required. |  |  |
| 7.2 | Emergency lighting is available where required. |  |  |
| 7.3 | Operable emergency equipment (e.g. emergency showers and eyewashes) is provided in areas where hazardous substances are present or in use. |  |  |
| 7.4 | At sites where hazardous substances are produced, used or stored, suitable resuscitation equipment and persons trained in its use are available or on call. |  |  |
| 7.5 | Sites in areas that could be affected by the severe weather conditions (e.g. cyclones) are prepared for such conditions. |  |  |
| 7.6 | The risk of flooding has been evaluated and adequate precautions taken to prevent danger to employees. |  |  |
| 7.7 | The risks associated with processing operations which cannot be rapidly shut down have been evaluated and adequate precautions taken to prevent danger to employees and the environment. |  |  |

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| 8 Underground mines |
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| **Point** | **Standard** | **Standard met** | **Comments** |
| 8.1 | An independent second means of egress is provided from the lowest level of production from the mine. |  |  |
| 8.2 | Each person proceeding underground is furnished with a self-contained self-rescuer. |  |  |
| 8.3 | Each person going underground is trained in the use of a self-contained self-rescuer. |  |  |
| 8.4 | A management system has been implemented to monitor and maintain self-contained self-rescuers such that they are ready for use. |  |  |
| 8.5 | Self-contained self-rescuers are discarded when out of date or damaged. |  |  |
| 8.6 | Fresh air bases or refuge chambers are provided and strategically located. |  |  |
| 8.7 | In underground mines fresh air bases or refuge chambers are available within 750 metres of all workplaces. |  |  |
| 8.8 | Fresh air bases and refuge chambers are properly identified, serviced and equipped. |  |  |
| 8.9 | Fresh air bases have an assured supply of fresh air. |  |  |
| 8.10 | Refuge chambers have an assured supply of air for at least 36 hours. |  |  |
| 8.11 | The required refuge chamber size, lighting and cooling requirements have been assessed. |  |  |
| 8.12 | Refuge chambers and fresh air bases are regularly inspected. |  |  |
| 8.13 | Refuge chambers and fresh air bases are maintained as required. |  |  |
| 8.14 | In underground mines, suitable resuscitation equipment and persons trained in its use are available or on call. |  |  |
| 8.15 | No flammable materials or explosives are stored within 50 metres of an opening to an underground mine. |  |  |

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