

Note: Delete this page and following page (total 2 pages) once you complete tailoring the template for your own business

General Information

Compliance with this Policy will assist the company in meeting its obligations under the relevant health and safety legislation (the 'Legislation'), associated regulation and codes of practice.

Under the Legislation, the primary duty to eliminate or minimise, as far as is reasonably practicable, the risks to health and safety in the workplace is imposed on a person conducting a business or an undertaking (PCBU). For the purposes of relevant Legislation, an employer is a PCBU and therefore bears primary responsibility where that responsibility is directed to a PCBU.

The policy and procedures will need to be modified to take account of:

- the nature of the hazards at the employer's place of work;
- the size and location of the place of work; and
- the number, mobility and capability of workplace participants at the place of work.

The policy and procedures should be communicated to all workplace participants with regular reminders given. Workplace participants should be trained in the procedures to be followed in the event of an emergency and the procedures should be tested. Evacuation drills are a very important part of the training of workplace participants in emergency evacuation procedures.

The policy and procedures are for workplace participants generally and do not take into account the role of any designated fire wardens. Fire wardens should be covered by a separate emergency procedure which outlines their role and guides them in their duties (for example, checking toilets and other locations to ensure the building has been evacuated and ensuring that appropriate medical treatment is rendered to injured persons).

How to complete this template

Designed to be customised

It is completely customisable based on your specific requirements.

Include what you must and can comply with

This document should be used in conjunction with your contract of employment, and any specific company procedures and processes. Only include the commitments you are confident you can comply with, make sure you update and review the document regularly.

Important: You may have legal obligations to your employees under an employment or industrial agreement such as an award, workplace agreement or employment contract. Make absolutely certain what's written in this document is consistent with these. If you're unsure what covers your employees, FIAA Members can contact FIAA's workplace advice team on 1300 FIAA 4U or on 02 4340 2000 for further advice/assistance.

To complete the template:

1. Using Word's Replace function, search for (INSERT COMPANY NAME) and replace with your company name.
2. Replace (items in brackets) with your own wording.
3. Once you have finished work on the template, delete the first TWO pages of the document.

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Emergency Evacuation Policy and Procedures

1. Purpose

- 1.1 This is a general Emergency Evacuation Policy and Procedure which sets out the broad obligations of (insert company name) and workplace participants under OHS/WHS legislation.

2. Commencement of Policy

- 2.1 This Policy will commence from XX/XX/XXXX. It replaces all other Emergency Evacuation Policies and Procedures of (insert company name) (whether written or not).

3. Application of the Policy

- 3.1 This Policy applies to employees, agents and contractors (including temporary contractors) of (insert company name), collectively referred to in this Policy as 'workplace participants'.
- 3.2 This Policy does not form part of any employee's contract of employment. Nor does it form part of any other workplace participant's contract for service.

4. Policy

- 4.1 On hearing the evacuation alarm, workplace participants should proceed on the basis that there is a real or potential emergency in the workplace. On hearing the alarm or on being instructed to evacuate by (Insert Name & Title eg: Fire Warden), workplace participants must **immediately**:
- a) Obey any directions given by (Insert Name & Title eg: Fire Warden).
 - b) Assemble at the nearest emergency exit - all emergency exits should be clearly marked.
 - c) Assist mobility-impaired workplace participants to the appropriate fire exit.
 - d) Avoid the use of the lifts.
 - e) Follow the instructions of (Insert Name & Title eg: Fire Warden).
 - f) Exit the building in a calm and orderly, but quick fashion. Move at a quick walk, do not run.
 - g) High-heeled shoes should be removed before entering the fire stairs. (remove if not applicable)
 - h) Maintain one clear step between the person in front of you on the stairwell to prevent stumbling.
 - i) When out of the building proceed immediately to the designated assembly area, which is (insert location address).
 - j) Return to the building only when instructed by (Insert Name & Title eg: Fire Warden).
 - k) Report any person not accounted for to (Insert Name & Title eg: Fire Warden).
- 4.2 Evacuation drills are a very important part of the training of workplace participants in emergency evacuation procedures. (insert company name) will, from time to time, conduct emergency evacuation practice drills. During any practice drill workplace participants must comply with and follow this Policy.