

DOB ENTERPRISES PTY LTD

DOB Emergency Management
Policy
IMS-515-00-POL

Revision History

Date	Rev	Modified By	Changes Made, Review History	Reviewed by	Approved by
19.02.18	0	Sunette Opperman	Creation	S Rupert	S Rupert



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DOB has a responsibility to protect all workers, contractors, sub-contractors and visitors who enter their premises. DOB aims to reduce the instance & impact of emergency situations by providing a safe working environment and ensuring that all workers & visitors to DOB sites are aware of emergency procedures as well as their own obligations.

An emergency is an unplanned or sudden event, or any situation which requires immediate action to prevent harm to persons, equipment or property on the premises.

Examples of Emergency situations are:

Natural disasters such as cyclones, floods, thunderstorms or earthquakes, fire, bushfire, bomb threats, armed hold up, electrical failure or electrocution, structural damage, instances of intrusion, armed hold up or violence.

DOB management will take the following steps to ensure the effectiveness of emergency procedures:

- Conduct emergency training with all new workers as part of the formal induction process
- Conduct regular fire and emergency evacuation drills, reviewing the outcome and conducting retraining or additional practice as required
- Identify the appropriate number of fire officers to ensure the smooth evacuation of the premises
- Emergency equipment & signage is installed correctly and inspected & maintained as per manufacturers requirements and current legislation
- Fire escape plans are displayed in clear view for all workers, contractors, sub-contractors and visitors
- Fire and emergency exits remain clear and uncluttered
- Where possible, monitor potential emergency situations and take decisive action as required
- Make workers, contractors, sub-contractors and visitors aware of any contingency plans in place

All DOB workers, contractors, sub-contractors and visitors must:

- Notify emergency services at the earliest opportunity
- Take part in company training and accept their obligations in an emergency situation
- Arrange/provide any medical assistance as soon as possible
- Carry out tasks in accordance with WHS Policies to prevent emergency situations
- Ensure that DOB has their up to date emergency contact and next of kin details and that DOB is updated regarding any changes to these details
- Inform DOB's management of any incidents or accidents and follow the set reporting processes
- Be familiar with emergency and evacuation procedures
- Assist physically impaired people to exit the premises during an evacuation
- Cooperate with & follow the instructions of emergency personnel at all times



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