



Emergency planning checklist

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- Has an emergency plan for the workplace, providing for emergency procedures, testing of the emergency procedures, and information, training and instruction to relevant workers in implementing emergency procedures, including use of emergency equipment, been prepared?

 - Do your emergency procedures cover locating persons in the workplace, evacuation procedures, notifying emergency services, medical treatment and effective communication?

 - Has an evacuation procedure has been prepared which, where practicable, is clearly and prominently displayed at the workplace?

 - Is a diagram showing the location of exits, and the position of the diagram in relation to the exits, clearly and prominently displayed at the workplace, where practicable?

 - Is the evacuation procedure practised at the workplace at reasonable intervals, where practicable?

 - Is the workplace is arranged so that people can safely move within it and the passages for the purposes of movement are always kept free of obstructions?

 - Is the means of access to and egress from the workplace enable people to move safely to and from the workplace and at all times are kept free of obstructions?

 - Are the emergency exits from a workplace safe in the event of an emergency and clearly marked, for example, the exits are easily accessed and are free from obstruction?

 - Are efficient portable fire extinguishers provided? These should be located and distributed in accordance with Australian Standard, AS 2444-2001: Portable fire extinguishers and fire blankets - Selection and location.

 - Are fire blankets provided where appropriate, for example in kitchens?

 - Are portable fire extinguishers regularly maintained?

 - Is training provided on how to use fire extinguishers and other safety equipment to people who will be required to help control or extinguish a fire at the workplace?

 - Are smoking and naked flames banned from any part of the workplace where there are goods or materials which, in the event of a fire, are likely to burn with extreme rapidity, emit poisonous fumes or cause explosions?

 - Are the quantities of flammable or combustible material at the workplace minimised?

 - Is the workplace maintained in a clean condition to avoid hazards to people?

 - Are rubbish, building materials and plant stored away from footpaths and roadways at the workplace?

 - Have you addressed specific emergency requirements for regulated hazardous work, such as work in confined spaces, tasks where fall arrest systems are in place, or in mining operations?
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First aid

- Have an adequate number of people been trained in first aid, having regard to the types of hazards and number of people at the workplace?

 - Is an adequately stocked first aid kit provided at a central location?
 - Have you considered the risk of severe allergic reactions such as from a bee sting, and access to an adrenaline auto-injector (EpiPen® or AnaPen®)?

 - Is the first aid kit regularly inspected to ensure adequate supplies are present?

 - Are other first aid facilities provided and maintained if indicated by the hazards at the workplace? For example, provision of a safety shower and eyewash where corrosive liquids are handled.

 - Have you considered providing an automated external defibrillators at the workplace if there is a risk to workers at your workplace from electrocution, if there would be a delay in ambulance services arriving at the workplace, or where there are large numbers of members of the public?
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Other sources of information

WorkSafe www.worksafe.wa.gov.au

Legislation

- [Work Health and Safety \(General\) Regulations 2022](#)
- [Work Health and Safety \(Mines\) Regulations 2022](#)

Codes of practice

- [Managing the work environment and facilities](#)
- [First aid in the workplace](#)

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