

EMERGENCY SITE PROCEDURES

DIAL 111 FOR:

**FIRE
AMBULANCE
POLICE**

1. Tell the operator which service you require.
2. Wait until the service answers.
3. Give them details of the:
 - a) Type of Emergency (accident, fire, etc)
 - b) Address of the building site and area of emergency

SITE:

4. Make sure someone waits at the road and gives directions

5. Notify Management. Name and telephone number below:

SITE SAFETY OFFICER:

FIRST AID OFFICER:

FIRST AID KITS ARE IN:

FIRE EXTINGUISHERS ARE IN / AT THE:

MEDICAL TREATMENT ADDRESS:

Local Power Authority Ph:
Chemical Spill Ph:
Local Gas Authority Ph:

Department of Labour
Occupational Health & Safety Inspectors
Marine & Industrial Inspectors

Phone: Fax:

**EMERGENCY REQUIRING
EVACUATION**

**The following WARNING will
SOUND:**

**All personnel on site are to proceed
immediately by the safest route and
assemble at:**

**Remain there, so people can be
accounted for. DO NOT return to
work until the ALL CLEAR has been**

given by:

The Law Reproduced

Requirements of the Health & Safety in Employment Act 1992 Relating To Employers' Obligations To Record And Report Accidents & Serious Harm

25. Recording and notification of accidents and serious harm:

1. Every employer shall maintain (in the prescribed form) a register of accidents and serious harm; and shall record in the register the prescribed particulars relating to:
 - a) Every accident that harm (or, as the case may be, might have harmed) -
 - 1) Any employee at work; or
 - 2) Any person in a place of work controlled by the employer; and
 - accident
 - b) Every occurrence of serious harm to an employee at work, or as a result of any hazard to which the employee was exposed while at work, in the employment of the employer.
2. Subsection (3) of this section applies to:
 - a) Serious harm in respect of which an employer is required by subsection (1) (b) of this section to record particulars; and
 - b) Accidents of a kind or description required by regulations made under Section 21 of this Act to be notified to the Secretary (of Labour).
3. Where there occurs any serious harm or to which this subsection applies, the employer concerned shall:
 - a) As soon as is possible after its occurrence, notify the secretary of the occurrence; and
 - b) With 7 days of the occurrence give the Secretary written notice, in the prescribed form, of the circumstances of the occurrence.

Definition of "Serious Harm" From the First Schedule of the Health & Safety In Employment Act 1992

1. Any of the following conditions that amounts to or results in permanent loss of bodily functions, or temporary severed loss of bodily function:
 - respiratory disease;
 - noise induced hearing loss;
 - neurological disease;
 - cancer
 - dermatological disease;
 - communicable disease; requiring
 - musculoskeletal disease;
 - illness caused by exposure to infected material;
 - decompression sickness
 - poisoning;
 - vision impairment;
 - chemical or hot metal burn of eye;
 - * penetrating wound of eye;
 - * bone fracture;
 - * laceration;
 - * crushing;
2. Amputation of body part.
3. Burns requiring referral to specialist registered medical practitioner of specialist outpatient clinic.
 4. Loss of consciousness, or acute illness treatment of a registered medical practitioner, from absorption, inhalation or ingestion, of any substance.
5. Any harm that causes the person harmed to be hospitalised for a period of 48 hours or more commencing within 7 days of the harm's occurrence.