

## EMERGENCY CONTROL POLICY

CCGT is committed to ensuring the effective management of emergencies by eliminating or minimising the risk of fire or emergency by good planning, housekeeping and training.

An emergency according to the AS3745-1190 is an event that arises internally or from external sources that may adversely affect the safety of persons in a building or the community generally and calls for an immediate response by the occupant.

There are a number of different types of emergencies. Some of these include:

- Fire
- Bomb threats
- Armed intruder
- Explosions
- Spills (hazardous substances)
- Gas leaks (toxic/flammable)
- Natural events (flood, earthquakes, storms etc).

The objective of this policy is to minimise the risk to life, property and the environment by the design and implementation of emergency control systems.

CCGT Senior Management will be responsible for:

- Developing and implementing procedures for emergencies
- Providing training for all emergency personnel in fire and emergency control procedures
- Providing information and instruction to all employees regarding their roles and responsibilities in the event of an emergency.

Senior Management will ensure:

- Policies and procedures regarding fire and emergency control systems are developed, implemented and reviewed in consultation with the Health and Safety Representatives (HSR's)
- Emergency control personnel have the knowledge and skills to carry out their roles and responsibilities
- All employees during induction receive information and instruction on emergency evacuation procedures
- All employees receive training and instruction on emergency evacuation procedures
- Fire equipment is serviced twice a year
- Fire drill is carried out twice a year

The employee has a responsibility to:

- Be aware of their responsibilities in the event of a fire or emergency
- Comply with any instruction or direction issued by the emergency control personnel
- Follow the prescribed emergency procedures.





## EMERGENCY CONTROL POLICY (CONT.)

This policy will be reviewed annually, in consultation with the Health and Safety Representatives (HSR's). The review will involve assessing the effectiveness of the policy by such means as:

- Reviewing and recording outcomes of emergency situations including trial evacuations
- Auditing the emergency operations
- Obtaining critical debriefing following an attendance on the premises from emergency services authorities to determine if any procedures do not meet their expectations.

Endorsed by the Board of Directors on .....

11/04/2017

CCGT Chairman

CCGT Senior Manager

