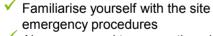# Toolbox Talk
19. Emergency Procedures

What?

- A workplace emergency is an unforeseen situation that threatens employees, customers, or the public
- Emergencies may be natural or man-made and include the following: floods, fires, toxic gas releases, chemical spills, explosions, civil disturbances, and workplace violence resulting in bodily harm and trauma

Why?

- Emergency situations can disrupt or shut down operations, or cause physical or environmental damage
- They can be costly resulting in loss of life and serious business interruption including significant job losses if not contained quickly enough to mitigate the risks. Planning for such events is essential if such losses are to be avoided
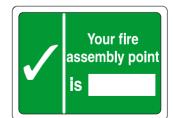
Do ✓

- ✓ Familiarise yourself with the site emergency procedures
- ✓ Always respond to evacuation alarms
- ✓ Keep walkways and emergency exits clear at all times
- ✓ Assemble at the designated evacuation area
- ✓ Raise the alarm if you see a fire or other serious hazard
- ✓ Direct all other people away from the affected area.
- ✓ Get to know the type of extinguishers for different fires
- ✓ Check where fire extinguishers are located

Don't ✗

- ✗ Ignore alarms
- ✗ Create panic by running
- ✗ Try to tackle a fire yourself unless trained
- ✗ Do not use lifts when evacuating the building.
- ✗ Re-enter the building once you have left until informed it is safe to do so
- ✗ Stop to collect personal belongings

✓ **Your fire assembly point is** _____

SAFETY FIRST
by choice; not chance

Toolbox Talk