Regardless of controls put in place to prevent Work Health and Safety (WHS) incidents and emergencies from occurring, they can still happen. For example, a fire can start, someone may get electrocuted, trapped or injured by machinery, or exposed to pesticides or hazardous chemicals. You must be prepared for any foreseeable incident.

#### WHAT IS THE PURPOSE OF AN EMERGENCY PLAN?

The purpose of the emergency plan is to minimise the effects of a dangerous event.

When developing an emergency plan, consideration must be made of:

* the size and location of the farm/boat,
* the hazards on the farm/boat,
* the work being done, and,
* the number of workers and other persons living on the farm/boat, andhow workers and contractors will be provided with information, training and instruction about implementing the emergency procedures.

#### WHAT ARE EMERGENCY PROCEDURES?

The extent of emergency procedures required will depend on the size and complexity of the farm/boat, types of machinery and quantities of hazardous chemicals (pesticides, fuels, etc.) stored on the farm/boat.

As a minimum standard, emergency procedures should include instructions on:

* how to raise the alarm, including how to contact emergency service organisations,
* action to be taken by workers in an emergency to ensure the safety and health of all persons at the workplace and to minimise risks, damage to property and the environment,
* action to be taken on how to evacuate the workplace, use fire extinguishers and provide first aid and
* communication procedures between the person coordinating the emergency response and all persons at the workplace.

To be effective, workers need to be appropriately trained and any procedures need to be tested. Workers should be consulted and ideally, directly involved, in the development of emergency procedures.

An example of an effective emergency procedure is a simple one-page document. This is suitable for display on signs or to be carried by workers or visitors as a pocket card, detailing evacuation procedures, assembly areas, identifying first aid officers and emergency wardens at the workplace as well as contact numbers of emergency services (fire and bush fire brigades, police, ambulance, local hospital and regulatory authorities). **WHAT EMERGENCY PROVISIONS NEED TO BE MADE?**

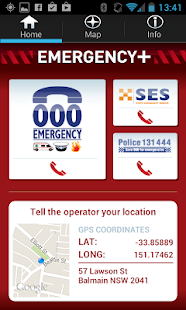
It is important that personnel have access to tools and equipment to assist them in an emergency. It is important that the types of potential emergencies have been systematically determined so appropriate provisions can be made available. These can include but are not limited to firefighting equipment (fire extinguishers, fire blankets, pumps and water trucks), first aid kits, chemical spill kits and clean running water for clean-up.

**CAN YOU MAKE CONTACT?**

The location of the operation and proximity to emergency services will also play a big part in the planning process. If you are close to a hospital, fire service or ambulance, you will be able to raise assistance quickly. If you are more remotely located, you will need to be more prepared as you may be managing the situation yourself before any assistance arrives.

It is also important that people in your business have tools to raise assistance. In areas where mobile phone service is not reliable calling 000 might not be an option. Ensure people have access to a UHF radio, satellite phone,  emergency position-indicating radiobeacon (EPIRB)

or beacon to raise the alarm when they need assistance.

In addition, ensure the whereabouts of your team is always known; where they are heading and an approximate time you can expect them back.

It is also critical to be able to provide the right information to emergency services. This information can be found on the emergency card on the back page of this document.

**It is a good idea for the team to download the Emergency+s App – it will provide your current GPS location and also allow you to call emergency services directly.**

#### WHAT ELSE NEEDS TO BE CONSIDERED?

Where any foreseeable incident may have effects beyond the boundary of the workplace, the emergency plan should also address managing the off-site effects (e.g. adjoining farms). Where off-site effects are a possibility, the plan should contain information on necessary warnings or communications with neighbouring premises.

Where the emergency plan includes activities that involve persons who reside or work adjacent to the workplace, the relevant parts of the plan should be communicated to those persons.

#### WHAT ABOUT IMPLEMENTATION AND TESTING?

The emergency plan should be tested when first developed and when it is modified and updated.

At suitable intervals, practice drills and simulated emergencies should be undertaken involving all workers and emergency services. These drills should be focused on familiarising anyone who could be involved in an emergency incident that could occur on the farm.

#### WHERE CAN I GET FURTHER INFORMATION?

More work health and safety resources are available on the Safe Work Australia website: <https://www.safeworkaustralia.gov.au/doc/emergency-plans-fact-sheet>

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# FARM/BOAT

# EMERGENCY PLAN TEMPLATE

# *Instructions:*

# *This template is provided as a basic guide for you to implement an emergency plan into your business.*

# *Through a discussion with your team, determine the types of emergencies that might occur in your business.*

# *Once determined, discuss an appropriate action and management plan for each emergency. Examples for a fire emergency, medical emergency and chemical emergency are provided here.*

# *Carefully read this document and amend it to reflect your business. If this document refers to something that is not relevant, remove it. If the wording does not resonate with you, change it! If you currently DON’T do something mentioned here in your business, ask yourself if it would make your team safer. If the answer is yes, it might be worth making a change to your business to include that activity or provision. If it wouldn’t improve the business, remove it from the document. This emergency planning document should reflect EXACTLY what happens on the ground in your business.*

# *Ensure your team has a copy of this information and it is made available for review at all times.*

# *Where you see xxxxxx, replace it with information appropriate to your business.*

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| **CHEMICAL SPILLS EMERGENCY RESPONSE** | |
| **In the event of a spill:**   1. Immediately consult the Safety Data Sheet (SDS) for the product that is, or could be, in the spill 2. Control the source of release or contain the spill if safe and if trained to do so. 3. Evacuate and secure the immediate area. 4. Identify the people involved in the incident and notify the relevant manager/supervisor. 5. Assess whether the incident can be managed or whether external assistance is required.   **If the incident can be managed:**   * Use appropriate Personal Protective Equipment (PPE). * Control the source of the release. * Absorb any free liquids, collect any solids, and/or ventilate the area. * Package and dispose of spill residues. * Clean-up the affected area and equipment using the appropriate material in the spill kit.   **If external assistance is required:**   * Dial 000 for fire brigade or ambulance. * Ensure help is available to assist emergency services.   **General:** If an individual becomes ill, drowsy, vomits, becomes unconscious or shows unusual behaviour, assume poisoning has occurred. Remove the patient from the area if it is contaminated and transport to hospital or doctor after carrying out any necessary first aid procedures as below.  **Eyes:** Hold eyes open and immediately wash continuously with water for at least 15 minutes. Use eye wash if one is present in first aid kit.  **Skin:** Remove all contaminated clothing and footwear. Wash all affected areas thoroughly with soap and water. Cuts and abrasions must be treated immediately.  **Swallowed or Inhaled:** Provide First Aid as specified on the product label or safety data sheets (SDS).  **Burns:** Immerse affected area in cold water for 10-15 minutes. Bandage lightly with sterile dressing. Treat for shock if required. Seek immediate medical attention.  **First Aid kit located at *Shed* and in *Key Vehicles*** | |
| **EMERGENCY CONTACTS** | |
| Police, Fire Brigade or Ambulance: Dial 000 or UHF xxxxx | |
| **Manager 1: xxxxx** | **Manager 2: xxxxx** |
| **Local Hospital: xxxxx** | |

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| **FIRE**  **EMERGENCY RESPONSE** | |
| **In the event of fire or a fire/smoke in a building:**   1. Check for any sign of immediate danger. Ensure your own safety as a priority. 2. Shut down/turn off equipment if it is safe to do so. Close the door if it is safe to do so. 3. Follow the EXIT signs. 4. Escort visitors and those who require assistance. 5. Proceed to the Assembly Area. 6. Report the Emergency and Dial 000.   **In the event of fire or a fire/ smoke alarm in a paddock or bushland:**   1. Ensure your own safety as a priority 2. Shut down/ turn off equipment if safe to do so 3. Understand the scope of the fire including size and location 4. Report to management immediately and raise help via UHF Radio or mobile phone 5. Arrange required resources and further assistance if instructed by management    1. Call 000 if required    2. Notify neighbours if required    3. What machinery and equipment is required? 6. Consider weather conditions and understand imminent danger    1. Wind direction and speed 7. Fight the fire or contain the emergency, if safe and trained to do so. | |
| **EMERGENCY CONTACTS** | |
| Police, Fire Brigade or Ambulance: Dial 000 or UHF xxxx | |
| **Manager 1: xxxxx** | **Manager 2: xxxxx** |
| **Hospital: xxxxx** | **Rural Fire Brigade: xxxxx** |

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| **MEDICAL**  **EMERGENCY RESPONSE** | |
| **In the event of a medical emergency or following an incident or serious injury:**  **D**anger - check for danger and assess safety.  **R**esponse - check whether the patient is unresponsive, unconscious.  **A**irway - open airway, tilt head, lift chin.  **B**reathing - check breathing, is it normal, abnormal, no breathing.  **C**irculation – If not breathing, 30 compressions, 2 breaths. Repeat.  **D**efibrillation - as soon as available, if there is Automatic External Defibrillator (AED), attach leads and follow prompts  **S**end for help - as soon as practicable, call for an ambulance. Dial 000. | |
| **EMERGENCY CONTACTS** | |
| **Ambulance Dial 000 or UHF xxxx** | |
| **Manager 1: xxxxx** | **Manager 2: xxxxx** |
| **Local Hospital: xxxxx** | |

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| **EMERGENCY CARD** | | | | | |
| **Business**  **Key contact  numbers** | 1. | | |  | |
| 2. | | |  | |
| 3. | | |  | |
| **Address** |  | | | | |
| **Nearest town** |  | | | **UHF channel** |  |
| **GPS location** |  | | | | |
| **Directions to  front gate** |  | | | | |
| **Neighbours**  **Key names and contacts** | 1. | | |  | |
| 2. | | |  | |
| 3. | | |  | |
| **IMPORTANT EMERGENCY NUMBERS** | | | | | |
| **State Emergency Services** | | 132 500 | **Essential Energy** | | 132 356 |
| **Poisons Information Centre** | | 131 126 | **Dial Before You Dig** | | 1100 |
| **Animal Disease Hotline** | | 1800 675 888 | **Lifeline** | | 131 114 |
| **Local Hospital** | |  | **Local Rural Fire Service** | |  |
| **ACTION PLAN FOR MEDICAL EMERGENCIES** | | | | | |
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