Develop and implement health and safety emergency response systems and procedures

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Overview

This standard is for people with a role which involves:

1. planning emergency response systems and procedures;
2. implementing emergency response systems and procedures;
3. communicating emergency response information; and
4. maintaining emergency response systems

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Performance criteria	**Develop and implement health and safety emergency response procedures:**
You must be able to:	P1 develop and implement emergency procedures for your organisation (including, where necessary, both on-site and off-site)
	P2 involve relevant stakeholders in the formulation and implementation of emergency procedures
	P3 ensure links are in place with external services for emergency medical care and rescue work
	P4 make suitable first-aid and fire fighting provision for your organisation
	P5 make sure that there are the necessary competencies in first aid and fire fighting in your organisation
	P6 identify the potential areas and sources of an emergency in your organisation – on site and off site
	P7 prepare to respond to the requests of the regulatory and local authorities, the emergency services, other authorities, the media and other interested parties regarding an emergency in your organisation
	P8 keep adequate records of the health and safety emergency response procedures of your organisation
	Develop and implement procedures for the control of a health and safety emergency:
You must be able to:	P9 develop and implement a procedure, or procedures, for your organisation for both on-site and off-site emergencies
	P10 make sure sufficient facilities, material and equipment, including communication equipment, are available to deal with the control of an emergency in your organisation
	P11 detail, in the procedures dealing with the control of an emergency, the competencies required
	P12 establish effective liaison with the appropriate emergency services and the regulatory and local authorities
	P13 respond to the requests of the regulatory and local authorities and, where necessary, the requests of the media and other interested parties
	P14 make sure that the investigation procedure has been carried out
	P15 keep adequate records of the procedures for the control of a health and safety emergency in your organisation
	P16 monitor and update of emergency plans
	P17 test suitability of emergency plans
	P18 review the systems in place to monitor any changes in the organisation or key external partners

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Knowledge and understanding	**The purpose of emergency planning.**
You need to know and understand:	K1 the potential causes of emergencies including natural and manmade both accidental and deliberate

The nature and role of health and safety emergency response systems and procedures within the organisation

You need to know and understand:

K2 emergency procedures for your organisation taking into account:
  K2.1 relevant health and safety statutory requirements
  K2.2 dealing with the ongoing effects of fatalities
  K2.3 injury accidents
  K2.4 dangerous occurrences
  K2.5 fire and explosion
  K2.6 toxic release
  K2.7 major disaster
  K2.8 environmental impact
  K2.9 rescue and security alert
K3 how to manage simulated emergency procedures

Principles and concepts

You need to know and understand:

K4 press releases and media management

External factors influencing health and safety emergency response systems and procedures

You need to know and understand:

K5 health and safety statutory requirements:
  K5.1 first aid and medical service provision
  K5.2 fire precautions
  K5.3 emergency procedures
  K5.4 major disasters
  K5.5 ionising radiation incident
  K5.6 environmental impact events
  K5.7 the control of an emergency

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Additional Information

Glossary

Control(s): the means by which the risks identified are eliminated or reduced to acceptable levels.

Hazard: a hazard is something with the potential to cause harm (this can include articles, substances, plant or machines, methods of work, the working environment and other aspects of work management)

Notice: includes all types of enforceable statutory document which may be drafted and served on a duty holder, such as improvement, prohibition and deferred prohibition notices, notices of taking into possession or to leave undisturbed, notices under the Food and Environment Protection Act and the Control of Major Accident Hazards Regulations, as well as approvals and licences, and associated notices of withdrawal, amendment or extension

Personal presentation: this includes personal hygiene, use of personal protective equipment, clothing and accessories suitable to the particular workplace

Procedures: a series of steps, instructions and/or decisions, a task. This includes the documentation prepared by the employer about the procedures to be followed for health, safety and welfare matters. Instructions covering, for example:

1 the use of safe working methods and equipment
2 the safe use of hazardous substances
3 smoking, eating, drinking and drugs
4 what to do in the event of an emergency
5 personal presentation

Risk: a risk is the likelihood of potential harm from that hazard being realised. The extent of the risk depends on:

1 the likelihood of that harm occurring;
2 the potential severity of that harm, i.e. of any resultant injury or adverse health effect; and
3 the population which might be affected by the hazard, i.e. the number of people who might be exposed.

Stakeholders: is any person(s) or group with an interest in an organisation, which may include, employees (at any level), duty holders. employee representatives, contractors, customers, community

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