



EMERGENCY POLICY AND PLAN
VERSION NUMBER: 1.2
ISSUE DATE: 20/04/2022
DATE UPDATED: 30/06/2022

Policy Purpose

Northern Edge Studio operates out of 363 Glen Osmond Rd, Glen Osmond Tuesday to Friday, opposite Ridge park and approximately 500m from the Glen Osmond Intersection (start of the M1 freeway). Operating hours are 9am to 4pm.

The purpose of this Emergency Plan is to provide detailed guidance on how to respond to identified emergency situations that could occur. This Emergency policy and plan has been developed in accordance with the requirements of the South Australian Work Health and Safety Regulations 2012.

Objectives and Goals

Northern Edge Studio will:

1. Provide and maintain resources, procedures and trained personnel to ensure that adequate emergency response capabilities are available at all times during operations.
2. Ensure safety of staff at all points.
3. Update this policy according to data gained from previous incidents for continual improvement.

Emergency Event Classification

Level 1 – Site Contained

Emergency is of minor consequence and is;

- Contained on-site,
- Controlled immediately via on-site resources and personnel,
- Not expected to escalate.

Level 2 – Time and Response Critical

Events that pose a significant risk to health and safety, property, the environment, and;

- Depend on rapid response to control or prevent escalation,
- May be unable to control immediately using on-site resources or personnel,
- Require external emergency services (fire, ambulance, etc.),
- Have the potential to escalate,
- Have the potential to extend beyond the site boundaries.



Level 3 - Major Incident or Crisis

Events similar to Level 2 that pose a major threat to health and safety, property, the environment and;

- Has or is likely to cause major disruption,
- Has or is likely to impact on the community,

Emergency Assembly and Evacuation

In the event of an emergency and a decision to evacuate, all instructions relating to the evacuation will come from the supervisor at the scene of the emergency.

It is the responsibility of the Supervisor to ensure all persons, inclusive of contractors, in their workgroup are informed of the evacuation and Emergency Wardens to ensure all persons evacuate to the appropriate emergency assembly point (EAP).

To ensure that all those present on the site are accounted for (including contractors and visitors) a head count is performed by emergency wardens. This will be done visually due to the size of the business.

If someone on the site cannot be accounted for, then a search will be initiated by the Emergency Coordinator, if safe to do so.

NO persons are to leave the emergency assembly point (EAP) until they have been directed to do so by the emergency wardens or Supervisor in charge (On Scene Controller).

Evacuation from Site

Depending on the type of emergency, a site evacuation may be initiated.

Based on the initial assessment of the emergency (i.e. a Level 1, 2 or 3 emergency), the supervisor may take the following steps:

- Initiation of an area or site evacuation;
- Announce the type and location of emergency;
- Account for personnel.
- Call emergency services

In the event of the release of hazardous materials, persons are to proceed up wind of the release. If an EAP is downwind of the release the warden is to relocate all persons to a safer location.

It may be decided by the Emergency Controller that all persons should be evacuated to a location off site. In such an event all persons shall remain in the control of the supervisor. No person is to leave without the authorisation of the supervisor.

Emergency Exercises

Emergency Preparedness and Response shall be tested via emergency exercises, audits and reviews to verify adequacy and effectiveness

Objectives of Emergency Exercises

- Safely test the facilities and strategies in place to manage emergency events in realistic circumstances;



- Test the competency of workers in
- Enhance the confidence and ability of
- Identify opportunities for improvement; and
- Share the learning outcomes with others.

1 major practical exercise will be conducted annually.

Policy Responsibilities

All employees and contractors of Northern Edge Studio and NN Studio are responsible for ensuring compliance to this policy.

Supervisor

In the event of an emergency, the supervisor present in the office will have the following responsibilities:

- Assess situation and begin evacuation as necessary, contacting required authorities
- In case of fire, delegate to the fire warden to use extinguisher and evacuate others
- Inform other tenants of danger
- Ensure all staff and others are accounted for at evacuation points
- Assess any injuries
- Keep those present calm and informed until the situation has either passed or been dealt with
- Fill in an incident report form

First Aiders

In the event of an emergency, the designated first aid officer will have the following responsibilities:

- As far as is practical, establish the location and severity of the emergency event;
 - Check first aid supplies at hand and remain in contact;
 - Prepare to mobilise;
 - If required, travel to emergency scene to assist and report to the On-Scene Controller upon arrival;
 - Check for DANGER to self and others before responding at the scene;
 - Assist with injured persons if necessary
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- If needed, the first aid officer should delegate someone to contact emergency services will continuing to provide first aid support (EG, CPR)
 - Once the situation has been resolved or emergency services have taken over, fill out an incident report form

Fire Warden

In the event of an emergency, the designated fire warden will have the following responsibilities:

- Follow direction of supervisor
- If supervisor is not present, follow training to assess the fire
- Use safety equipment (extinguisher, fire blanket) as required until situation is handled or emergency services have arrived

Staff

In the event of an emergency, staff must comply with directions given from supervisors and emergency services. This may include:

- Cease operations
- If evacuation is required:
 - Follow instructions of the Warden or Supervisor;
 - Evacuate to nearest Emergency Assembly Point; and
 - Remain there until the 'all clear' is given.
 - Assist with the emergency response, but only if requested.



Responsibilities

Managers and principals are accountable for enforcing this Code of Conduct; however, all employees have a responsibility to adhere to the policy at all times. All breaches of the policy will be dealt with in accordance with the Northern Edge Studio's Working Practices Policy.

Breaches may result in disciplinary action, which in serious circumstances may include termination or prosecution.

Application

This policy applies to Northern Edge Studio and New Northern.

Northern Edge Studio provides this policy to all staff, contractors, sub-contractors, and interested parties upon request.

Scope

The version of this policy applies from the sign-off date.

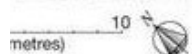
It replaces all previous versions and should be read in conjunction with all current policies and procedures and relevant legislation. Queries in regard to content of this policy are to be referred to the principals.

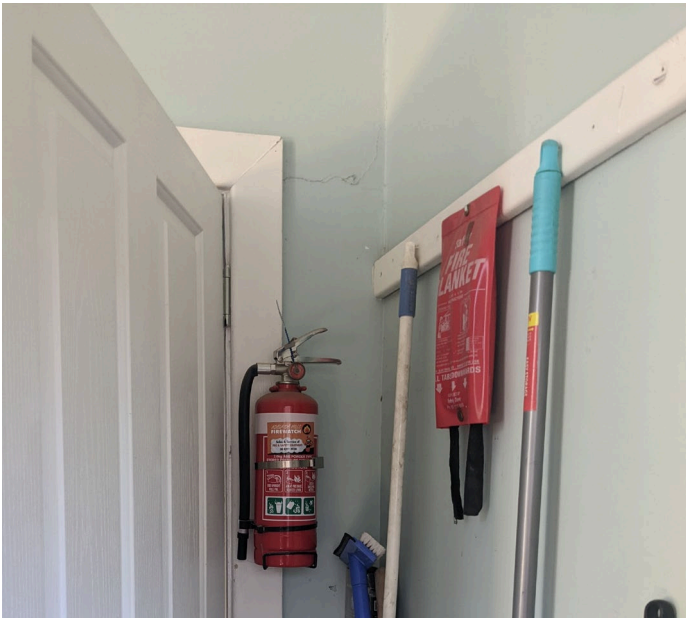
This policy will be reviewed regularly, and modified as required, to reflect changes in company policy, best practice, and compliance with the relevant legislation.

Location

First aid kit, fire blanket, and powder fire extinguisher are

CA Method of Measurement





Emergency Assembly Points (EAP's)

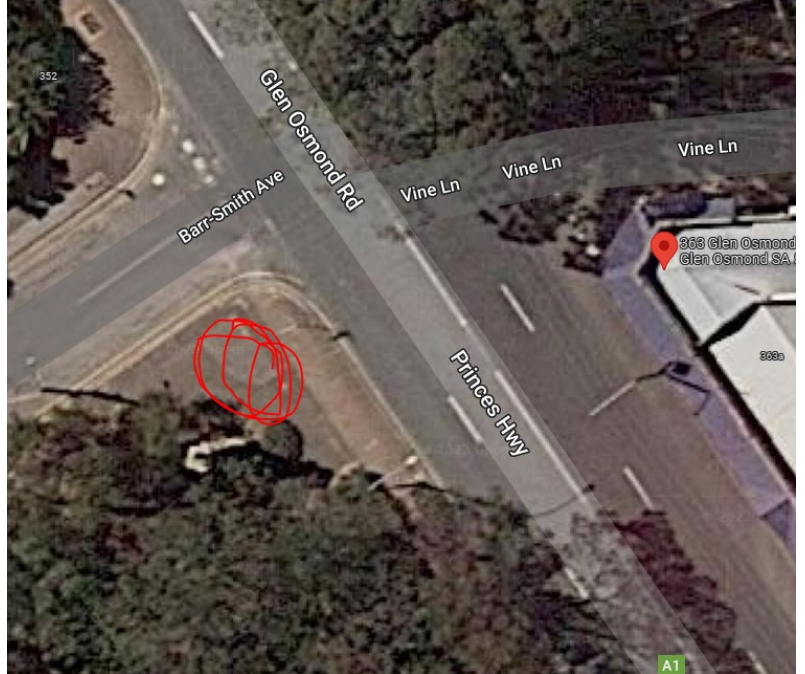
EAP's at Northern Edge Studio are located at:

1. Staff car park





- Ridge Park at the monument – important to note this is across Glen Osmond Rd which is very busy. If required, staff should walk up to the crossing by Queens Lane.



Evacuation Procedure

