



FIRE AND EMERGENCIES POLICY

Electrodry Carpet Cleaning 2016

POLICY STATEMENT

As part of our commitment to achieving the principles of health and safety in our workplace, we recognise our moral and legal responsibility to provide a safe and healthy work environment for workers, contractors, customers and visitors. This commitment also extends to ensuring that all officers and workers are instructed in the procedures to follow in the event of a fire or other emergency in the workplace, and trained in the correct and safe use of fire fighting appliances and equipment.

AIMS AND OBJECTIVES

We will ensure that appropriate fire and evacuation plans are prepared and displayed in all workplaces, and that all persons are instructed in accordance with relevant Acts and Regulations in the fire and evacuation plan, and the actions to be followed in the case of an emergency. This will include participation in any fire or emergency practice or drill organised in the implementation of the fire and evacuation plan.

RESPONSIBILITIES

We will ensure that –

- a compliant fire and evacuation plan is prepared by a competent person, and displayed in conformity with relevant Regulations
- procedures are developed and implemented in the case of the following emergencies
 - fire observed or alarm sounding
 - bomb or other threat
 - power failure, or
 - building damage.

Supervisors are to ensure that persons new to the workplace are instructed in –

- the location of emergency exits, and the safe path of travel to them
- the locations and methods of use of fire-fighting appliances
- the steps to follow in the event of an alarm or alert sounding
- the means of notifying emergency services, and
- the location of designated emergency assembly areas.

All workers are to receive refresher training at least annually, or as required by Regulations.

All occupants must participate in any training or drills in relation to fire and emergency procedures, and follow any instructions given to them by a member of the emergency response team. They must also not do anything which will adversely impact the availability or use of anything provided for building fire safety.

AUTHORISED BY

Signed: M. J. [Signature] Position: General Manager Date: 16/5/16