



STATEWIDE GROUP TRAINING (SA) INC

FIRE AND EMERGENCY EVACUATION POLICY

PURPOSE:

In accordance with the Regulations of the South Australian Work, Health, and Safety legislation, Statewide Group Training (SA) Inc (SGT) has developed an emergency action plan and emergency procedures for the workplace, to deal with foreseeable emergencies.

SCOPE:

This policy applies to:

- Board Members
- All staff, including Managers, Field Officers, Administrative Officers; full time, part time, casual, temporary or permanent staff; apprentices and trainees, contractors, sub contractors, and work experience personnel.

POLICY:

The full details of this plan and the procedures are contained in SGT's Work, Health, and Safety Policy and Procedure Manual.

SGT will ensure that:

- Emergency exits, procedures and training are adequate in the event of emergencies.
- Adequate emergency facilities are provided for in the workplace; and
- Access to rescue equipment and suitably trained personnel is adequate in cases where emergency situations are reasonably foreseeable.

In the event of a fire, or the need for an emergency evacuation of SGT premises, all employees are required to adhere to the Fire and Emergency Evacuation Procedure.

On the discovery of a fire or if an emergency evacuation is necessary, the nominated Fire Warden(s) will:

- Remove anyone in immediate danger if it is safe to do so.
- Isolate the fire/incident by closing doors or windows.
- Activate the fire/evacuation alarm for the building and contact emergency services by telephoning 000.
- Provide evacuation assistance to the mobility impaired.
- Use the appropriate equipment to extinguish the fire and/or contain the incident if it is safe to do so.
- Advise the Chief Warden/Site Manager of the fire/incident and action taken; and
- If safe to do so, return to their area and conduct a search (including rest rooms).

The nominated Fire Warden(s) must also:

- Account for all employees, contractors and site visitors in their area.
- Once all employees, contractors and site visitors in their area have been accounted for, direct them to remain at the designated assembly point until all clear is given; and
- Once all clear is given facilitate an orderly return of the employees, contractors and site visitors to their work area/station.



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All employees will:

- Proceed to the designated assembly point as nominated by SGT.
- Await the arrival of the nominated Fire Warden(s) and give them details of the incident; and
- Not leave the assembly point or return to the workplace until all clear is given by the Chief Fire Warden.

Reference:
WHS Act & WHS Regulations 2012

APPROVED: KYM ANDERSON

DESIGNATION: CHIEF EXECUTIVE OFFICER

APPROVAL
SIGNATURE:

DATE: 8TH MAY 2024
