



EMERGENCY NUMBER: 000		
Employee has identified a suitable egress route (clear from obstacles) in the event of an emergency	Yes	No
Employee has access to methods of communication in the event of an emergency situation (work / home phone)	Yes	No
In the event of an emergency situation the employee is to exit the premises via the identified egress route to a safe area and contact emergency services		

+ FIRST AID ARRANGEMENTS +	
First Aid Risk Assessment	
Nature of work	Workstation and office related duties
Accessing first aid assistance	<p>Contact emergency services "000"</p> <p>Nearest Medical Centre details (address, phone number, doctors name)</p> <p>First Aid Kit Location (if applicable, see section 3)</p> <p>Nearest Emergency Department</p>
Managers contact details	Provide name and phone number/s:



An employee's general responsibilities include;

- Take reasonable care for your own health and safety;
- Take reasonable care that your acts or omissions do not adversely affect the health and safety of other persons;
- Comply, so far as the you are reasonably able, with any reasonable instruction that is given by NSW to allow NSW to comply with the Act;
- Co-operate with any reasonable policy or procedure of NSW relating to health or safety.

Once the emergency situation has been resolved the employee is required to;

- Access medical treatment if required
- Notify their manager at their earliest possible convenience. If the employee is injured or unable to make the notification, a friend or relative could perform this on behalf of the employee.
- Complete a NSW IIMS Staff, Visitor, Contractor form to document the incident.
- Forward the completed IIMS notification to your manager for review and to implement controls as required (or if applicable)
- Assist your manager with any investigations into the incident.
- If the employee is seeking compensation for the incident they must obtain a WorkCover Medical Certificate from their treating doctor and provide a copy to their manager.
- The employee is encouraged to attempt to resolve any Work Health and Safety issues encountered. If the issue cannot be rectified the employee must report the issue to their manager/supervisor at their earliest possible convenience. They may contact their Health and Safety representative for advice if the matter continues. At any stage the employee may seek further information or assistance by contacting the NSW Work Health and Safety unit

#### Acknowledgement

I acknowledge that there has been a review of the proposed work area and I agree to the implementation of this proposed Emergency Procedure.

#### **IMPORTANT:**

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I acknowledge that there has been a review of the proposed work area and I agree to the implementation of this proposed Emergency Procedure.

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Employee's Name:

Employee's  
Signature:

Date:

\_\_\_\_\_  
Signature

Manager's Name:

Manager's  
Signature:

Date:

\_\_\_\_\_  
Signature