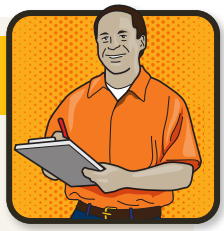
EMERGENCIES AND INCIDENT PLAN



ARE YOU WELL PREPARED FOR EMERGENCIES?

To see how well you have prepared your workplace for emergencies, ask yourself, health and safety representatives, and your staff the following questions.

	YES	NO	N/A
Have you and your staff identified the types of emergency situations that your business could be exposed to – eg, fire, explosion, chemical spill, flood, medical emergency?			
Have you and your staff developed procedures to cover the safety of employees, contractors and other visitors in the event of an emergency?			
Have those in charge of emergencies (wardens) been appointed and trained?			
Are evacuation plans and emergency phone numbers on display?			
Are exits well marked and clear at all times, and do doors open easily from the inside?			
Have you held an emergency evacuation drill in the last six months and kept a record of this?			
Do you and your staff regularly check and maintain emergency equipment? (eg, smoke detectors, sprinkler systems, fire extinguishers, emergency lighting)			

If you could not answer YES to all these questions, note down below the action you and your staff need to take.

WHAT DO YOU NEED TO IMPROVE?

	WHO	WHEN

Fleet Safety