

EMERGENCY MANAGEMENT PROCEDURE

OVERVIEW

This procedure outlines the responsibilities, actions, methodologies, and support required to identify, prepare for, and effectively manage emergency situations at all Perkins Builders offices and project sites, ensuring the safety and health of all persons and the protection of the environment. In accordance with legislative requirements, potential emergency scenarios are identified and appropriate control measures and response arrangements are implemented to minimise risk to employees, subcontractors, visitors, public, and the environment, and to ensure an effective and coordinated response to any incident or emergency event.

RESPONSIBILITIES

Site Manager / Chief Warden	Leads emergency response, ensures plans and equipment are in place, coordinates evacuations, accounts for personnel, and liaises with Emergency Services.
HSEQ Team	Develops and maintains emergency procedures, supports drills and training, and drives corrective actions and improvements.
Emergency Response Team	Assist with evacuation, headcounts, area checks, and implementation of emergency instructions.
All Workers & Visitors	Follow emergency instructions, attend muster points, and participate in drills and inductions.

1. EMERGENCY PREPARATION

Procedure:

Emergency Response will need to be determined on a site by site, or office basis, taking into account the nature of emergency situations likely to arise and the number of workers. Main offices and projects will have Emergency Response Plans in place.

Upon Award of a project, the HSE Department will complete a [Site Emergency Checklist \(Form 978\)](#), taking into account potential WHS and Environmental emergencies arising from works undertaken and the type of emergency equipment required is determined.

Following completion of the Checklist an [Emergency Response Management Plan \(Form 977\)](#) specific to the project will be developed. Emergency scenarios relevant to the project will be identified and documented within the Emergency Management Plan which will form part of the projects overall [HSE Management Plan \(Form 967\)](#).

Workers and visitors shall be involved in the emergency awareness, preparedness and response process.

For each OFFICE location, an Emergency Response Team (ERT) will be established. The ERT will be responsible for responding to and coordinating any emergency situation. The ERT may consist of:

- Chief Warden
- Deputy Warden
- First Aider/s

ERT composition will need to be determined on an office by office basis, taking into account the nature of emergency situations likely to arise and the number of site personnel. Where necessary ERT responsibilities may need to be combined in order to provide adequate response.

All ERT personnel shall have nominated deputies to act in their absence.

For each PROJECT, the Site Manager will take the responsibility for Emergency Response or in the event of the absence of the Site Manager, the most senior Perkins Builders employee until Emergency Services arrives.

Emergency drills will be carried out on site as defined within the HSE Management Plan. Workers and visitors shall participate in all emergency response plan drills and exercises. Participation shall be recorded on the Emergency Drill Record (Hammertech).

2. EMERGENCY TRAINING

Procedure:

Site Managers will have completed the following training:

- [90.01.12 Emergency Management procedure](#) as part of their induction.
- Emergency Preparedness.
- Chief Warden / Fire Suppression.

Office Representative will have completed training on:

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- [90.01.12 Emergency Management procedure](#) as part of their induction
- Chief Warden / Fire Suppression.

All employees will have completed training on:

- [90.01.12 Emergency Management procedure](#) as part of their induction

3. DETERMINING PROJECT EMERGENCY MANAGEMENT AND EQUIPMENT

Procedure:

During project planning the Site Manager will,

- Determine evacuation routes using the site plan and building footprint, ensuring emergency vehicles are not hindered upon entry to site.
- Determine emergency muster point/s ensuring the muster point is far enough away from the building, sheltered, not in the traffic flow and allow for further movement away if the emergency escalates.
- Determine the suitability and location of emergency equipment aligned with the identified potential emergencies. The larger a potential emergency the more emergency equipment is required for the site. Consider the availability of local resources also i.e. local fire brigade.

4. EMERGENCY MANAGEMENT FOR LOCATIONS (SITES AND OFFICES)

Procedure:

Each location will have the following clearly displayed/on noticeboards:

- Emergency contact details.
- First aid trained personnel listed with contact details.
- A Site/Office Layout and Emergency Evacuation Plan including emergency must point.
- Any other applicable emergency procedures

The Site Manager/Chief Warden will account for the number of workers and visitors with the daily site attendance record, electronic sign-in, or site diary.

Emergency Procedures will be communicated to all workers and visitors at induction. The induction will contain the following,

- Explanation of emergency warning devices
- Emergency contact numbers
- Location of muster point
- Location of first aid box/s

5. EMERGENCY RESPONSE

Procedure:

On the sounding of the emergency warning device or notification of an emergency the Chief Warden will:

- Determine the nature of the emergency situation.
- Maintain control and evacuate all personnel to the evacuation muster point/s.
- Allocate a person to check area thoroughly (e.g. toilets, isolated areas) for employees, subcontractors, visitors, etc.
- Determine status of any injured personnel, visitors or subcontractors from first aid personnel.
- Conduct a role call ([907 Site Attendance Register/Hammertech](#)).
- Liaise with attending Emergency Services i.e. Department of Fire and Emergency Services (DFES).
- Obtain a list of all missing and injured workers and visitors.
- Follow instructions from emergency services and await the all clear.
- Advise personnel to return to work after the Emergency Services have given the all clear.

Arrange for the emergency situation to be investigated and liaise with the HSE Team to make any required improvements to the emergency procedures.

To assist the Site Manager, [Emergency Response Procedure \(Form 902\)](#) is available.

6. COMMUNICATION

Procedure:

All changes shall be communicated to the relevant personnel via Toolbox talk conducted by Site Manager / HSE Team.

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7. CORRECTIVE ACTION / IMPROVEMENT REQUESTS

Procedure:

Corrective Actions/Improvement requests identified during an Emergency Drill shall be documented on the Emergency Drill Record by Site Manager/authorised person conducting the drill and forwarded to HSE Department for recording, monitoring and closeout.

8. REPORTING AND REVIEW

Procedure:

Actual emergency incidents shall be reported to the General Manager and HSE Team by phone immediately. Relevant authorities are to be notified of actual emergency incidents immediately where applicable (e.g. Emergency services).

Where Perkins Builders are required to notify the Client/Superintendent, the Project Manager will do so. The General Manager or their delegate will notify any regulatory organisations as required.

Actual emergency incidents shall be documented on an Incident/Investigation Report ([Incident Report \(Form 912\)](#)/Hammertech).

The [Emergency Response Management Plan \(Form 977\)](#) shall be reviewed by the HSE Team and Site Manager after an emergency and emergency drill to ensure adequacy and / or opportunity for improvement.

LINK TO SUPPORTING DOCUMENTS

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| <ul style="list-style-type: none">• Site Emergency Checklist (Form 978),• Emergency Response Management Plan (Form 977)• HSE Management Plan (Form 967).• 90.01.12 Emergency Management procedure | <ul style="list-style-type: none">• 907 Site Attendance Register• Emergency Response Procedure (Form 902)• Incident Report (Form 912) |
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REFERENCES

- *Work Health and Safety Act 2020*
- *Work Health and Safety Regulations 2022*
- *AS 3745: Emergency control organisation and procedures for buildings, structures and workplaces.*

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