

## EP02 – EXTERNAL EMERGENCY PROCEDURES

### Purpose

To ensure the safety of all **workers** in the case of an emergency when on any site that is not the NSW Hobart Food Equipment Office.

### Emergency Contact Information

<b>POLICE</b>	<b>000</b> (Australia) (112 on mobile)
<b>FIRE</b>	<b>000</b> (Australia) (112 on mobile)
<b>AMBULANCE</b>	<b>000</b> (Australia) (112 on mobile)

### Head Office (NSW) Contact Information

<b>Daniel Glasow</b>	0407 738 624
<b>Head Office (NSW)</b>	1800 462 278 or (02) 9714 0200
<b>NSW Office Site Address</b>	Unit 1 No. 2 Picken Street, Silverwater, NSW, 2128

### Responsibilities and Procedures (All Sites)

- All **Workers** must read and understand all site emergency and evacuation requirements, and must follow these instructions where required
- All **Workers** who notice potential emergency situations must alert appropriate persons
- **Workers** should inform the **Emergency Wardens or Site Management** as soon as possible to assess the situation, where evacuation may be called if required, and/or emergency services may be required to be called
- **Workers** may contact emergency services if required
- **Workers** may use fire extinguishers or hose reels only if safe to do so and if trained
- **Workers** are responsible for following all instructions from the Wardens
- **Workers** must ensure they take care when crossing any roads or paths
- **Workers** should remain at assembly area until advised otherwise by **Wardens / Management / Emergency Personnel**
- **Workers** may only re-enter the building once it is deemed safe for re-entry by **Wardens / Site Management / Emergency Service Workers**
- **Workers** must inform their **Manager / Supervisor** if any evacuation or emergency situation has occurred while on an external site.