



EMERGENCY RESPONSE PROCEDURE

STAY CALM, DON'T PANIC AND DO NOT PUT YOURSELF AT RISK

1. In the event of a safety incident, assess the risk and ensure that any injured personnel are:
 - Moved, if possible (Do not cause further injury) to an area that will minimize further exposure to the hazard and made comfortable; and or
 - Made comfortable and the hazard minimised if they can't be moved.
 - Not left unattended.

2. Administer the appropriate first aid and/or:
 - Call the Site Manager if not already present on site or the Benlin Homes office – Phone 93793220.
 - Take the injured person to the nearest doctor or hospital if deemed necessary.
 - Call an ambulance (if required) – Phone 000.

3. For all safety incidents where an injury has occurred or not.
 - Ensure all personnel are safe and accounted for.
 - Assess the risk and eliminate or minimise the offending hazard, e.g. fire, chemical spill, structural collapse, exposed live electrical wiring, without subjecting personnel to unnecessary danger or disturbing the evidence of the cause if possible and/or;
 - Call the Site Manager if not already present on site or the Benlin Homes office – Phone 93793220.
 - Call the fire brigade or police (if required) – Phone 000.
 - Where necessary signpost or barricade the offending area to ensure safety of all personnel and the public until the hazard has been eliminated.

4. The Site Manager shall investigate the incident to identify the causes and possible preventative action and compile an OHS Incident Report in accordance with the procedures. All personnel involved are encouraged to assist in this process.

5. The Site Manager shall be responsible for ensuring reportable injuries and diseases are reported to the Work Safe WA Commissioner.

6. The Site Manager shall nominate the personnel responsible and accountable for any corrective or preventive actions.