

Outlines the Department's commitment to the provision, development, documenting and communication of emergency systems and procedures.

1.Objectives - Policy statement

1.1

The Department of Education and Training is committed to the effective management of emergencies in accordance with statutory and regulatory obligations and corporate objectives.

1.2

The Department will ensure it has systems and procedures for responding to and recovering from emergency situations.

1.3

The Department will ensure the development, documentation and communication of emergency plans for each workplace in consultation with employees and other relevant persons as required.

1.4

The Department will ensure all emergencies are reported, recorded and action taken to prevent recurrence, where possible.

1.5

The Department will review its systems and procedures periodically to ensure the content remains relevant and consistent with corporate objectives.

2.Audience and applicability

2.1

This policy applies to all employees of the Department of Education and Training and TAFE NSW, students, visitors, volunteers and contractors while visiting or conducting business on departmental workplaces or participating in authorised departmental activities outside of departmental workplaces.

3.Context

3.1

An emergency is defined as an event, actual or imminent, which endangers or threatens to endanger life, property or the environment and which requires a significant or coordinated response.

3.2

Emergency management involves identifying potential emergencies, preventing emergencies wherever possible, and minimising their impact when they do occur, through planning, preparedness and appropriate response. The aim is to return the workplace to normal as quickly as possible.

In joint occupancy buildings the responsibility is shared, and the required planning depends on the identified potential emergency situations and the level of control over the worksite.

3.3

This policy is in accordance with the *Occupational Health and Safety Act 2000*, the *Occupational Health and Safety Regulation 2001*, particularly Clause 17, and with the *Childrens Services Regulation 2004*.

3.4

This policy is consistent with relevant departmental policy and procedures including the *Occupational Health and Safety* policy, *Safety Values* and *Safety Management System*.

3.5

This policy should be read in conjunction with other related Department policies including *First Aid*, *OHS Risk Management*, *Safe Working*, *Infection Control*, School Safety and Security *How to Be A Safer School* and *Business Continuity*.

3.6

Document history and details

4. Responsibilities and delegations

4.1

The Director-General of Education and Training and Managing Director of TAFE NSW will ensure that systems are in place for emergency planning and response in accordance with statutory and regulatory obligations.

4.2

Senior executive and workplace managers are required to:

- Ensure this policy is implemented within their area of control
- Plan for emergencies in accordance with this policy and procedures including communication and display of emergency plans and conduct of regular emergency practice drills
- Coordinate response to emergencies, report emergencies and escalate to senior management as required
- Monitor and review emergency management plans.

4.3

Employees are required to:

- Participate in local emergency planning as appropriate
- Cooperate in the implementation of local emergency management procedures
- Report hazards that could result in an emergency situation, and faults in emergency equipment.

4.4

All students, visitors, volunteers and contractors are expected to follow local emergency procedures while visiting or conducting business on departmental workplaces or participating in authorised departmental activities outside of departmental workplaces.

5. Monitoring, evaluation and reporting requirements

5.1

The Director of Occupational Health and Safety is responsible for monitoring and evaluating the implementation and effectiveness of the policy.

6. Contact

Manager, Occupational Health & Safety Strategic Policy and Programs, phone (02) 9266 8968.

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