



## Emergency Evacuation Procedure Policy

### 1. Purpose

- 1.1 This is a general Emergency Evacuation Policy and Procedure which sets out the broad obligations of Residential Scaffold Australia Pty Ltd & RoofSafe Solutions Pty Ltd (collectively referred to as 'RS') and workplace participants under OHS/WHS legislation.

### 2. Commencement of Policy

- 2.1 This Policy will commence from 01 December 2022. It replaces all other Emergency Evacuation Policies and Procedures of RS (whether written or not).

### 3. Application of the Policy

- 3.1 This Policy applies to employees, agents and contractors (including temporary contractors) of RS, collectively referred to in this Policy as 'workplace participants'.
- 3.2 This Policy does not form part of any employee's contract of employment. Nor does it form part of any other workplace participant's contract for service.

### 4. Policy

- 4.1 On hearing the evacuation alarm, workplace participants should be aware there is a real or potential emergency in the workplace. On hearing the alarm or on being instructed to evacuate by a manager/director (Warden) workplace participants should **immediately**:
- a) Obey any directions given by the warden.
  - b) Assemble at the nearest emergency exit - all emergency exits should be clearly marked.
  - c) Assist mobility-impaired workplace participants to the appropriate fire exit.
  - d) Exit the building in a calm and orderly, but quick fashion. Move at a quick walk, do not run.
  - e) When out of the building proceed immediately to the designated assembly area, which is located at the main entrance gate.
  - f) Report any person not accounted for to the Warden.
  - g) The manager/director (Warden) that called the evacuation will need to contact the relevant emergency authorities.
  - h) Return to the building only when instructed by the Warden/emergency authorities.



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## Variations

*RS reserves the right to vary, replace or terminate this Code from time to time.*

*All RS policies and procedures will be reviewed every two to three years and distributed to staff. RS is committed to providing an environment which is safe for all staff. You will not be disadvantaged in your employment conditions or opportunities as a result of lodging a complaint.*

Signed ..... 

Dated ..... 28/10/2022 .....

Residential Scaffold Australia & RoofSafe Solutions