

### **Description**

Emergencies and critical incidents in the workplace can affect people physically and psychologically, and the operations of the Presbytery office.

The purpose of this policy is to ensure Sydney Presbytery prepares for and effectively responds to emergency situations and critical incidents through the appropriate use of resources.

The prevention and effective management of emergency situations and critical incidents can assist to minimise the negative impact of any unexpected event.

### **Applicability**

This policy applies to anyone who enters the Presbytery office.

Guest and visitors should be appropriately inducted by their host.

### **Policy**

1. Adhere to the procedures outlined in 'Emergency and Critical Incident Policy and Procedure. Property: 37-47 St Johns Rd, Glebe NSW 2037'<sup>1</sup>

2. Adhere to the standards of the 'The Work Health & Safety Act of 2011'<sup>1</sup> particularly:  
Part 2 —Health and Safety Duties;  
Part 3 —Incident Notification

3. Adhere to all directions of the NSW Fire Brigades and or the designated Fire Safety Building Consultants engaged by the Presbytery when they are on site

4. The Executive Minister shall:

#### **Appoint:**

- A fire warden and a deputy fire warden
- A designated first aid officer and their back-up

Ensure each of the roles above are suitably trained.

5. Emergency evaluation drills shall be run at least annually and reported to the Secretary as complete. All staff and anyone on site at this occurrence are expected to participate if able to do so safely.

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<sup>1</sup> The Work Health & Safety Act of 2011', Compilation no.7, 25<sup>th</sup> July 2016, Australian Government Legislation

### **Breach of Policy**

Should a breach of policy be reported or found, the Business Manager will seek to reconcile the breach through either verbal or written communication.

On a second or multiple breach the Business Manager will discuss appropriate disciplinary action with the Executive Minister.

### **Document Control**

Update Prepared by	Ian Goff
Date issued	24 May 2022
Endorsed by	Kent Crawford
Tabled	Standing Committee 28 April 2022
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Edits from prior version	Minor – editorial only Review and update of the Acts reference Expanded and clarified the EM's role
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## **Work Health and Safety Act 2011**

Compilation date: 1 September 2021 : Compilation N# 10  
Includes amendments up to Act No. 13, 2021  
Registered 1 October 2021  
Source <https://www.legislation.gov.au/Details/C2018C00293>

### **Other Guidance**

Australian Standards 3745-2010: Emergency Management Procedures