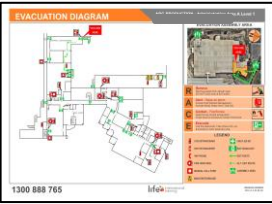


The *Work Health & Safety Regulation 2017* (NSW) has enforceable components with businesses incurring potential penalties for non-compliance relating to building fire safety. Furthermore *AS3745-2010 Planning for Emergencies in Facilities* and the *Managing the Work Environment & Facilities Code of Practice 2019* are applicable for workplaces in NSW. Following is an overview of your obligations and the enforceable penalties that apply for non-compliance.

SITE EVACUATION DIAGRAMS



The *Managing the Work Environment & Facilities Code of Practice* (s5.1) refers to “Preparing Emergency Procedures: distribution and display of a site plan that illustrates the location of fire protection equipment, emergency exits and assembly points.”

Further guidance on emergency plans and procedures are contained within AS 3745–2010: *Planning for emergencies in facilities*.

EMERGENCY RESPONSE MANAGEMENT PLAN



The *Work Health & Safety Regulation 2012* (s431a) states that “A PCBU must ensure that an emergency plan is prepared for the workplace that provides emergency procedures”

An emergency plan shall be developed and maintained for each facility *AS3745-2012 Planning for Emergencies in Facilities* (s3.1).

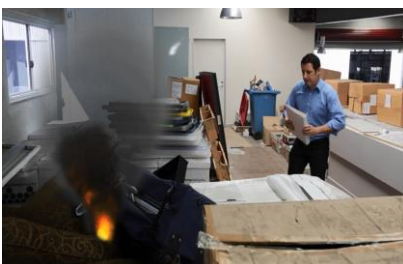
EVACUATION CO-ORDINATION INSTRUCTIONS (WARDEN/ECO TRAINING) – COURSE OUTLINE



AS 3745-2010 Planning for Emergencies in Facilities states that all Emergency Control Organisation members (Wardens) shall be trained and that skills retention activities be undertaken every six (6) months.

The *Work Health & Safety Regulation 2017* (s39 1) states that “The PCBU must ensure that information, training and instruction provided to a worker is suitable and adequate.”

GENERAL EVACUATION INSTRUCTIONS (OCCUPANT TRAINING) – COURSE OUTLINE



AS 3745-2010 Planning for Emergencies in Facilities states that all occupants working at a facility shall receive training to enable them to act in accordance with emergency response procedures and that skills retention activities be undertaken every twelve (12) months.

The *Work Health & Safety Regulation 2017* (s39 (1)) states that “The PCBU must ensure that information, training and instruction provided to a worker is suitable and adequate.”

FIRST RESPONSE EVACUATION INSTRUCTIONS (EXTINGUISHER TRAINING) – COURSE OUTLINE

AS 3745-2010 Planning for Emergencies in Facilities states that where first-attack firefighting by specific occupants is included in the emergency procedures these occupants shall be trained and that skills retention activities be undertaken every two (2) years.

The Work Health & Safety Regulation 2017 (s39 (1)) states that “The PCBU must ensure that information, training and instruction provided to a worker is suitable and adequate.”



EQUIPMENT MAINTENANCE

The Work Health & Safety Regulation 2012 (s359(1)c) states that “A PCBU must ensure that the fire protection and firefighting equipment is properly installed, tested and maintained.”

Equipment and systems that are applicable include (but are not limited to) –

- Alarm Systems
- Fire Extinguishers, Fire Blankets and Fire Hose Reels
- Emergency Lighting
- Exits Lights

ANNUAL EVACUATION PRACTICE



The Work Health & Safety Regulation 2017 (s43 (1)(b)) states (in part) that an emergency plan is prepared for the workplace, that provides for the following –
“Testing of the emergency procedures including the frequency of testing.”

Carrying out an Evacuation Practice at least annually is an effective means of testing the emergency procedures and ensures compliance with this requirement.

Fire Compliance Training is certified by Life International Training (NPN 30326).