

# Emergency Response Plan Checklist

If you exceed the threshold for emergency response plans, please review your Emergency Plans against the requirements below, your site inspector will want to go through this with you.

## Threshold

Class	Emergency Response Plan	Class	Emergency Response Plan	Class	Emergency Response Plan
2.1.1A	200m <sup>3</sup> or 300kg	4.1.3A,		6.1A, 6.1B,	100L or kg
2.1.1B	600m <sup>3</sup> or 1,000kg	4.1.3B, 4.1.3C	100kg	6.1C	2.5m <sup>3</sup> or 5kg <sup>[gas]</sup>
2.1.2A <sup>[AWC]</sup>	3,000L	4.2A	100kg		1,000L or kg
3.1A	100L	4.2B	1,000kg	6.1D, 6.5A,	25m <sup>3</sup> or 50kg <sup>[gas]</sup>
Petrol	1,000L	4.2C	10,000kg	6.5B, 6.7A	3000L <sup>[aerosol]</sup>
3.1B	1,000L	4.3A	100kg	6.6A, 6.7B,	10,000L or kg
3.1C, 3.1D	10,000L	4.3B	1,000kg	6.8A, 6.9A	3000L <sup>[aerosol]</sup>
3.2A, 3.2B,		4.3C	10,000kg		2.5m <sup>3</sup> or 5kg <sup>[gas]</sup>
3.2C	100L	5.1.1A	50L or kg	8.2A	100L or kg
4.1.1A	1,000kg	5.1.1B	500L or kg		25m <sup>3</sup> or 50kg <sup>[gas]</sup>
4.1.1B	10,000kg	5.1.1C	5,000L or kg		1,000L or kg
4.1.2A, 4.1.1B	50kg	5.1.2A	100m <sup>3</sup> or kg	8.2B	3000L <sup>[aerosol]</sup>
4.1.2C, 4.1.2D	100kg	5.2A, 5.2B	10L or kg		10,000 L or kg
4.1.2E, 4.1.2F,		5.2C, 5.2D	25L or kg	8.2C, 8.3A	3000L <sup>[aerosol]</sup>
4.1.2G	200kg	5.2E, 5.2F	100L or kg		

Date
Site
ERP Date / Revision / Version

Where the threshold is exceeded, the PCBU must ensure there is an Emergency Response Plan that

Describes and apply to all reasonably foreseeable emergencies that may arise from a breach or failure of the controls on any hazardous substance present or likely to be present at the workplace.	
<p>The emergency response plan must, for each reasonably foreseeable emergency,— describe the actions to be taken to—</p> <ul style="list-style-type: none"> <li>(i) warn people at the workplace, and in surrounding areas that may be adversely affected by the emergency, that the emergency has occurred; and</li> <li>(ii) advise those people about the actions they should take to protect themselves; and</li> <li>(iii) help or treat any person injured in the emergency; and</li> <li>(iv) manage the emergency so that its adverse effects are, in the order set out below,— <ul style="list-style-type: none"> <li>(A) restricted to the area initially affected; and</li> <li>(B) reduced in severity as soon as practicable; and</li> <li>(C) eliminated, if reasonably possible; and</li> </ul> </li> <li>(v) re-establish the controls put in place by the PCBU in respect of the hazardous substances at the workplace, including the use of protective equipment or agents (for example, neutralisers or absorbents); and</li> </ul>	

<p>Identify each person with responsibility for the actions described in paragraph (a) (or any part of any of those actions) and give information on—</p> <ul style="list-style-type: none"> <li>(i) how to contact the person; and</li> <li>(ii) any skills the person is required to have; and</li> <li>(iii) any special training needed to deal with an emergency involving the substance; and</li> <li>(iv) any actions the person is expected to take; and</li> </ul>	
<p>Specify—</p> <ul style="list-style-type: none"> <li>(i) how to obtain information about the hazardous properties of, and means of controlling, the substance or substances that may be involved; and</li> <li>(ii) actions to be taken to contact any emergency service provider; and</li> <li>(iii) the purpose and location of each item of equipment or facilities to be used to manage the emergency; and</li> <li>(iv) how to decide which actions to take; and</li> <li>(v) the sequence in which actions should be taken; and</li> </ul>	
<p>Must provide— an inventory of hazardous substances present at the workplace; and</p>	
<p>Must provide a site plan that shows the physical position of all hazardous substance locations within the boundary of the workplace (if applicable).</p>	
<p>Must specify the type and location of the fire extinguishers provided in accordance with regulation 5.3, and any extra fire-fighting equipment or facilities provided, if any of the reasonably foreseeable emergencies identified in the plan is a fire; and</p>	
<p>Must provide for the retention of any liquid or liquefied oxidising substance or organic peroxide to prevent it from contacting any incompatible substance.</p>	
<p><b>Availability of equipment, facilities and people</b> All equipment and facilities described in the emergency response plan and all responsible people described in the emergency response plan who are on duty are—</p> <ul style="list-style-type: none"> <li>(a) present at the location concerned; or</li> <li>(b) available to reach the location of the substance within the times specified in the plan; or</li> <li>(c) in the case of a trained person, available to provide the advice or information specified in the plan within a time specified in the plan.</li> </ul>	
<p><b>Availability of plan</b> Plan is available to—</p> <ul style="list-style-type: none"> <li>(a) every person identified under regulation 5.7(3)(b) as being responsible for implementing the plan or a specific part of it; and</li> <li>(b) every emergency service provider identified in the plan (must be submitted to FENZ).</li> </ul>	

**Testing and revising the plan**

- (1) A PCBU must ensure that its emergency response plan is tested at least every 12 months to demonstrate whether the plan is workable and effective.
- (2) If a person, procedure, or action specified in an emergency response plan is changed, the PCBU must ensure that the plan is tested within 3 months of the change to demonstrate whether—
  - (a) the new person can perform his or her functions under the plan; and
  - (b) the new procedure or action is workable and effective.
- (3) The PCBU must, so far as is reasonably practicable, amend the emergency response plan in response to the findings of a test to ensure that the plan is workable and effective.
- (4) A PCBU must make a record of tests carried out under this regulation and of the results of those tests.
- (5) A PCBU must keep the record of a test for at least 2 years after the date on which the record was made.