

Emergency Management Policy

Purpose

Skillset, together with other Persons Conducting a Business or Undertaking (PCBU) is responsible for management of on-site and off-site related emergencies and critical incidents. Skillset aims to maintain a constant state of readiness for any likely emergency situation, including both natural and human-caused disasters. This Policy and associated Procedure has been developed to ensure that there is an effective response to any situation, to protect the safety and well-being of all workers and visitors.

Commencement of Policy

This Policy will commence from 01/05/2017. It replaces all other Emergency Management policies of Skillset (whether written or not).

Application of Policy

This Policy applies to workers (employees, agents, contractors (including temporary contractors as otherwise defined under WHS legislation) of Skillset, collectively referred to in this policy as workers.

This Policy is not limited to the workplace or work hours. This Policy extends to all functions and places that are work related. For example, work lunches, conferences, Christmas parties and client functions

Background

Emergencies and critical incidents can vary significantly in duration. Some will be discrete and short in duration where others may be protracted and last for days or weeks. Effective emergency management involves coordinated actions based on line management principles and designated responsibilities.

This will:

- reduce the likelihood of emergencies and critical incidents;
- minimise the impact on workers, visitors and site activities;
- facilitate the return of the site to normal operations as soon as possible.

Management of emergencies and critical incidents will involve consideration of:

- prevention and mitigation of;
- preparedness for;
- response to;
- recovery from; and
- review of emergencies and critical incidents.

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Authorised by: Craig Randazzo		Position: Chief Executive Officer – Skillset



Scope

This policy applies to all Workers (employees and contractors) and Visitors of Skillset.

Breach of this Policy

All Workers must comply with this Policy at all times. If a Workers breaches this Policy, they may be subjected to disciplinary action including termination of employment. Agents and contractors (including sub-contractors and temporary contractors) may have their contracts with Skillset terminated or not renewed.

Variations

Skillset reserves the right to vary, replace or terminate this policy from time to time.

Associated Document:

- Emergency Management Procedure

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