



NSW DEPARTMENT OF  
**PRIMARY INDUSTRIES**

**Emergencies, Weeds & Pest Animals Branch**  
Locked Bag 21, Orange NSW 2800  
Tel: (02) 6391 3680 Fax: (02) 6391 3740  
Email: emergency.preparedness@dpi.nsw.gov.au

---

<b>Title</b>	Occupational health and safety in emergency management	<b>Version</b>	1
<b>Policy no.</b>	O-070	<b>Effective date</b>	24/03/2009
<b>Authorised by</b>	Executive Director, Agriculture, Biosecurity and Mine Safety	<b>Authorisation date</b>	05/06/2009

---

## 1. OVERVIEW

This policy defines the approach for managing health, safety and wellbeing for emergency preparedness and response activities.

## 2. BACKGROUND

Compliance to the Occupational Health and Safety (OHS) Act 2000, OHS Regulation 2001 and relevant codes of practice require the implementation and maintenance of a management system to support the health, safety and wellbeing of personnel during emergency management preparedness and response activities.

The nature of emergency responses often increases the risk of injury, illness and fatigue in response personnel and also in those staff backfilling for response personnel.

This policy supports and should be read in conjunction with the NSW DPI Occupational Health and Safety policy (Policy A-038).

## 3. SCOPE

This policy applies to personnel involved in emergency preparedness and response activities controlled or coordinated by NSW DPI. These activities occur in a range of temporary and permanent workplaces that vary according to the nature of the emergency or preparedness activity.

NSW DPI is responsible for all personnel when NSW DPI is in control of the temporary and permanent workplace.

## 4. POLICY

NSW DPI emergency preparedness and response activities follow a risk management approach which is supported by an OHS management system and risk management strategies to minimise risk exposure to personnel, the community, NSW DPI and other NSW government agencies.

The emergency management OHS management system is based on the AS/NZ Standard 4801:2001 Occupational health and safety management systems and the AS/NZ Standard 4360:2004 Risk Management.

The emergency management OHS management system aims to:

1. implement the emergency management OHS management system plan
2. facilitate a risk-based approach in all emergency preparedness and response activities, including competency in risk management for response team members

3. determine and improve awareness of roles and responsibilities for key positions in 'high risk' emergencies
4. have consistent approaches to all types of emergencies
5. implement the fatigue management policy and plan for emergency responses
6. have no injuries, fatalities or adverse effects on wellbeing for all personnel while undertaking emergency preparedness and response activities.

This policy will be reviewed annually or more frequently when incidents, injuries, monitoring, NSW DPI policies or legislative changes are likely to impact on the OHS management system and its objectives.

## 5. PROCEDURES

[Emergency management OHS procedures](#)

NSW DPI OHS procedures

## 6. DEFINITIONS

- **personnel** – employees of NSW DPI, Livestock Health and Pest Authorities and other government agencies; contractors and their employees; subcontractors; volunteers; students; visitors; stakeholders

## 7. RELATED LEGISLATION

- [Occupational Health and Safety Act, 2000](#)
- [Occupational Health and Safety Regulation 2001](#)

## 8. RELATED POLICIES

- A-038 Occupational health and safety
- [O-057 Fatigue management in emergency responses](#)
- Operation of Emergency Management Teams

## 9. RELATED DELEGATIONS

Nil

## 10. RELATED DOCUMENTS

- [Fatigue – Prevention in the Workplace](#) (June 2008) – WorkCover NSW
- AS/NZ Standard 4801:2001 Occupational health and safety management systems
- AS/NZ Standard 4360:2004 Risk Management
- [WorkCover NSW publications](#)

## 11. REVISION HISTORY

Version	Date
1	24 March 2009

## 12. DATE OF NEXT REVIEW

Annually

## 13. CONTACT OFFICER

Manager, General Emergency Preparedness and Response