	Document Title	Document No: 4.4.2
	<b>Emergency Preparedness</b> Approved By: HR & SHE Director - Pacific	Revision No: 004

## 1.0 Purpose

The following procedure is designed to ensure that staff are prepared and aware of what they need to do in the event of an emergency situation.

## 2.0 Scope

This procedure covers the operating businesses of Rentokil Initial across the Pacific.

## 3.0 Definitions

### Emergency

Any event which may adversely affect the safety of persons or the community generally and requires an immediate response.

Emergencies may include:

- Fire/Explosion
- Bomb Threats
- Medical emergency
- Chemical (Hazardous Substance/Dangerous Goods) Spill
- Chemical Splash in Eyes
- Natural Disasters
- Terrorism
- Power Outage/Strikes
- Earthquake
- Pandemic
- Environmental Impact

### Emergency Services

Emergency services are services that deal with emergencies and other aspects of Public Safety such as Police, Ambulance and Fire Brigade

### Emergency Evacuation Plan

A plan that is specific to each location that provides specific information to ensure the safe evacuation of staff in the case of an emergency.


## 4.0 Procedure

### 4.1 Information Availability

- 4.1.1 Emergency Response information will be maintained on Google Drive.
- 4.1.2 Site Contacts will also be made available through Google Drive.

### 4.2 Training

- 4.2.1 Employees will receive training during initial employment induction and refresher training at least annually during time allocated by the branch. When employees change branches where they work, they will be provided with information in regards to the site specific emergency procedure.
- 4.2.2 Service technicians should receive emergency response briefing from our clients conducted for the clients' sites.
- 4.2.3 Emergency Response drills will be organised twice a year (Feb & Aug) for each branch or as otherwise organised. Drills will be documented at each branch using the Emergency Response Drill Record and filed in the SHE Filing System.
- 4.2.4 Specific Warden Training and Dealing with Workplace Fires will take place and be recorded – Appendix 3

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4.2.5 Training records are to be maintained in employee's personnel file and the Emergency Response Google Drive

#### 4.3 Maintenance of Fire Fighting Equipment

4.3.1 On site Fire Fighting Equipment will be maintained through the preventative maintenance routine of a bi-annual check or what is otherwise required for the following equipment applicable to your site:

- Fire extinguisher
- Sprinklers
- Dampers
- Fire Doors
- Fire Hydrants
- Fire Hoses
- EWIS panels
- Smoke Detectors

#### 4.4 Provision of Spill Kit & MSDS

4.4.1 A Spill Kit will be made available at the chemical Store area.

4.4.2 The kits will undergo routine inspections that are recorded on the Workplace Inspection Checklists and Internal Audit/Reviews to ensure that they are appropriately stocked.

4.4.3 MSDS will be readily available, up to date and accessible for chemicals contained within the store area.

### 5.0 Responsibility

#### SHE Team


- Inspection of training records, FFE maintenance and Spills kits during Internal Audits/Reviews and site visits.

#### Business/Regional/Country Manager

- Display and communicate the site Emergency Evacuation Plan
- Implement practice Emergency Response Drills and maintain records as outlined in this procedure
- Ensure that spill kits are available and fully stocked within the chemical store area
- Ensure that MSDS for Hazardous Substances/Dangerous Goods are available and up to date within the chemical store area
- Ensure that Hazardous Substance/Dangerous Goods are stored within the confines of a bunded area or on a bunded pallet
- Completion of Workplace Inspection Checklists to ensure that exits are clear, housekeeping is to a high standard, and chemicals within the store area are stored appropriately, spill kit is available and fully stocked including appropriate labelling and signage and that there are no signs of spillages
- Ensure that training and information is provided to new and transferred employees
- Ensure that Fire Fighting Equipment is maintained through a preventative maintenance program.

#### Employees

- Participate in training as required
- Participate in the completion of Workplace Inspection Checklists
- Notify line manager/supervisor of spills within the Chemical Store area

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## 6.0 Associated Documents

Reference Number	Title
Site Specific	Emergency Evacuation Plan
Google Drive	Training Records
Google Drive	Site Contacts
Appendix 5 (4.4)	Emergency Response Drill Record
9.1.4	Workplace Inspection Procedure
NA	Workplace Inspection Checklists
8.1.4	SHE Training
NA	Individual Training Records
8.1.3	Induction Program
11.1.2	SHE Internal Audits