

EMERGENCY MANAGEMENT ARRANGEMENTS

REFERENCES :

SANS 23601

**OHS ACT 85 of 1993, ENVIRONMENTAL REGULATIONS
FOR WORKPLACES 9**

SANS 10400-T:2011 FIRE PROTECTION

**EMERGENCY SERVICES BYLAWS
ANNEXURE/SCHEDULE 1**

COMMON FAILURES RELATED TO EMERGENCY MANAGEMENT ARRANGEMENTS :

- Failing to display emergency escape plans in the workplace
- Emergency escape plans not meeting design requirements (SANS 23601)
- Failing to conduct evacuation simulations
- Failing to develop and implement emergency procedure
- Failing to address all possible emergency risk factors related to a specific facility (fire, bomb, riot, protest, strike, hostile person....)

MEETING REQUIREMENTS

SANS 23601



The purpose of emergency escape plans is to help building occupants orient themselves in relation to the planned escape routes.

In this way, the escape plan complements the facility's emergency management arrangements

Escape plans are an integral part of a facility's system of safety signs and play an integral role in an employer/building owner's fire safety management plan.

These plans are intended to be displayed as signs in public areas and workplaces.

Definitions:

Escape Plan

plan displayed for the occupants of a facility on which are illustrated the necessary elements for escape and on which may appear information required for evacuation, rescue and for a first intervention

Escape Route

designated route to a place of intended safety

EMERGENCY ESCAPE PLANS MUST INDICATE LOCATIONS OF:

- **Fire extinguishers**
- **Fire hose reels**
- **Fire alarm call points**
- **First aid equipment**
- **All possible escape routes**
- **Evacuation chairs**
- **Assembly points**

DESIGN REQUIREMENTS

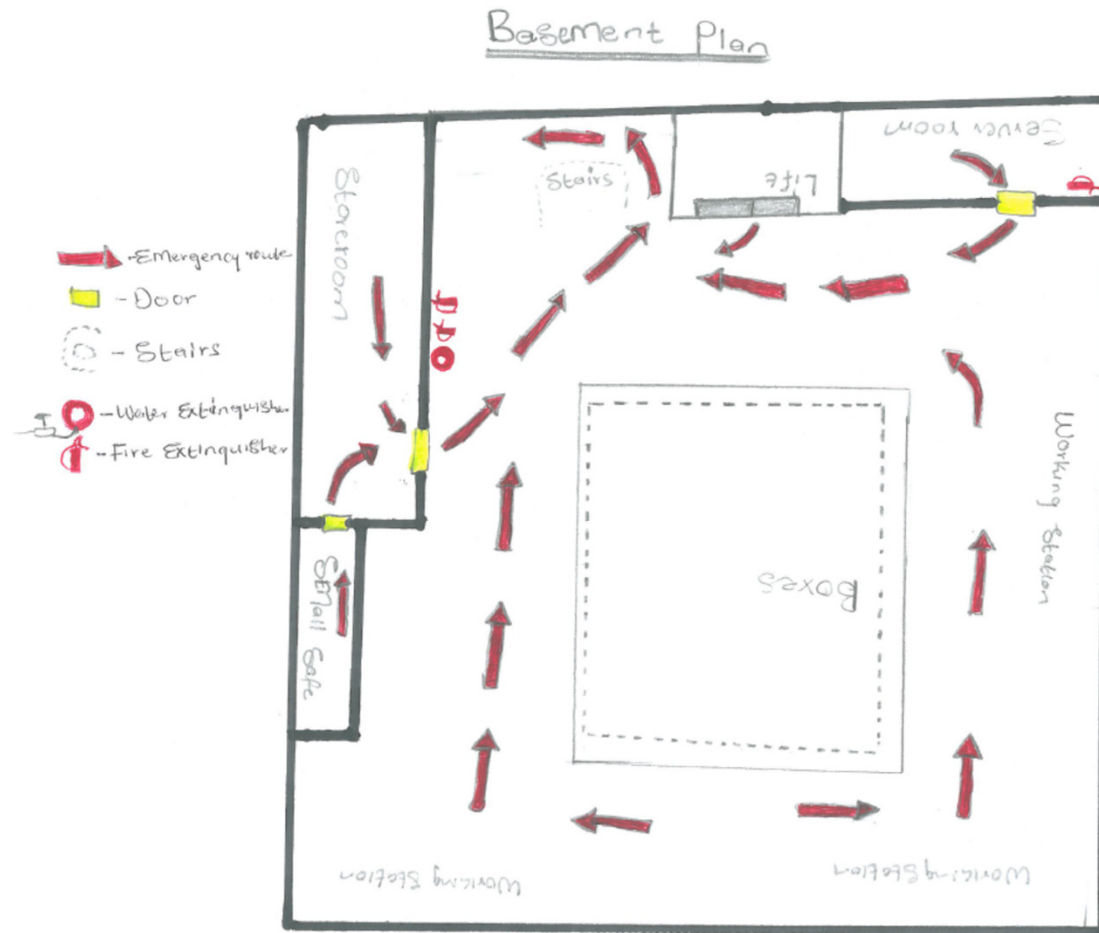
The following requirements shall be met by any escape plan

- The exact location of the user shall be indicated on the escape plan
- Escape plans shall use colour
- The background of an escape plan shall have the safety colour white
- The minimum size of an escape plan shall be A3

DESIGN REQUIREMENTS

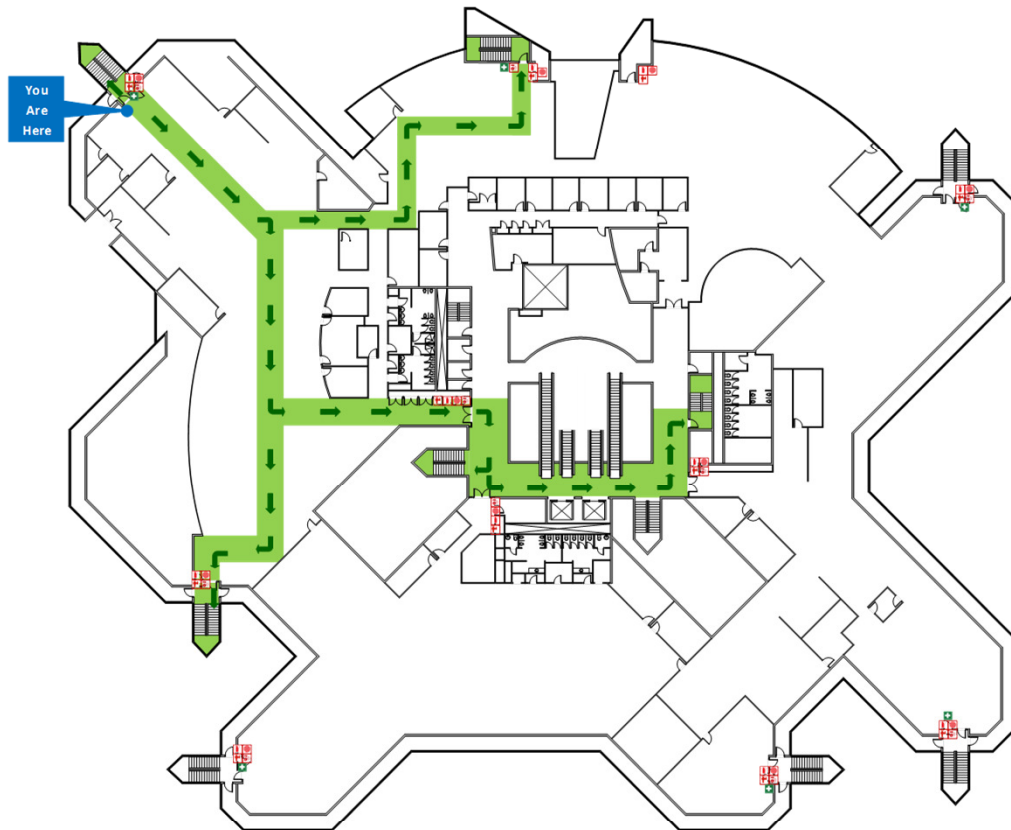
- The orientation of the plan as displayed shall be related to the viewer
- Escape plans shall have a legend
- Escape plans shall have a standardized header, including the words “Escape plan”
- Escape plans shall show the position of the assembly points as part of the escape plan detail or on an overview plan

EXAMPLE OF WHAT ESCAPE PLANS SHOULD NOT LOOK LIKE



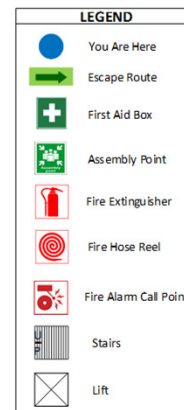
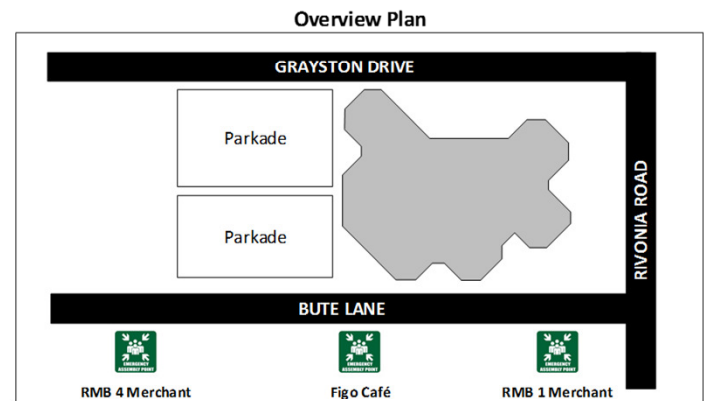
ESCAPE PLAN

3rd Floor – Grayston



100 Grayston Drive
Sandown
Sandton

Plan Designer :Altra Medical Productions (0861-111-504)
Date Of Plan Design :2016/11/23
Plan No :3-01/12
Revision No :0



SAFETY NOTICES

FIRE

- Raise the alarm
- Report your name and location
- Close windows and doors (Do not lock)
- Follow instructions of Evacuation Personnel/Fire Dept
- Switch off electrical apparatus
- Do not run, panic or use the lifts/escalators
- Report to the assembly point

BOMB

If you receive a bomb threat, complete the bomb threat checklist and notify security

- Exit the building via the nearest fire exit
- Do not open drawers or cabinets
- Do not turn electrical switches on or off
- Do not touch any suspicious packages

DO NOT EVACUATE IN CASE OF

- Armed or hostile person
- Riot
- Protest
- Strike

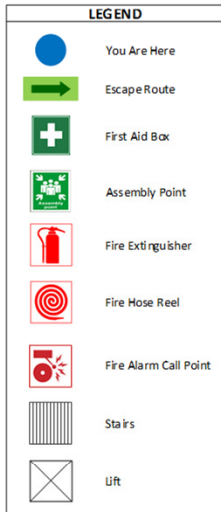
Stay away from windows and doors and cooperate with trained evacuation personnel

Emergency Contact Numbers

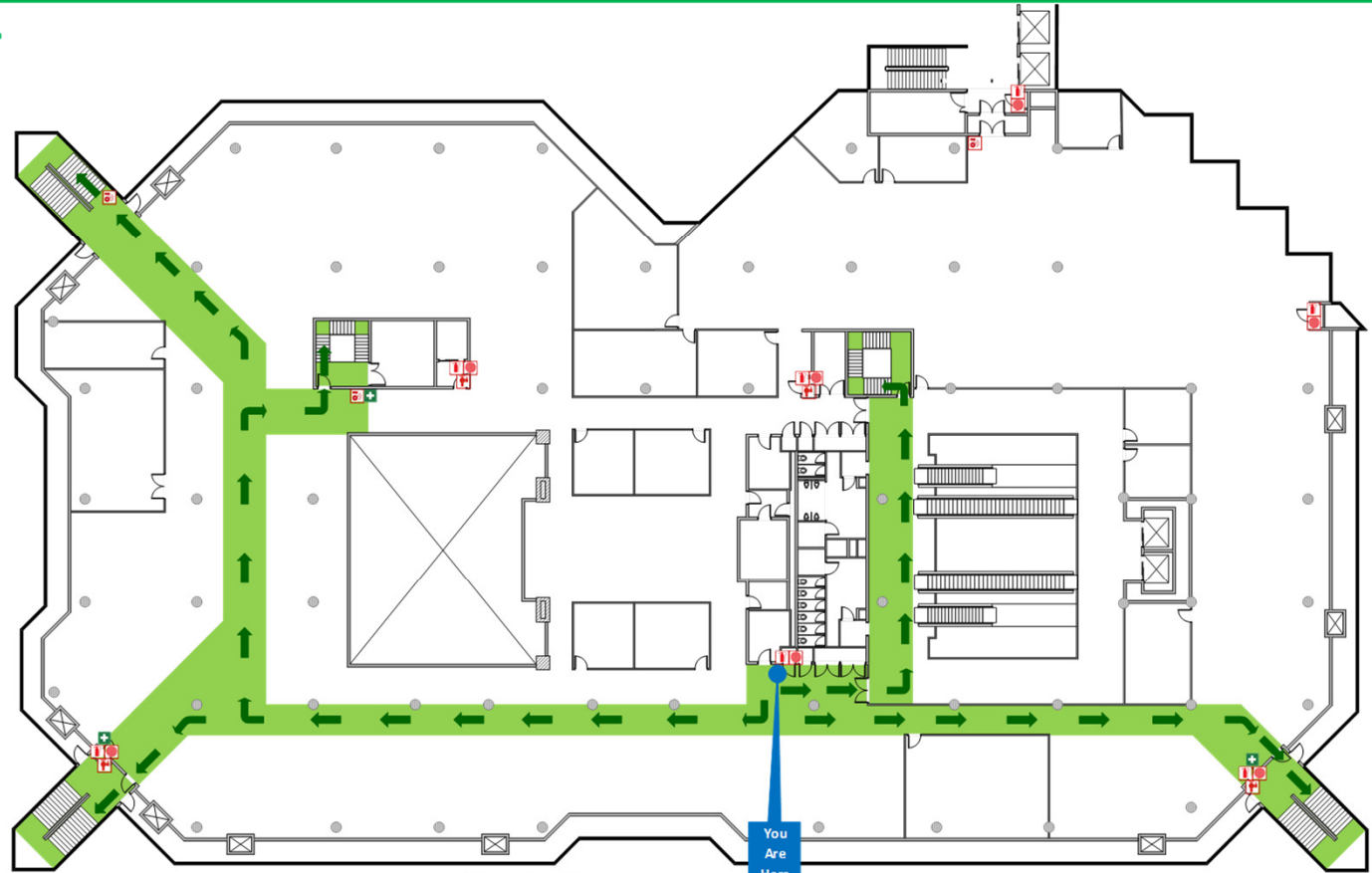
Security Control Room	011 286 8000
Fire Emergencies	10177 or 112
Ambulance Emergencies	082 911
South African Police Service	10111

ESCAPE PLAN

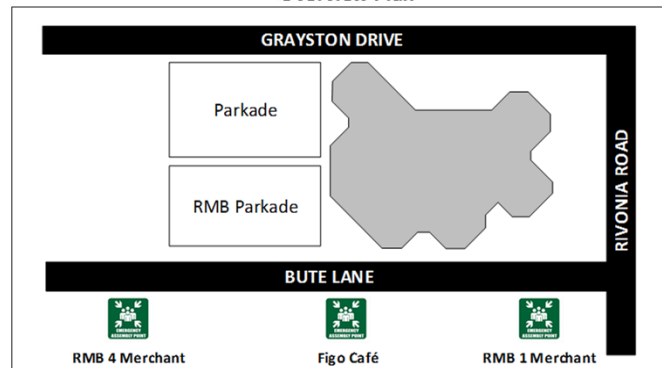
4th Floor



SAFETY NOTICES	
FIRE	
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BOMB	
If you receive a bomb threat, complete the bomb threat checklist and notify security	
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Emergency Contact Numbers	
Security Control Room	011 286 8000
Fire Emergencies	10177 or 112
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Overview Plan



100 Grayston Drive
Sandown
Sandton

Plan Designer	Altra Medical Productions (0861-111-504)
Date Of Plan Design	2016/06/25
Plan No	14-01/08
Revision No	0

EVACUATION SIMULATIONS (DRILLS)

EMERGENCY SERVICES BYLAWS:

An emergency evacuation plan must be **reviewed and updated by the owner or occupier of the premises** concerned at least once each year

An emergency evacuation plan should be **drilled at least twice each year** and involve the participation of all persons who work or reside in the building concerned.

The owner or person in charge of a building should give all persons who are to be involved in an emergency evacuation drill **at least 21 days'** notice of the drill.

CONTRACTOR MANAGEMENT

Definitions

Client:

a person for whom construction work is performed

Principal contractor:

an employer who is appointed by the client to perform construction work

Contractor:

an employer who performs construction work appointed by a principle contractor

Construction work:

construction, erecting, maintenance, repair, dismantling.....

Definitions

Health and Safety Specification:

Site/activity/project specific document prepared by the client pertaining to all health and safety requirements related to construction work and provided to a principle contractor

Health and Safety File

A file/record containing the information in writing required by construction regulations

MEETING REQUIREMENTS



CLIENT DUTIES

Construction Regulation 5

- Prepare Site specific **health and safety specification and baseline risk assessment (HIRA related to work to be performed)**
- **Enter into Mandatory agreement with principle contractor (Section 37 agreement)**
- **Appoint principle contractor** in writing
- Ensure contractors have the necessary **competency** to perform the intended work



CLIENT DUTIES

Construction Regulation 5

- Ensure contractors are **registered with workman's compensation commissioner**
- Ensure contractors prepare **health and safety plan/file**
- Ensure contractors **health and safety plans and documents are verified at intervals not exceeding 30 days**
- **Stop any work** which poses a threat to safety



PRINCIPLE CONTRACTOR DUTIES

Construction Regulation 7

- Prepare a well-documented health and safety plan (file)
- Keep on site a safety file (maintain the file)
- Provide contractors with client health and safety specifications
- Ensure contractors have the necessary competency to perform the work
- Ensure contractors are registered with the workman's compensation commissioner

PRINCIPLE CONTRACTOR DUTIES

Construction Regulation 7

- Ensure contractors prepare health and safety file
- Ensure contractors **health and safety plans and documents are verified at intervals not exceeding 30 days**
- Stop any work which poses a threat to safety
- Hand over a consolidated health and safety file on completion of the project
- Ensure all his employees have a **valid medical certificate of fitness (annex 3)**



Section 37

Act or Omissions By Employees or Mandatories

Whenever a mandatory/employee commits an offence that offence will be regarded as the employer's (Client's) offence unless:

- a) The employer can prove that the employee or mandatory did the act without the permission of the employer
- b) It was not within the scope of authority of the employee or mandatory
- c) All reasonable steps were taken by the employer to prevent such act



Section 37

Act or Omissions By Employees or Mandatories

If the above cannot be proven, the employer (Client) shall be presumed to have committed the offence and upon conviction be liable to a fine of R100 000 or 24 months imprisonment.



The client and principle contractor have legal duties to fulfil as stipulated in construction regulation 5 and 7

The South African Department of Labour can institute a Criminal Case against an employer, employee or both at the same time.



An employer can be found guilty on behalf of a mandatory **except** if both parties have agreed in writing to the arrangements and procedures between them to ensure compliance by the mandatory.



Employer Offences and Penalties

Any employer who fails to fulfill their duties or to comply with the provisions of the Act may be found guilty of an offence and upon conviction be liable to penalties



24 Months in Prison

Or

R100 000 Fine