

EMERGENCY SAFETY AND EVACUATION

POLICY STATEMENT:

HR Staff n Stuff is committed to providing a safe workplace and to having clear and responsible processes in place to ensure the safety of all employees and visitors in the event of an emergency.

PROCEDURES:

- a. Employees should familiarise themselves with the building layout, evacuation procedure and assembly points. Evacuation plans with necessary information are placed at the back door of the HR Staff n Stuff office in a visible position.
- c. In the Business Hub in building one there is a fire siren to indicate evacuation is necessary. If safe to do so please take your handbag and laptop with you when you evacuate.
- d. No employee or visitor is to return to their car, the HR Staff n Stuff premises, or leave the assembly point without receiving permission to do so from the fire department, the chief fire warden onsite or the Director.
- f. It is the policy of HR Staff n Stuff that all employees follow the directions provided to them in case of emergency or evacuation at any of our clients or suppliers sites. As soon as it is safe to do so, an employee of HR Staff n Stuff should contact the Director to advise of the situation and to advise of the status of all present HR Staff n Stuff employees. In the event that a HR Staff n Stuff employee is injured or missing during a client or supplier evacuation, the Director should be advised immediately.
- g. It is considered serious misconduct for any employee to play or tamper with any fire extinguisher, exit light, alarm system or any other safety equipment. These actions put the safety of employees and visitors at risk, and as such, any person engaging in this type of behaviour will be terminated.
- h. It is forbidden for any employee, or other person at the encouragement of an employee, to make 'prank' calls to HR Staff n Stuff or any of their clients, regarding bomb threats, emergencies or other reason requiring evacuation. This behaviour is considered serious misconduct and will result in termination.
- i. All employees are expected to behave in a responsible and considerate manner in the event of any emergency and/or evacuation and provide assistance to any person who has difficulty in removing themselves from the building. However, it is also the policy of HR Staff n Stuff that no person puts their own lives at risk in order to assist another person.