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**AUTHORISATION: Signature**
**Date**


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**Purpose and Scope**

This procedure defines the requirements for ensuring that the Company has procedures, which prepare employees to respond to all reasonably foreseeable emergency incidents in a manner that minimises any possible risks to their H,S&E and also minimises any possible impact upon the activities or reputation of the Company.

**Procedure**

**Whilst the Director responsible for H,S&E has overall responsibility for overseeing Health and Safety within the Company, the H,S&E Co-ordinator shall ensure that:**

- a procedure is established and maintained for identifying all reasonably foreseeable emergency situations and the H,S&E significance of these situations;
- plans and procedures;
  - identify the potential for incidents and emergency situations;
  - provide adequate responses to those situations;
  - prevent or mitigate any likely illness or injury that may be associated with them; and
  - minimise any likely effects upon the business interests of the Company
- procedures are established and maintained to ensure the personal safety of employees. These procedures should include coverage of those situations where individuals are required to work alone or overseas;
- procedures are in place which identify the responsibilities and authorities for control in the event of an emergency and for liaison with regulatory and emergency services;
- where appropriate these procedures include the requirement for training, practice and incident simulation;
- emergency preparedness and response plans and procedures are regularly reviewed and in particular after the occurrence of any incident or emergency situation;
- emergency preparedness and response plans are updated as and when necessary.