

How to test an emergency response plan

Why is an Emergency Response Plan important?

For the safety of your staff it is important to regularly update your Emergency Response Plan. This means familiarising staff with the location of hazardous substances on site as well as emergency response resources available and procedures to be followed. It may also be necessary to update names and contact details of the people taking responsibility should an incident should occur.

How do we test our Emergency Response Plan?

It is a requirement under the HSNO Act that your Emergency Response Plan be tested and signed annually. When we return to renew your Hazardous Substances Location test certificate we will need to see that the “people responsibilities and plan testing” page has been completed and signed within the previous 12 month period.

This is a test you carry out yourselves. It can involve a mock incident, e.g. pretend you have a leak / spill and follow the actions you would take if it was for real. (Actually a for-real incident also counts but we wouldn't recommend you plan one of those.)

Alternatively, it can be a meeting with staff where you go through the plan and make sure everyone is familiar with what to do and who is responsible.

Having completed the test please ensure you complete the plan testing page.

If you have any queries regarding your Emergency Response Plan please do not hesitate to contact us.

Queries about your Emergency Response Plan? Contact us today

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