



Lantog Pty Ltd trading as

ADVANCE METAL INDUSTRIES AUSTRALIA

ABN 21 566 112 133

Balustrading

Powdercoating

Windows and Glass

Emergency Procedures

In case of emergency it may be necessary to evacuate all staff from the workshop and administration areas of the building. If this type of evacuation becomes necessary, employees should remember not to panic- if this plan is followed closely, there would be minimal risk of danger to any company personnel.

Step 1: Once alarm has been raised or the order given by your supervisor to leave the area that you are working in, turn off all machinery (if possible) and proceed quickly but calmly to the nearest exit.

Step 2: Go immediately to the outside of the building and congregate close to the front driveway area, if safe to do so, or an alternative area designated at the time. Site evacuation plans have been placed around the building and attached here, please familiarise yourself with them.

Step 3: All supervisors to check that the employees on duty for the day, in their area of responsibility, have all left the building and have congregated at the designated meeting place. Any staff member who is aware that a workmate is not present at the designated meeting place should notify their supervisor immediately.

Step 4: The Managing Director, or in his absence the Operations or Logistics Manager is to be informed immediately if it is known that staff on duty for the day have not arrived at the designated meeting point. They shall then inform the emergency service attending.

Step 5: All staff should stay clear of the building – allowing the Fire Brigade or other emergency services to deal with the problem unhindered.

Step 6: No employee should re-enter the company building until given authorisation by the Managing Director or their supervisor.