

CHECKLIST: EFFECTIVE BUILDING COMPLIANCE & EMERGENCY MANAGEMENT

ENSURING A SAFE WORKPLACE REMAINS CRITICAL FROM BOTH A SAFETY AND WELLBEING PERSPECTIVE, AND BUSINESSES HAVE OBLIGATIONS UNDER THEIR REGULATORY COMPLIANCE REQUIREMENTS.



As businesses continue their return-to-work transition across the country, it is important to ensure ongoing compliance and appropriate emergency management is in place for the workplace.

Refer to this checklist to ensure your building compliance, emergency management plans and diagrams are up to date.



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|---|--------------------------|--------------------------|
| 1. Has the number of occupants , occupancy patterns and their locations in the building changed? | <input type="checkbox"/> | <input type="checkbox"/> |
| 2. Are there enough wardens on site each day? | <input type="checkbox"/> | <input type="checkbox"/> |
| 3. Have the building compliance protocols (e.g., <i>cooling tower inspections, HVAC and IEQ management</i>) been reviewed in the current building usage and legislative frameworks? | <input type="checkbox"/> | <input type="checkbox"/> |
| 4. Has the full capacity and compliance of building egress routes and exits been reinstated? | <input type="checkbox"/> | <input type="checkbox"/> |
| 5. Has warden training been undertaken or booked in recently ? | <input type="checkbox"/> | <input type="checkbox"/> |
| 6. Is there a Chief Warden for the building, and are their skills up to date? | <input type="checkbox"/> | <input type="checkbox"/> |
| 7. Has the building's evacuation assembly area been checked or updated? | <input type="checkbox"/> | <input type="checkbox"/> |
| 8. Have the emergency management procedures and training been reviewed upon return to work with updated arrangements? | <input type="checkbox"/> | <input type="checkbox"/> |
| 9. Do all your wardens and staff know the assembly area ? | <input type="checkbox"/> | <input type="checkbox"/> |
| 10. Are AS3745:2010 compliant Evacuation Diagrams displayed clearly? | <input type="checkbox"/> | <input type="checkbox"/> |
| 11. Has any updated federal and state-based legislation been read and understood? | <input type="checkbox"/> | <input type="checkbox"/> |
| 12. Are ergonomic assessments and safety protocols current and relevant for workers operating under working-at-home or hybrid work arrangements? | <input type="checkbox"/> | <input type="checkbox"/> |
| 13. Are the business' COVID-19 plans in accordance to legislative requirements? | <input type="checkbox"/> | <input type="checkbox"/> |

If you have answered **no** to any of the above...

Your workplace may be non-compliant and not adequately prepared for an emergency situation!*