

Hazardous Substances Emergency Response Plan Testing Checklist

If you require an emergency response plan (ERP) under the Health and Safety at Work (Hazardous Substances) Regulations, one of the requirements is that the plan be tested to demonstrate that every procedure or action in the plan is workable & effective.

Please adapt this checklist as applicable to your site / plan

Test your plan	<p>Your Emergency Response Plan must be tested</p> <ul style="list-style-type: none"> - at least every 12-months - within 3-months of the plan changing / changes of personnel
Why?	<p>We want to know that the 'plan' will work if followed in an emergency</p> <ul style="list-style-type: none"> - Do personnel know what to do - Are contact details correct - Is equipment ready for use and in the right place - Are site maps & inventories accurate <p>Testing must demonstrate that every procedure or action in the plan is workable and effective.</p>
How	<p>How you do this can vary, but it needs to address the 'why?'</p> <ul style="list-style-type: none"> - Hands-on exercise & drills (e.g. mock-spill in yard) - Site walkthrough & review - Table top review & discussion exercise - A full-blown on-site scenario involving local fire service may be warranted for your site on occasion. - Training can be part of your plan testing - An external set of eyes can be helpful <p>It can be useful to stagger your testing throughout the year (e.g. gas leak test in May, acid spill test in September, fire response in January)</p>
Record	<p>Keep records of</p> <ul style="list-style-type: none"> - Date & method of test - Outcomes & any actions required - Changes implemented

Site Details	<p>Company Name:</p> <p>Address:</p>
Emergency Response Plan	<p>Version / Date of Plan:</p> <p>Substances &/or Classes requiring ERP:</p>
Trial Fire Evacuation	<p>Last undertaken:</p>
This Test	<p>Date of Test:</p> <p>Substances &/or Classes being tested</p> <p>Specific scenarios being tested</p> <ul style="list-style-type: none"> <input type="checkbox"/> Fire involving..... <input type="checkbox"/> Gas leak involving <input type="checkbox"/> Spill of <input type="checkbox"/> Reaction between <input type="checkbox"/> First aid for <input type="checkbox"/> Other <p>How are you testing the plan today?</p> <ul style="list-style-type: none"> <input type="checkbox"/> On-site practical exercise <input type="checkbox"/> Table-top exercise <input type="checkbox"/> On-site walkthrough <input type="checkbox"/> Other: (detail)

Contacts	<p>Are all contact details correct for this scenario? Are persons / parties required in this response able to be contacted?</p>
Equipment	<p>Can all needed equipment be identified and located from the ERP? Is the equipment 'present & correct', and serviceable? Are shut-off valves & isolators clearly identified and operational?</p>
Documentation	<p>Is the following available for people coordinating the response</p> <ul style="list-style-type: none"> <input type="checkbox"/> ERP <input type="checkbox"/> Inventory <input type="checkbox"/> Site Plan <input type="checkbox"/> Safety Data Sheets
Test Debrief	<p>Were any corrective actions identified following the plan test?</p> <ul style="list-style-type: none"> <input type="checkbox"/> Changes to contact details <input type="checkbox"/> Changes to equipment locations <input type="checkbox"/> New / additional equipment required <input type="checkbox"/> Training identified <input type="checkbox"/> Others..... <p>Complete another test within 3 months of changing the plan.</p> <p>Complete or attach a debrief report</p>