

1 Purpose and Scope:

To provide a standard system of managing the threat of cyclones and subsequent return to work post cyclone. This Procedure will provide clear guidelines for all Pilbara TAFE employees and students for actions to be taken prior to, during and post cyclone activity.

2 References:

Section 1.01	Document	Reference Number	Location
	OSH Policy	OSH.POL.101	Intranet
	Emergency Communication Chain	OSH.REF.013	
	Occupational Safety Health & Welfare Act 1984	www.worksafe.wa.gov.au	Internet
	Occupational Safety & Health Regulations 1996	www.worksafe.wa.gov.au	Internet

3 Responsibility:

Managing Director

4 Definitions:

Term/Acronym	Definition
OSH	Occupational Safety and Health
Alerts	Declaration issued by Bureau of Meteorology

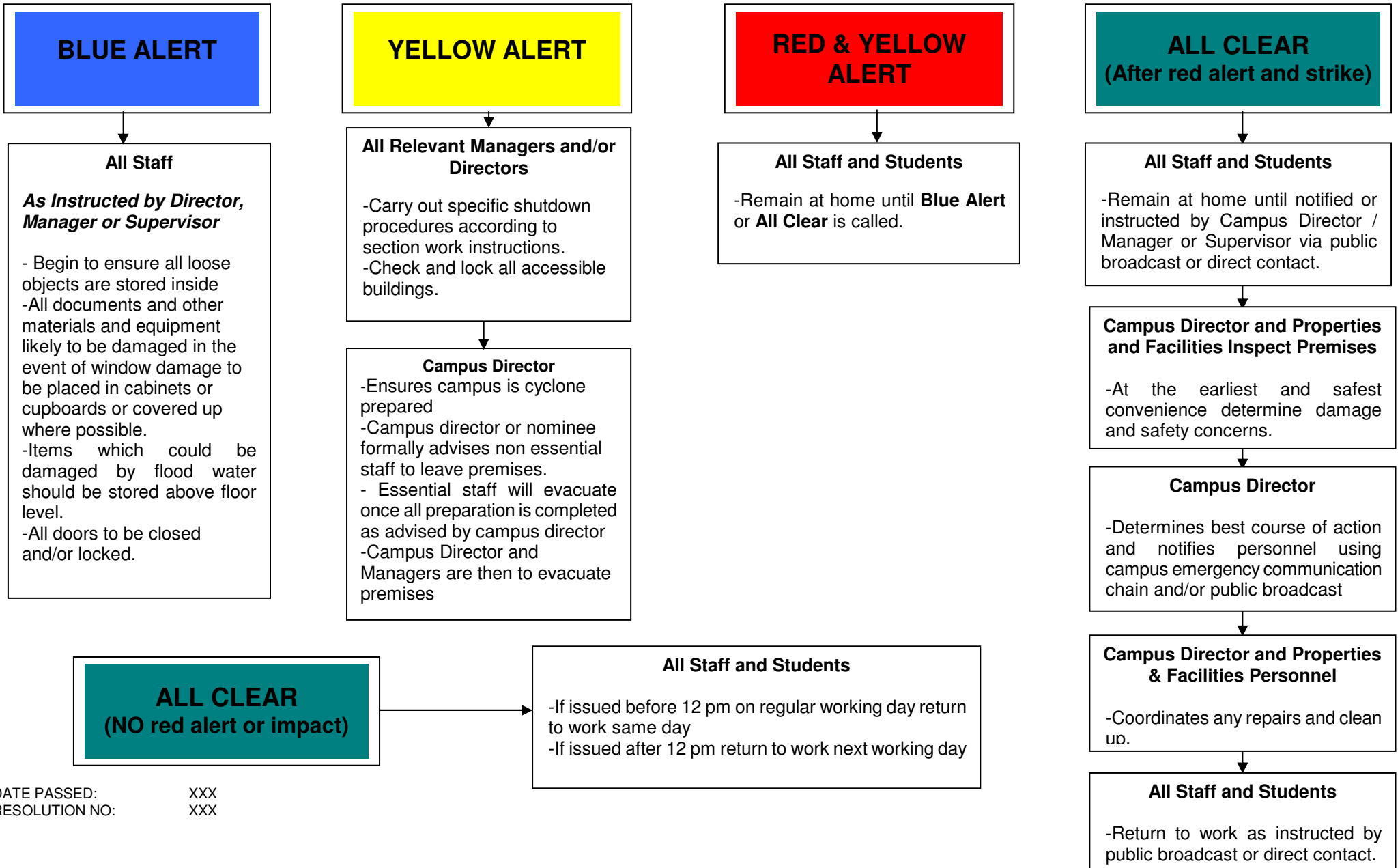
5 Process:

Cyclone Procedure

RESPONSIBILITY	KEY STEPS	DESCRIPTION
1 All Staff	<p>Blue Alert</p> <p>As Instructed by Director/ Manager or Supervisor are to make their work area as secure as possible</p>	<ul style="list-style-type: none"> ▪ Begin to ensure all loose objects are stored inside. ▪ All documents and other materials and equipment likely to be damaged in the event of window damage to be placed in cabinets or cupboards or covered up where possible ▪ Items which could be damaged by flood water should be stored above floor level ▪ All doors to be closed and/or locked

RESPONSIBILITY	KEY STEPS	DESCRIPTION
2 All Relevant Managers and/or Directors	Yellow Alert	<ul style="list-style-type: none"> ▪ Carry out specific shutdown procedures according to section work instructions ▪ Check and lock all accessible buildings
3 Campus Director	Yellow Alert	<ul style="list-style-type: none"> ▪ Ensure campus is cyclone prepared ▪ The Campus Director or nominee formally advises non-essential staff to leave the premises. ▪ Essential staff will evacuate once all preparation is completed as advised by campus director ▪ Campus Director and Managers are then to evacuate premises
4 All Staff and Students	Yellow & Red Alert	<ul style="list-style-type: none"> ▪ Staff and students are to remain at home until Blue Alert or All Clear is called
5 All Staff and Students	All Clear – Proceed with Caution (Following a Red Alert and Subsequent impact)	<ul style="list-style-type: none"> ▪ Are to remain at home until notified or instructed by Campus Director / Manager / Supervisor via public broadcast or direct contact.
6 Campus Director and Properties & Facilities Personnel	Inspection of Premises	<ul style="list-style-type: none"> ▪ At the earliest and safest convenience will inspect the campus for possible damage or safety concerns
7 Campus Director	Decision	<ul style="list-style-type: none"> ▪ Will determine best course of action based upon this inspection
8 Campus Director	Communication	<ul style="list-style-type: none"> ▪ The decision will be communicated in accordance with Campus Emergency Communication Chain and/or public broadcast
9 Campus Director Properties and Facilities Personnel	Post Cyclone	<ul style="list-style-type: none"> ▪ Coordinates any repairs and clean up
10 All Staff and Students	Post Cyclone	<ul style="list-style-type: none"> ▪ Return to work as instructed by public broadcast or direct contact.
11 All Staff and Students	All Clear – Proceed with Caution (No Red Alert or impact)	<ul style="list-style-type: none"> ▪ If issued before 12pm on a regular working day return to work same day ▪ If issued after 12pm return to work next working day

6 Break down of process



DATE PASSED: XXX
RESOLUTION NO: XXX