



Australian Government

Department of Employment and Workplace Relations  
Office of the Federal Safety Commissioner



# Regulator Resource Showcase: Emergency Preparedness

## Safe Work Month 2025

For National Safe Work Month 2025, the Office of the Federal Safety Commissioner (OFSC) is focusing on emergency preparedness, and asking companies to be **'prepared today, protected tomorrow.'** Being aware of potential emergencies and knowing how to respond can prevent serious harm.

Companies accredited under the Work Health and Safety Accreditation Scheme (the Scheme) operate across all Australian states and territories, and legislative requirements differ between jurisdictions. This document brings together resources from each jurisdiction so you can identify those relevant to your operating environment.

*This document is for **awareness only** and is not prescriptive of what a company should include in their emergency plan or their WHSMs to meet the Scheme audit criteria. The OFSC's audit criteria are separate from jurisdictional requirements.*

## Commonwealth/National Regulators

### Safe Work Australia

**Model WHS Regulations:** Emergency preparedness and management are discussed in the Model WHS Regulations, administered by Safe Work Australia. Refer to regulation 43.

**Emergency Plans Factsheet and Checklist:** This fact sheet provides general guidance for persons conducting a business or undertaking (PCBUs) and workers on preparing and maintaining general emergency plans for fixed workplaces under regulation 43 of the Model Work Health and Safety (WHS) Regulations.

**Emergency Plans and Procedures Website Page:** Explains legal requirements under WHS Regulation 43, what an emergency plan must contain, and why.

**Emergency Plan Template:** Downloadable model plan covering evacuation, communication, medical, and training/testing elements.

**Further information:** Visit the FSC website at [www.fsc.gov.au](http://www.fsc.gov.au)  
Contact the FSC Assist Line on **1800 652 500** | Contact the OFSC via email at [ofsc@dewr.gov.au](mailto:ofsc@dewr.gov.au)

## Comcare

**Model Work Health and Safety Plan**: Template document, which includes specific requirements for emergency management on page 14 and onwards.

**Office Safety Tool - Emergencies and Visitors**: Provides guidance on best practice for emergency management when visitors are on site.

## Australian Capital Territory (ACT)

**Accidents, Incidents, First Aid and Emergency Preparedness Website Page**: Provides guidance on best practice for accidents and incidents and obligations for PCBUs.

**Emergencies Website Page**: Provides guidance on emergency plan requirements and emergency evacuation requirements.

**WHS Laws and Codes of Practice**: Legislation relevant to the ACT jurisdiction. Regulation 43 of the *Work Health and Safety Regulation 2011* refers to emergency management.

## New South Wales (NSW)

**Emergency Plans Website Page**: Outlines the legal requirement to have an emergency plan in place, with specific guidance on plans, procedures, training, shared workplaces, and publishing and reviewing plans.

**Lodge Emergency Plan Guidance**: Provides guidance on obligations for PCBUs to lodge their emergency plan with Fire and Rescue when storing dangerous goods or explosives, or working on major hazard facilities.

**WHS Laws and Codes of Practice**: Legislation relevant to the NSW jurisdiction. Regulation 43 of the *Work Health and Safety Regulation 2017* refers to emergency management.

## Northern Territory (NT)

**Emergency Plans Bulletin**: Outlines general obligations for PCBUs, including additional requirements for higher risk workplaces (including demolition work, confined spaces, and where working with hazardous chemicals or asbestos).

**Major Hazard Facilities Website Page**: More technical guidance for high-risk sites.

**Emergency Plans Checklist**: Document to assist PCBUs in establishing and maintaining appropriate emergency plans.

**Emergency Plans and Aftermath Safety Alert:** Reminder for PCBU's on their emergency obligations following Cyclone Marcus.

**WHS Laws and Codes of Practice:** Legislation relevant to the NT jurisdiction. Regulation 43 of the *Work Health and Safety (National Uniform Legislation) Regulations 2011* refers to emergency management.

## South Australia (SA)

**Emergency Response Website Page:** Provides general guidance on emergency response obligations, employer responsibilities, and what should be included in an emergency management plan.

**Emergency Plans Website Page:** Discusses the obligation to prepare an emergency plan and additional requirements that arise from hazardous chemicals.

**Safety Scan – First Aid and Emergency Response:** Checklist that PCBU's can use to assess their system and practices regarding first aid and emergency response.

**WHS Laws and Codes of Practice:** Legislation relevant to the SA jurisdiction. Regulation 43 of the *Work Health and Safety Regulations 2012* refers to emergency management.

## Tasmania (TAS)

**Emergency Planning Website Page:** Provides general guidance for PCBU's on how to prepare and plan for potential emergencies in the workplace and what to include in an emergency management plan.

**Emergency Management and Disaster Recovery Website Page:** Provides general guidance and useful documents from Business Tasmania on emergency preparedness and management.

**WHS Laws and Codes of Practice:** Legislation relevant to the TAS jurisdiction. Regulation 43 of the *Work Health and Safety Regulations 2022* refers to emergency management.

## Queensland (QLD)

**First Aid and Emergency Plans Website Page:** Discusses the general obligation to establish an emergency plan and what that must include.

**Emergency Planning Website Page:** Outlines requirement to prepare an emergency plan with specific focus on hazardous chemicals.

**Healthy and Safe Work Environment Website Page:** Includes guidance on emergency plan requirements and the expectations for preparedness.

**WHS Laws and Codes of Practice:** Legislation relevant to the QLD jurisdiction. Regulation 43 of the *Work Health and Safety Regulation 2011* refers to emergency management.

## Victoria (VIC)

**Safety Alert - Effective Emergency Response Plans:** highlights the importance of having an effective emergency response plan in case emergency services cannot respond to an incident.

**Emergency Planning at a Major Hazard Facility:** Resource for major hazard facility operators on how to develop an appropriate emergency plan, focusing on large-scale and high-risk operations.

**WHS Laws and Codes of Practice:** Legislation relevant to the VIC jurisdiction. Various sections of the *Occupational Health and Safety Regulations 2017* refer to emergency plans/procedures depending on the types of work being undertaken.

## Western Australia (WA)

**Emergency Management Website Page:** General guidance on emergency management and preparedness requirements, including obligations for PCBUs.

**Emergency Exercise Evaluation Tool:** Template document to assess the effectiveness of emergency response exercises to enable improvements.

**WHS Laws and Codes of Practice:** Legislation relevant to the WA jurisdiction. Regulation 43 of the *Work Health and Safety (General) Regulations 2022* refers to emergency management.