Workplace Emergency
Management Manual

A flexible approach

The WEMM was created with busy people in mind.

This web-based tool allows you to stop and save the content you have developed at any time. You can come back to complete your WEMM when it is convenient for you.

You can also revisit your content at any time to make adjustments as required.

This once challenging and difficult task has now been made easy and simple.
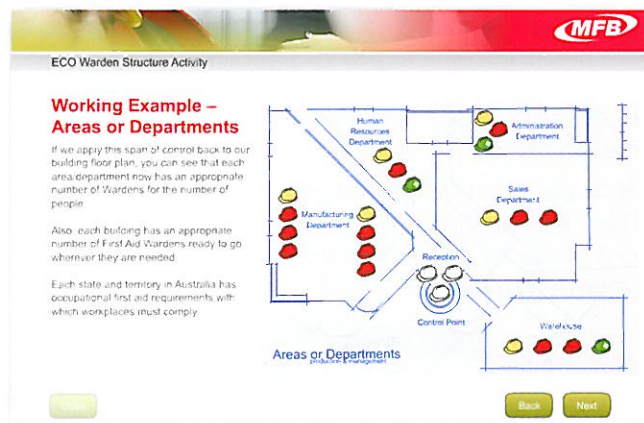
Contact details

The MFB provides a number of mainstream programs committed to protecting all members of our community. This includes community safety initiatives targeted towards the needs of at-risk groups.

The MFB is proud to publish the Workplace Emergency Management Manual (WEMM) to assist small to medium-sized businesses/ organisations to take ownership of developing arrangements that provide for the safety of the people who work in and visit their buildings.

MFB Workplace Emergency Management Department

450 Burnley Street, Richmond, Victoria 3121
Telephone: 1300 668 006
Email: wem@mfb.vic.gov.au
www.mfb.vic.gov.au/wemmanual

www.mfb.vic.gov.au/wemmanual

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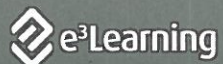
Workplace emergency management

The Workplace Emergency Management Manual (WEMM) is a leading, web-based tool that takes the hard work out of emergency management planning. For as little as $126.50 inc gst you can have access to the tools required to set up your own emergency management plan.

The WEMM has been developed by the Metropolitan Fire and Emergency Services Board (MFB) in partnership with CGU and e3 Learning.

It has been designed to assist small to medium-sized organisations with less than 100 people (per site) to develop a safe, planned response to the threat of emergencies in the workplace.
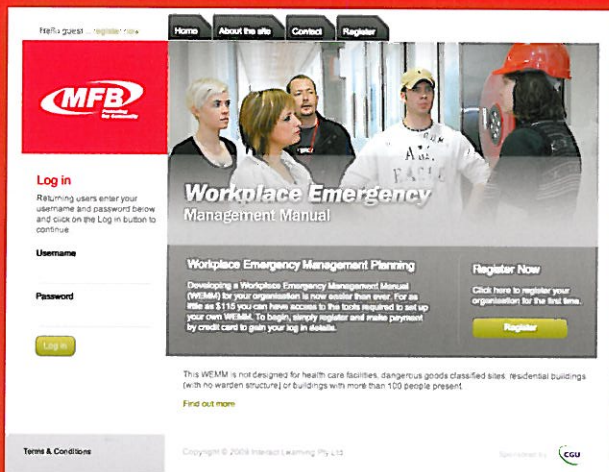
What is the WEMM?

The WEMM is a self-help tool that assists workplaces to plan and prepare for emergencies using a risk-based approach. Importantly, it provides guidance in developing a warden structure and procedures for the team members to follow.

The WEMM has been created with extensive reference to Australian Standard (AS) 3745—2010 Planning for Emergencies in Facilities.

Why is workplace emergency management planning important?

With appropriate workplace emergency management planning, your organisation can demonstrate a regard for employee welfare as well as prevent or reduce disruption to your workplace during and after an emergency.

All buildings and workplaces have potential hazards that expose them to risks which can lead to emergency situations. Workplace emergency management planning will:

- provide early and accurate identification of workplace hazards
- enable you to plan towards reducing the impact of potential workplace emergencies
- help you to fulfil your duty of care
- assist with your business continuity planning.

"This WEMM is not designed for health care facilities, dangerous goods classified sites, residential buildings (with no warden structure) or buildings with more than 100 people present."

How it works

Simple, online activities explain why workplace emergency management is important and show you how to build your own customised manual. Once you have completed the online activities you can begin creating your own WEMM by entering your details with respect to your:

- organisation
- sites
- warden structure
- risks.

The online account registration process will result in a hard copy folder being automatically posted to you for each site purchased. (Additional folders available at extra costs).

Once you have completed your manual, you can save it as a pdf, print it and then insert it into your folder as a complete, professionally produced Workplace Emergency Management Manual.