

## Fire

Raise the Alarm

Evacuate the Building

Go to the client's designated Assembly Area

Contact Careerlink to inform of situation

## Accident or Injury

Seek medical assistance if required

Report incident to your supervisor

Complete an accident / injury report or WorkCover form

Contact Careerlink to inform of situation

## Workplace Hazard

If a dangerous situation, stop work immediately

Report hazard to your supervisor or safety rep

Complete hazard form if required

Contact Careerlink to inform of situation

## Bomb Threat

If you receive the call, ask where the bomb is

Report it to your supervisor or fire warden

Take your instructions from the supervisor or fire warden

Contact Careerlink to inform of situation