



Risk Management Policy Statement

The Australian Butterfly Sanctuary is committed to ensuring the safety of staff and all patrons. All staff under-go training in emergency procedures as a part of their induction. Procedures are reviewed annually to take into consideration workplace changes / hazards. Melinda Nikolich is the Manager and the Workplace Health and Safety Representative and oversees all risk assessment and emergency procedures, in conjunction with Chris Grantham, an experienced senior Manager with the CaPTA Group of Companies and qualified in Workplace Health and Safety.

In the event of an emergency staff will

- Evaluate the situation immediately
- Notify emergency services 000 fire, police, ambulance depending on the nature of the emergency
- Ascertain if an evacuation is needed and advise all clientele
- or if no evacuation is needed advise cliental immediately of the situation and what rectification/actions will be taken

If an evacuation is required Staff will:

- Assist with evacuation of patrons via either the
 - 1) aviary side door exit or museum door
 - 2) or front door depending on the nature and location of the emergency
- Marshall all persons at the assembly area outside front main gate
- Complete a head count to ensure all patrons and staff are accounted for
- Provide assistance to emergency service personnel as required

Regular risk assessments are completed and regular training on how to deal with an emergency situation is held for all staff.