

WHS11 Emergency Location Beacons Policy

Policy

The Organisation is committed to the safety of its employees while travelling for work purposes. To ensure safety of officers while travelling, employees are required to utilise emergency location beacons.

Emergency location beacons (ELB) will be provided by the Organisation in all work vehicles. There are two types of ELBs used; a Personal Locator Beacon (PLB) or Satellite Personal Tracker (SPOT). ELBs are there for the safety of employees to use in an emergency situation when they need to register their location for emergency assistance.

A register of the ELBs is kept and maintained by the Organisation with identification numbers of each device and the name of the employee/vehicle it is assigned to. All devices will be registered with the relevant authorities.

Employees leaving the work vehicle, where there is a possibility of an emergency situation where no other means of communication are available or practical, **MUST** keep the ELB from the vehicle on them at all times.

ELBs must be tested every two months by employees.

Employees will be trained on how to correctly handle, store and use the emergency location beacons when they commence with the Organisation. A demonstration of use of ELBs will be included in the annual WHS Policy training session to keep all employees up to date on the policy and how to use the ELBs.

See Appendix A for instructions of how to use the PLB and Appendix B for how to use the SPOT.

EXEMPTION: This Policy does not apply to DCCA employees.

APPENDIX A: How to Use the PLB

To Activate

- Hold firmly and release the antenna by pushing the black arm (where circled) inwards then upwards. The antenna will quickly uncoil and extend.
- Swing the antenna fully upwards, breaking the security seal. The antenna will click into place.
- The PLB is now ACTIVE.
- The PLB will start transmitting 60 seconds after it has been activated.
- The PLB will beep and pulse the inbuilt light 20-21 times per minutes.
- The PLB will emit a rapid series of beeps and light flashes for a period of 6 seconds, indicating it has acquired a GPS position fix and is relaying the position, distress signal and the unique UIN to authorities.
- After 6 seconds, the PLB will continue to beep and pulse the light 20 – 21 times per minute.



To increase the strength of your signal, place the PLB in an upright position and on as high of ground as possible.

If you are incapacitated and you are in a in a ravine, throw the PLB up to higher ground to enable it to get a stronger signal.

Activating the PLB under a car roof will reduce the strength of the signal and may mean that it cannot be detected by rescue satellites.

To De-Activate

- Using the key (attached to the lanyard) depress the antenna latch.
- Swing the antenna fully down and latch.
- Re-wrap antenna around the groove on the back of the unit.
- The PLB is now OFF and audio and visual alerts will cease.



To test you PLB

- Use the key to slide the self-test switch down (on back of unit), and then release.
- The PLB should indicate it is functioning correctly double beep and flash of the light.

Test your PLB once every 2 months. DO NOT over test as testing consumes battery power.

DO NOT pull the antenna up as this will activate the PLB and transmit distress signal after 60 seconds.

Accidental activation of PLB

The signal from a PLB is regarded by authorities as an indication of distress and is given an appropriate response. It is the responsibility of employees to ensure that it is not activated unintentionally or in situations that do not justify its use.

To minimise the possibility of accidental activation employees are urged to test their PLB and store it in a safe place where it is not subject to long periods of direct sunlight.

If the PLB starts beeping or flashing and it has not been intentionally activated, commence to de-activate it immediately. Employees have a window of 60seconds to de-activate the PLB before authorities will be notified of the distress signal. Employees must contact the relevant government authorities immediately if they suspect the PLB has been activated unintentionally, then contact the HR/WHSO.

Reporting an Accidental Activation

When reporting an activation of a PLB, the following steps will be followed:

- In Australia, phone **1800 641 792**
- Supply the 15 character UIN located on the side of the PLB.
- Give the date, time and duration of activation.
- Provide the cause of activation.

APPENDIX B: How to use the SPOT

To Turn power on/off

- Press the ON/OFF button
- SPOT will indicate power is on by a blinking light every 3 seconds.

To ALERT 000

- Press and hold the 9-1-1 button for at least 2 seconds.
- A distress signal and your exact location will be sent to an Emergency Response Centre every 5 minutes until cancelled.
- Once activated, the indicator will blink green every 3 seconds, and turn solid green for 5 seconds when a message is being sent.

To ASK FOR HELP

- Press and hold the HELP button for 2 seconds.
- Your nominated contacts will be sent a message via SMS and email with a link to Google Maps with your exact location.
- Once activated, the indicator will blink green every 3 seconds, and turn solid green for 5 seconds when a message is being sent.
- SPOT will send your message every 5 minutes for 1 hour in this mode.

To CHECK IN

- The TRACKING function must be off to send a CHECK IN message.
- Press the OK button.
- Your nominated contacts will be sent a message via SMS and email with a link to Google Maps with your exact location.
- Once activated, the indicator will blink green every 3 seconds, and turn solid green for 5 seconds when a message is being sent.

Disabling & Cancelling

To cancel ALERT 000 & ASK FOR HELP message:

- Press and hold either the 9-1-1 or HELP button for 3 seconds.
- The green light will blink red to indicate that it is preparing to send a cancel message and will turn solid red for 5 seconds to show the message has been cancelled.

To disable CHECK IN function:



- You cannot cancel a SPOT message, but you can stop any unsent message by turning off the SPOT.

To cancel the TRACKING function:

- Turn the SPOT off by pressing the ON/OFF button for 3 seconds OR
- Press and hold the OK button for 5 seconds.