

Checklists for Chief Warden's

As a Chief Warden there are several admin tasks that you will need to complete from time to time. This check list will help guide you as you periodically ensure your warden network is functioning and able to safely evacuate your building in an emergency.

Chief Warden Checklist	
<input type="checkbox"/>	Ensure your Warden network is sufficient to safely evacuate your building and that their details are correct on the Warden Register
	<p>This involves</p> <ul style="list-style-type: none"> • Reviewing the 2022 evacuation exercise regarding the warden network – available here. • Reviewing the current warden register – available here. • Identifying any vacancies or errors • Filling vacancies and collecting information for changes of details – email template available here. • Notify HSW Team of updates to the register - hswteam@adelaide.edu.au
<input type="checkbox"/>	Check that Wardens have access to the following. <ul style="list-style-type: none"> • Warden Manual • Warden cap or hard hat
	Notify the HSW Team if wardens that need caps/hats hswteam@adelaide.edu.au
<input type="checkbox"/>	Check that Warden and Chief Warden Training is up to date for the Warden Network
	<p>Some warden networks will have several wardens trained as Chief Wardens due to their size and complexity, so they can support or act as back up to the main Chief Warden in an emergency.</p> <p>Chief Wardens must complete the accredited 1 day course every 2 years.</p> <p>Floor Wardens are required to complete Warden Training & Combine Small Workplace Emergencies once – available here.</p> <p>In addition floor wardens must participate in at least 1 Emergency Evacuation Exercise every 12 months. This includes refresher training identified as part of the evacuation exercise – approx. 1 hour per year.</p>
<input type="checkbox"/>	Check that Emergency Procedure posters are installed next to emergency Evacuation diagrams
	<p>Review emergency posters within the building are current.</p> <p>Templates for these posters are available here. The template can be amended to include the relevant QR Code for First Aid in your building. Copy and paste from your first aid poster into the template.</p>
<input type="checkbox"/>	Building Occupants are aware of the next planned Emergency Evacuation Exercise
	Information on these can be found here .

Further information

[Chief Wardens information page](#)
[Emergency Management](#)

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Warning	This process is uncontrolled when printed. The current version of this document is available on the HSW Website.			