



HEALTH, SAFETY &  
ENVIRONMENTAL PROGRAM

## Section: Emergency Response Planning

PREPARED BY: Health and Safety Team

DATE OF ORIGIN: 02/02/2023

REVISION # 1

# OF PAGES: 7

# EMERGENCY RESPONSE PLANNING

## PURPOSE

The OSHA requires that Emergency Response Procedures be developed for workplaces. This section outlines the requirements necessary to develop these procedures.

## SCOPE

### HOW TO DEVELOP A PLAN

Planning should begin before the work starts at the site by the Safety Team or Supervisor. Development of the plan should include the following elements:

#### Hazard identification

Involves a review of potential onsite hazards and potential risks of each. It should be followed up with an appropriate emergency response to control the hazard. A thorough review should include the following points:

- transportation, equipment, materials
- environmental concerns
- SDS review
- traffic and public roadways
- site design, features
- processes
- people

**All AAROC sites have been reviewed and a subsequent “Hazard and Risk Assessment” has been prepared and posted in the scalehouse or office.**

#### Emergency Resources

Identify which resources are available and have plans in place for any deficiencies. Important resources include:

- 911 emergency system
- emergency contact list / hospital information
- fire extinguishers
- first aid kits / trained workers in CPR
- spill kits
- eyewash stations

Be prepared and have the resources and the people that will manage them, set up before the job begins.

**All AAROC sites will have these resources available in the scalehouse, office and/or attached shop.**

#### Communication Systems

Reliable communication equipment must be used to relay accurate information quickly. It is always a good idea to have a backup system in place.

Equipment includes:

- Telephone landlines
- Cell phones
- 2-way radios



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**Emergency phone numbers, supervisor numbers, hospital information and the site location will be on the AAROC *Emergency Contact* sheet on site in the scalehouse or office. Communication will be tested to ensure it works at each location.**

Administration of the Plan

Administering and organizing the emergency plan is vital to its effectiveness. Normally the person in charge of emergency response has this task (i.e. Supervisor). They must ensure:

- That everyone understands their roles and responsibilities
- That emergency resources are kept at adequate levels during the course of the project.

It is important to review the plan after an emergency in case changes are required.

**Monthly site inspections address any deficiencies in resources or supplies. Workers are trained on the emergency plans during new worker orientations.**

Communication of the Procedure

To be effective, the Emergency Response procedures must be clearly communicated to all site personnel. The HSE Program and emergency procedures are available to all workers.

Debriefing and Post-Traumatic Stress Procedure

The recovery process after an emergency is a critical step. Many people are unaccustomed to dealing with emergencies and may need assistance or recovery time after an emergency.

Debriefing may be necessary to review how well the plan worked and corrections may be needed. Management will address this need accordingly.

**PROCEDURES**

**Employee Procedure for Medical Emergency**

1. Take control of the situation
2. Ensure injured employee is in a safe position.
3. Ensure that no further injury or damage can occur.
4. Administer first aid based on the nature of the injury.
5. Immediately notify emergency services if they are required. Follow the procedure for calling 911. (included following this procedure.)
6. If emergency services are not required and the injured still requires immediate medical attention, transport the injured to the nearest emergency medical facility.
7. Immediately inform your supervisor of the nature of the incident.
8. Act as a liaison between the injured employee and the emergency medical team.
9. Maintain contact with your supervisor as to the progress of the emergency.

**Emergency Procedure for Calling 911**

1. Dial 911 and wait for dispatch to answer.
2. Tell dispatch the nature of the emergency.

**NOTE: DO NOT HANG UP UNTIL EMERGENCY DISPATCH SAYS IT IS OK TO DO SO.**

**Fire Emergency Responsibilities**



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### EMERGENCY RESPONSE PLANNING

Regular inspection of all worksites is done to minimize any unusual fire hazards that may be present. All measures are taken to ensure that these hazards are removed or controlled. Special emphasis is placed on housekeeping and storage practices.

#### Employee Procedures for Fire Emergencies

1. Exit the fire area immediately
2. If possible, confine the fire by closing the door in the fire area. Close all doors when exiting.
3. Activate the fire alarm (only applicable at office)
4. Call 911
5. Go to the designated muster point

#### Supervisors:

1. Clear the area of all other personnel and visitors, instruct all employees and visitors to evacuate the area.
2. Delegate a responsible person to call 911 if not done already
3. Ensure that all employees and visitors have evacuated the area and assembled at the predetermined muster point.
4. Take count of all employees and visitors to ensure that everyone is present.
5. Act as a liaison to emergency service personnel.
6. Wait for instruction by emergency authorities before re-entering the work area.
7. Complete any required documentation

#### Severe Weather Emergency Responsibilities

All employees in all locations will follow these severe weather procedures. Supervisors will monitor weather events in their locations and advise employees if severe weather is expected.

#### Thunderstorms

- If you hear thunder, then lightning is close enough to be dangerous.
- Move immediately to a place of shelter.
- Go to a well-constructed, enclosed building.
- Small, open structures do not provide protection from lightning.
- If no building is available, stay inside your vehicle or machine cab.
- Avoid water, high ground, isolated trees, and power lines.
- There is not a place outside that is safe during a thunderstorm.
- Make every effort to get into a solid shelter or metal-topped vehicle. If neither is available, find a low-lying area away from tall, pointy, isolated objects, crouch down and put your feet together. Do not lie down. Cover your ears to reduce the threat of hearing damage from thunder.

#### Severe Winter Weather- Driving

- If driving, pull over somewhere safe
- Call your supervisor and report the weather. Call 911 if needed.
- Do not leave your vehicle unless necessary. Stay in the vehicle and wait for help. Do not leave the vehicle to search for assistance unless help is visible within 100 meters.



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### EMERGENCY RESPONSE PLANNING

- Display a trouble sign to indicate you need help. Hang a brightly colored cloth (preferably red) on the radio antenna and raise the hood after snow stops falling.
- Run the engine occasionally to keep warm. Turn on the engine for about 10 minutes each hour (or five minutes every half hour). Running the engine for only short periods reduces the risk of carbon monoxide poisoning and conserves fuel.
- Use the heater while the engine is running.
- Keep the exhaust pipe clear of snow.
- Leave the overhead light on when the engine is running so that you can be seen.
- Do light exercises to keep up circulation. Clap your hands and move your arms and legs occasionally. Try not to stay in one position for too long.

#### Severe Winter Weather- Indoors

- Stay indoors and wear warm clothes.
- Listen to a local station for updated emergency information.
- Eat regularly. Food provides the body with energy for producing its own heat.
- Keep the body replenished with fluids to prevent dehydration.
- Charge cell phones
- Prepare for power outages
- Do not leave until safe travel is assured

#### Evacuation Muster Points

Each worksite should have predetermined muster points, both primary and secondary. These points will be listed on the safety board, traffic plan or in the emergency plan. In the event of an emergency requiring evacuation, all employees are to immediately leave the work area and go to the muster point. Should the primary point be in a hazardous area, employees will then proceed to the secondary point. Upon arrival at the designated muster point, employees are to report to their supervisor for an employee count.

#### Management

Management is ultimately responsible for the implementation of the Emergency Response Procedures. Management will be trained on all aspects of the procedures and have clear knowledge about notification procedures, first aid, emergency medical facilities, specific duties, actions, and responsibilities, and all related company policies and procedures.

### REQUIREMENTS

#### Legislation:

- Occupational Health and Safety Act, Section 25(2)(h)

#### Training:

- Employees will understand that all sites have posted Emergency Procedures and contact information.
- Employees will be trained in the emergency procedures during new worker orientations.



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**GENERAL EMERGENCY RESPONSE PROCEDURE**

In case of an emergency, the supervisor on site shall take control and proceed according to the following guidelines:

1. TAKE COMMAND

- The most senior person on site should take charge
- Assign duties to specific individuals

2. ASSESS THE SITUATION

- Remain calm
- Identify the emergency, problem, hazards, and who is involved.
- Try to identify the cause that must be controlled

3. ADMINISTER FIRST AID

- Ensure that First Aid is provided by a qualified person.
- Get an AED if available
- There should be at least one person at each site who is trained to administer First Aid (Standard or Emergency as required).
- Organize the workforce for a headcount and emergency assignments

4. CALL EMERGENCY SERVICES

- Charge someone with the responsibility to call an ambulance or Fire Department and instruct him/her to report back with the information as to when help will arrive.
- As a rule, sites will have a list of emergency numbers posted. In smaller projects or those of short duration, a site-specific list of emergency numbers may not be available. In this instance, call the office by any means available (cell phone, two-way radio).
- Never leave the victim alone.

5. PROVIDE PROTECTION

- Eliminate further losses and safeguard the area. Control the energy source causing the emergency.
- Protect victims, equipment, materials, environment, and accident scene from continuing damage or further hazards.
- Divert traffic, suppress fire, prevent objects from falling, shut down equipment or utilities, and take other necessary measures. Use spill response if required.
- Protect all persons (workers and members of the public) from dangers arising from the emergency.
- Evacuate area if necessary for protection.



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**EMERGENCY RESPONSE PLANNING**

***Preserve the accident area; only disturb what is essential to maintain life or relieve human suffering and prevent immediate or further losses.***

***6. MAINTAIN CONTACT***

- Keep emergency services informed of the situation.
- Contact utilities such as gas and hydro where required
- Exercise increasing control over the emergency until hazards are controlled

***7. GUIDE EMERGENCY VEHICLES***

- Have someone waiting to alert and guide the emergency vehicle to the location of the emergency scene.

***8. OBTAIN NAME OF HOSPITAL OR EMERGENCY CENTRE***

- Get information (Name, address, Phone Number) about the location where the victim is being taken.

***9. ADVISE MANAGEMENT***

- Contact Management with details of the accident. The information must be detailed enough for Management to notify relatives of the victim and the authorities if necessary.
- Complete the required Accident Investigation Form. [see Accident Investigation section]

***10. PRESERVE ACCIDENT SCENE***

- Barricade or rope off the area to avoid disturbing the conditions at the time of the accident as much as practical. The area should remain isolated until authorities have an opportunity to investigate the accident.

***11. PRESS RELATIONS***

- Refer all questions of the press or news media to a delegated person at head office. Simply state that all actions to relieve suffering are being taken and that all other enquires be referred to head office.



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EMERGENCY CONTACT INFORMATION

SITE LOCATION

(Please indicate precisely the 9-1-1 number, street or road name. A detailed description of the site or landmarks should also be included if possible.)

\_\_\_\_\_

\_\_\_\_\_

EMERGENCY NUMBERS

Police: \_\_\_\_\_

Ambulance: \_\_\_\_\_

Fire: \_\_\_\_\_

MEDICAL FACILITIES

Please indicate the address and phone number of the following:

Nearest Hospital: \_\_\_\_\_

Nearest Walk-in Clinic: \_\_\_\_\_

AAROC CONTACT NUMBERS

In case of emergency during regular work hours contact:

AAROC Dispatch (519) 659-9110 or Office: (519) 652-2104

AAROC Shop (519) 659-9109

Jim Aarts- Safety Officer (519) 521-9597 (cell)

Nik Parras-H&S Coordinator (519) 639-0698 (cell)

After-hours or weekends contact:

Jamie Martelle, Manager (519) 617-0893 (cell)

Rob Ritchie, Ops Foreman (519) 521-7680 (cell)

Tom Ritchie, Ops Foreman (519) 521-2210 (cell)

MINISTRY OF LABOUR HEALTH AND SAFETY CONTACTS:

Health and Safety Centre -24 hrs. 1-877-202-0008

Website: www.labour.gov.on.ca