
 <p>HEALTH, SAFETY & ENVIRONMENTAL PROGRAM</p>	Section 8: Emergency Preparedness and Response		
	APPROVED BY: Sarhan Abu-Kwiek	COR Elements: 11	
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EMERGENCY PREPAREDNESS AND RESPONSE PROCEDURE

PURPOSE

The purpose of this procedure is to prevent or minimize injury, occupational illness, property damage, and downtime caused by emergency situations.

SCOPE

An appropriate emergency response plan will be created for each J-AAR jobsite, office, and plant. J-AAR health and safety, project management, and supervisors will ensure that all potential emergency situations are identified during the construction pre-planning phase and available to all workers through HCSS. During this time applicable emergency equipment will be identified, procured, and made available on J-AAR jobs. This equipment will be easily identifiable, well-marked, and inspected as per all relevant legislation and manufacturer's recommendations.



Input to the emergency response plans from relevant workplace parties will always be considered. J-AAR will ensure that all employees who are involved in emergency response have adequate training for their roles. This includes first-aid, fire-extinguisher use, and specialized rescue equipment such as the 3M Rollgliss system. Under no circumstances would J-AAR expect an employee to put themselves in harms way.

As part of this training J-AAR will run periodic emergency response drills with employees who are part of response teams. Running these drills allows for input from those involved as well as ensuring training remains fresh. The records of these drills will be recorded by site supervision and sent to J-AAR health and safety to be stored on the servers and analyzed for deficiencies. If any deficiencies are found J-AAR health and safety along with supervision will create and implement a correct action plan to address them.

While each project/place of business is likely to have different emergency plans and needs there are minimum requirements across all of J-AAR found below:

- All plans must include:
 - Procedures for the emergency it relates to
 - The contact information for emergency services
 - The contact information for J-AAR project management
 - Map and directions to the nearest hospital/emergency medical facility
 - Map and directions and contact number for the nearest MLTSD offices
- Appropriate number and location of fire extinguishers
 - Must be inspected and recorded monthly (part of the supervisor's monthly inspection)
 - Must be inspected by a certified individual annually
- First-aid
 - Appropriately stocked first aid-kits per the number of workers on site per Reg. 1101
 - Appropriate number of qualified first aiders on site
 - Adequate means of transporting an injured person to a hospital or medical facility
 - This includes getting the worker from where the injury occurred to an area where EMS can access them/to a vehicle

It is the responsibility of project management and supervision to ensure that all plans and equipment are inspected and maintained in accordance with the act, regs, and manufacturer's recommendations.

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All workplace parties will be briefed on the emergency plans, their roles, and the location of emergency equipment, first-aid kits, and fire extinguishers at the time of their site-specific orientation.

PROCEDURE

Transporting an Injured Worker to a Medical Facility/Hospital:

1. Determine if the injured person is stable enough to move without risking further injury.
 - If not and they are accessible by EMS then stabilize as best as possible and administer first-aid until EMS arrives
 - If required, call for the crane basket/stretcher and bring them to a safe, easily accessible area
2. Determine if the worker needs an ambulance or if another appropriate means will suffice
 - Call 911 if there is any doubt – always err on the side of caution
 - If 911 is not necessary then either a J-AAR representative (foreman, supervisor, manager) will drive them to a medical facility or arrange a taxi service to bring them and meet them at the facility as soon as practicably possible.
 - NEVER LET AN INJURED WORKER TRANSPORT THEMSELVES TO A HOSPITAL
3. Wait with the injured worker until they are admitted

Medical Emergency Response:

1. J-AAR site supervision shall take control and proceed according to the following guidelines (attached emergency response team sheet should be completed at mobilization. ERT should meet at least quarterly to go over roles/responsibilities and schedule annual drills):

Workers

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.

DO NOT INTEREFERE WITH THE ERT RESPONSE

- If you are not assigned a role on the emergency response team and it is safe to do so, please leave the incident scene.
- let the ERT/Supervisors know you were a witness
- Do not film the scene/take pictures. This is not helpful and just creates congestion and confusion

Supervision

TAKE COMMAND



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

Meet the worker at the hospital as soon as possible

Emergency Response Team

ASSESS THE SITUATION

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

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CALL EMERGENCY SERVICES

- Charge someone with the responsibility to call Emergency Services 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 unless your personal safety is compromised.

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 project site who is trained to administer First Aid (Standard or Emergency as required).
- Organize the workforce for a headcount and emergency assignments

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

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

GUIDE EMERGENCY VEHICLES

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

OBTAIN NAME OF HOSPITAL OR EMERGENCY CENTRE



- Get information (name, address, phone number) about the location where the victim is being taken.

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 Incident Report.

PRESERVE ACCIDENT SCENE

- Barricade or rope off the area to avoid disturbing the conditions at the time of the accident

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as much as practical. The area should remain isolated until authorities have an opportunity to investigate the accident.

Confined Space Rescue:

Confined space rescue procedures are outlined in J-AAR's Confined Space Rescue Procedures document. This section only provides a brief outline. The rescue options mentioned here are listed in order. Only move to the next one if the previous is not viable.

Attendant

- Summon the ERT immediately
- Never enter the space yourself

Emergency Response Team

- Assess the situation and hazards
 - Call 911 immediately
1. If possible, have the injured worker perform a self-rescue.
 2. Non-entry rescue

Working at Heights Rescue:

Working at heights rescue procedures are outlined in J-AAR's fall arrest rescue procedures document. This section is just a brief outline.

When a worker has their fall arrested:

Workers/Supervisors



- Call 911 immediately
- Notify J-AAR supervision/ERT

Emergency Response Team

- Call 911 immediately
- Attempt a PEWP rescue if the equipment is available
- If not, try a ladder rescue
- If a ladder rescue is not viable and a crane basket is available attempt a basket rescue
- Finally, if no other options are available attempt a rescue with the 3M Rollgliss system
- The rescue coordinator should ensure J-AAR health and safety is made aware of this incident. This must be reported to the MLTSD

Emergency Evacuation:

- When you hear three long blasts of a horn it is time to evacuate the jobsite
- All workplace parties must deenergize any tools/equipment and immediately head to the muster point

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- Everyone must wait at the muster point until dismissed by your supervisor or the emergency response team. A headcount of all workplace parties must be taken. Leaving before dismissal could cause emergency personnel to go look for you in a hazardous environment

Workers

- Upon receiving the signal to evacuate everyone must swiftly and safely leave the jobsite
- Deenergize any tools and equipment you were using on your way out
- Wait at the muster point until dismissed
- You may not re-enter the jobsite until it is deemed safe by EMS
- Follow directions from the emergency response team

Supervisors

- Ensure all workers under your supervision are aware they need to evacuate
- Exit the job site and head to the muster point
- Conduct a headcount of your crew and provide it to the ERT

ERT

- All members of the ERT should know their roles in the event of an emergency.
- Call 911
- Conduct a head count
- Meet first responders at the gate/intersection
- Communicate with first responders and supervisors/workers

Debriefing and Post-Traumatic Stress:

- 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 is necessary to review how well the plan worked and what corrections may be needed

Spills of Hazardous Materials:



Workers and Supervisors

- Call for an evacuation if required
- Notify J-AAR supervision and/or a member of the ERT
- If the name of the chemical is known provide it, if not determine the name from the label
- If it is safe to do so, begin the spill clean up procedure
- If during clean up, anyone shows signs or symptoms from the MSDS call 911 and evacuate immediately

Emergency Response Team

- Assess the scene and hazards
- Review MSDS
- If required initiate evacuation procedure and call 911

For more detailed information see J-AAR spills procedure

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Emergency Violence:

Workers and Supervisors

- Do not confront the individual
- Evacuate the site if required
- Call 911
- Contact J-AAR Supervision/ERT as soon as it is safe to do so

Emergency Response Team

- Do not confront the individual
- Call 911 immediately
- If required initiate evacuation procedure and call 911
- Act as the point of contact between police and the site
 - o Meet at the gate
 - o Provide information as required

RESPONSIBILITIES

Senior Management

- Review the emergency plans and procedures at least annually
- Ensure J-AAR carries out work in compliance with the Act and regulations
- Assist in the development of site-specific emergency procedures
- Post or—when J-AAR is not the constructor – ensure the constructor has posted all required emergency procedures in a conspicuous area
- Ensure site supervision has the necessary equipment and manpower to enact the emergency plans
- Ensure drills are carried out on jobsite

Supervisors



- Assist in the development of site-specific emergency procedure
- Conduct emergency drills as required – at least annually
- Adhere to emergency plans

Workers

- Work in accordance with instruction tools and protective devices provided
- Report any changing conditions or hazards that arise during task completion
- Ask for clarification if unclear about information provided or task assigned
- Make yourself aware of the emergency procedures on each site
- Abide by all emergency procedures
- Participate in drills

Health and Safety Team

- Develop Emergency response plans
- Coordinate with management and supervisors to ensure drills are conducted
- Collect and analyze suggested corrective actions from emergency drills

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- Help implement corrective actions across all similar J-AAR places of business

Health and Safety Committee/Rep

- Review emergency plans
- Participate in assessments as required
- Provide recommendation for change

Subcontractors

- Review emergency plans as required
- Participate in drills as required

Visitors

- Review emergency plans as required
- Participate in drills as required

REQUIREMENTS

Documentation

- Emergency plans and procedures
- Confined Space permits
- Environmental Management Plan
- Safe Job procedures
- Safe Work Practices
- Occupational Health & Safety Act
- Construction Regulation 213/91
- Industrial Regulation 851/90
- Relevant MSDS

Training



- Working at heights
- Confined space entry
- WHMIS
- Care and use of rescue equipment
- Site specific safety plan
- Selection, care, and use of protective devices required

ENFORCEMENT

Following this procedure is a condition of employment for all employees. This will be enforced strictly by management and supervision. Failure to follow this procedure, as set out, may lead to progressive discipline up to and including dismissal or removal from site as deemed appropriate by J-AAR Excavating.

REVIEW

This procedure will be reviewed and revised as required. Revisions are required when there are changes in business conditions, scope of work, regulatory requirements or when deficiencies become known.

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DOCUMENT CONTROL

All records and documents mentioned above will be stored indefinitely on the HCSS servers. They can be accessed by J-AAR management at anytime.