



**HEALTH, SAFETY &  
ENVIRONMENTAL PROGRAM**

## Section: Emergency Response Planning

PREPARED BY: HEALTH AND SAFETY TEAM

DATE OF ORIGIN: 02/02/2023

REVISION # 1

# OF PAGES: 3

# EMERGENCY RESPONSE PLANNING

## PURPOSE

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

## SCOPE

### HOW TO DEVELOP A PLAN

Planning for the workplace will be conducted by the Safety Team or Supervisor. Development of the plan should include the following elements:

#### Hazard identification

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

- building location / layout
- fire hazards
- environmental concerns
- SDS review
- processes (shop)

#### 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 prevention and protection plan
- first aid kits / trained workers in CPR
- spill kits
- WHMIS training
- repair and maintenance procedures and employee training

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

#### 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

Emergency phone numbers, supervisor numbers, hospital information and the site location will be posted on the Safety Board in the Shop Lunchroom.



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### 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

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

### Communication of the Procedure

To be effective, the Emergency Response procedure (see below) must be clearly communicated to all employees.

### 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 is necessary to review how well the plan worked and review corrections that may be needed.

## PROCEDURES

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

### 1. ASSESS THE SITUATION

Remain calm

Identify the emergency, problem, hazards, and who is involved.

Try to identify the cause that must be controlled

### 2. TAKE COMMAND

The most qualified person on site should take charge

Assign duties to specific individuals

### 3. 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.

A list of emergency numbers is posted.

Never leave the victim alone.

### 4. ADMINISTER FIRST AID

Safeguard the victim(s) and the area. Control the energy source causing the emergency if safe to do so.

Evacuate area if necessary, for protection.

Ensure that First Aid is provided by a qualified person.

Get AED ready for use

There should be at least one person at the workplace who is trained to administer First Aid / CPR.

Organize the workforce for emergency assignments



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### EMERGENCY RESPONSE PLANNING

#### 5. PROVIDE PROTECTION

Protect 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.

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.

#### 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.  
Complete the required Incident Report form.

#### 11. PRESS RELATIONS

Refer all questions from the press or news media to a delegated person, most likely a manager or owner.

### REQUIREMENTS

#### **Legislation:**

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

#### **Training:**

Employees will understand that the workplace has emergency procedures and contact information posted on the safety board