



HEALTH, SAFETY &
ENVIRONMENTAL MANUAL

3.1 Emergency Response Planning

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EMERGENCY RESPONSE PLANNING

PURPOSE

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

SCOPE

HOW TO DEVELOP A PLAN

Planning will begin before the work starts at the site by the Health and Safety Team, Project Manager or Supervisor. Development of the plan must include the following elements:

Hazard identification

- Involves a review of potential onsite hazards and potential risks of each. It must be followed up with an appropriate emergency response to control the hazard. A thorough review will include the following points: transportation, equipment, materials
- environmental concerns
- SDS review
- traffic and public roadways
- site design, features
- processes
- people

All J-AAR construction projects over 90 days in duration will have a site-specific plan completed, which includes emergency procedures. All J-AAR mining sites have been reviewed and a subsequent “Hazard and Risk Assessment” has been prepared and posted in the scale house or office. All J-AAR plants and offices have emergency procedures established and posted.

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 J-AAR sites will be reviewed to ensure an adequate supply of resources is available.

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.

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Equipment includes:

- Telephone landlines
- Cell phones
- 2-way radios

Emergency phone numbers, supervisor numbers, hospital information and the site location will be on J-AAR *Emergency Contact* sheets posted on the safety boards or in safety binders.

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.

Weekly and/or monthly site inspections address any deficiencies in resources or supplies. Workers are trained on emergency response planning during new worker orientations.

Communication of the Procedure

To be effective, the Emergency Response procedures must be clearly communicated to all worksite employees. The HSE Manual 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.

Evacuation Muster Points

Each worksite will 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

Top Management is ultimately responsible for the implementation of the Emergency Response Procedures. Management will have clear knowledge about notification procedures, first aid, specific duties, actions, and responsibilities, and all related company policies and procedures.



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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.

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 will 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 will 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 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.**

5. PROVIDE PROTECTION

- Eliminate further losses and safeguard the area. Control the energy source causing the emergency.
- Protect victims, equipment, materials, environment, and accident scenes from continuing damage or further hazards.



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- 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.

6. MAINTAIN CONTACT

- Keep emergency services informed of the situation.
- Contact utilities such as gas and hydro if 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 Incident report.

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 must 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

Emergency contact information for worksites will contain the following:

- Worksite address or location (911 numbers)
- Nearest hospital or medical facility
- Company/Client/Project contact numbers
- Other numbers as needed (utility, building, municipal contacts)
- Ministry contacts, including the Ministry of Labour

MINISTRY OF LABOUR HEALTH AND SAFETY CONTACTS:

- Health and Safety Centre: 1-877-202-0008
- Website: www.labour.gov.on.ca

Procedures

Medical Emergency (See Section 3.14)

1. Take control of the situation.
2. Ensure injured employees are 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 require 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 (See Section 4.6)

Regular inspections 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.



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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 Emergencies

If a severe thunderstorm is imminent: Mobile Trailers or vehicles offer little protection, even if tied down. Leave these for a sturdy shelter before the storm approaches:

- If you hear thunder, then lightning is close enough to be dangerous.
- Go to a well-constructed, enclosed building.
- Anyone working outside shall get to coverage inside and stay inside (lightning & flying debris hazards)
- 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.
- Close all building doors
- Tune a radio to a local weather advisory channel.
- Move away from exterior walls and window.
- If inside shelter is unavailable, 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.
- Supervisor to account for whereabouts of personnel.

If a severe thunderstorm is imminent: Driving.

- Tune in to your radio to stay informed of approaching storms
- Turn on your headlights (low beams) and slow down.
- Do not drive unless necessary.
- Pull safely onto the shoulder of the road away from any trees that could fall on the vehicle.
- Stay in the vehicle and turn on the emergency flashers until the heavy rains subside.
- An automobile provides better insulation against lightning than being in the open
- Avoid contact with any metal conducting surfaces either inside your car or outside

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- Avoid flooded roadways.
- Avoid downed power lines.
- Check your windshield wipers and tires regularly to ensure that they are ready for severe weather.
- Approach intersections with caution

If a tornado is imminent: Buildings.

Note: Mobile trailers offer little protection, even if tied down. Leave these for a sturdy shelter or permanent building before the storm approaches.

- Close all building doors.
- Tune a radio to a local weather advisory channel.
- Anyone working outside shall get inside and stay there.
- Go to an inside location on the ground floor or lower floor where you are away from exterior walls and windows and in a strong part of the building (this location needs to be marked on a site plan – if applicable)
- Avoid places with wide-span roofs.
- Get under cover (a piece of furniture such as a desk or table and hold on)
- Use arms to protect head and neck.
- Supervisor to account for whereabouts of personnel.

If a tornado is imminent: Driving.

- Do not drive during tornado conditions.
- Never try to out-drive a tornado in a vehicle. Tornadoes can change direction quickly and can lift a car or truck and toss it through the air
- Get out of your vehicle immediately and seek shelter in a nearby building If there is no time to get indoors, or if there is no nearby shelter, get out of the car and lie in a ditch or low-lying area away from the vehicle.
- Be aware of the potential for flooding.

If a tornado is imminent: Outside.

If you are unable to get to shelter:

- Lie flat in the nearest depression, ditch, or ravine if there is no time to escape
- Avoid areas with many trees, protect your head with your arms
- Move away from the path of the tornado at a RIGHT-ANGLE direction
- Stay out of the water as lightning sometimes comes before a tornado.

Winter Weather: Driving

- If driving, pull over somewhere safe.
- Call your supervisor and report the weather.
- If your vehicle goes off the road:
 - Call 911 if assistance is needed.



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- 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.
- 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.

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.

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.

Transportation or Materials Handling Emergency

This may include heavy equipment, vehicles, and cranes.

- Assess the level of emergency and secure the area.
- Contain any fluids that may be hazardous to people or the environment.
- Contact Supervisor



If personnel are injured contact first aider on site and arrange for emergency medical assistance if required. For critical injuries, contact the Ministry of Labour. Secure the area with tape or traffic cones and do not allow anyone to tamper with the incident scene or any tool or equipment that is involved (except to preserve life or reduce further damage to the area or building) Supervisor to complete the Incident Report.

Bomb Threats

Bomb threats are not to be taken lightly. Persons responsible for such threats can be prosecuted. Discontented employees may make bomb threats. Procedures for bomb threats are as follows:

Employees receiving telephoned threats shall:

- Stay calm- do not alarm others.

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- Immediately notify your supervisor who shall report the threat to authorities.
- Supervisor shall contact 911 for instructions.
- Decision to evacuate the building shall be made by a Top Manager/Supervisor with Police guidance
- Follow evacuation procedures as outlined in this document and ensure everyone is accounted for.

Utilities Outages

This may be an outage of electrical power, natural/propane gas, or water.

- Contact supervisor.
- If electrical outage, stay in a safe location and await instructions- this may include evacuation
- If the office area temperature drops below 18 degrees Celsius in the event of a power outage management shall advise the steps to be taken by all employees
- If the area is without the normal use of water or washroom facilities, the management team at the location shall advise the steps to be taken by all employees.

Unexpected Natural Disaster

Provincial Emergency Management Organizations deal with public safety in the event of a major disaster.

- Communication of such events shall be widely published using such channels as the media (television, radio) email and social media feeds (Twitter, Facebook)
- If you are in close vicinity to such events, follow the advice and direction of emergency services.
- Events may be classed as Advisories, Critical, or High Danger Alerts

Some situations in which a Public Emergency Alert may be issued include:

- Large fire or explosion
- Chemical leak or spill
- Nuclear emergency
- Major transportation incident
- Terrorist attack
- Tornado alerts

Animal Risks to Life or Health

This may include risks from wild animals or domesticated animals in rural and urban work locations. Controls put in place shall be identified to all workers of the dangers.

- Call 911 in case of an emergency
- Alert supervisor to any cause for concern or hazards stemming from wildlife
- Stay in a vehicle or building if wildlife becomes a threat.

Property Damage

Property damage could be related to another emergency.

- Report it to your supervisor.



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- Assess the area for potential risks.
- Ensure that area is secure and nonessential staff are directed away from the area (when required)
- Take photos of the scene
- Assist in completing an Incident Report