



## **9.1 Emergency Preparedness**

**(OH&S Code Part 7)**

**9.1.1 Posted Information**

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**9.1.3 Fire**

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**9.1.10 Drills**

## **9.2 First Aid**

**(OH&S ACT CHAPTER 18 AND OH&S CODE PART 11, *also First Aider HAA*)**

**9.2.1 First Aid Policy**

**9.2.2 First Aid Service Requirements**



An emergency response plan is essential to minimize confusion and delay in handling an emergency.

ASSURANCE CONSTRUCTION will develop a written emergency response plan for each project at the time the job is being set up using the *Emergency preparedness checklist*. Procedures will be developed for the care, reporting, and corrective follow-up of all injuries and serious accidents. Some of these procedures with corresponding HAA are in the SWP, SOP & HAA section of this manual. Volume two contains spill response, severe weather & first Aid

The Emergency response plan should be tested periodically throughout the duration of the project and recorded on the **EMERGENCY PREPAREDNESS DRILL REPORT (R-11)** form.

### 9.1.1 POSTED EMERGENCY INFORMATION

Emergency information must be posted and displayed in a common area visible to all workers including:

- An area map of the work site that highlights all doors, emergency exits, fixed structures, and the post-evacuation muster points or meeting areas must be posted in at least one common area
- Specific instructions, including the appropriate emergency contact telephone numbers, must be posted using the *Emergency Preparedness site* form (M-2) along with every area map. The contact telephone numbers must include, at a minimum:
  - Contact person for initial internal notifications (Supervisor, Safety Officers, Receptionist, etc.) These will be listed on the M-2 form
  - Fire
  - Trained First Aiders
  - Ambulance
  - Police
  - Hazardous materials
  - Provincial safety authority
  - Nearest hospital
  - Poison control centre
  - Gas company
  - Water company
  - Power company
  - The location of the muster point.
  - The names of the members of the Emergency Response Team



## ASSURANCE CONSTRUCTION HEALTH AND SAFETY PROGRAM

- Other items including the following:
  - Health and safety policy
  - Personal protective equipment (PPE) ~~policy~~ requirements
  - Harassment policy (in the manual 2.4)
  - General safety rules

### 9.1.2 EMERGENCY RESPONSE TEAM TASKS

- IN EVENT OF AN EMERGENCY THE MOST APPROPRIATE PERSON AS SOON AS POSSIBLE SHOULD ACTIVATE 911 AND NOTIFY THE SUPERVISOR
- In the immediate emergency the supervisor is responsible for safety and assuring that all tasks are completed by themselves or designated to appropriate persons. As the situation is stabilized more senior members of the company will be involved. The tasks are categorized below.

#### IMMEDIATELY- SECURING AREA

- Restrict access to/secure the area where the incident occurred
- Evaluate the potential for a secondary incident and mitigate if possible
- Account for all workers
- Identify any injured person(s) and treat accordingly
- Delegate tasks to be done on the scene until the senior management arrives
- Limit media and outsider access in and out of the scene
- Brief the Safety Officer on arrival
- Assist authorities (provincial authority having jurisdiction, coroner, medical examiner, police, crisis counselor)

#### CONTACT IMMEDIATELY

- Ensure 911 has been contacted as required
- Call the Safety Officer
- Contact senior management
- Contact OH&S based on the seriousness of the incident
- Attend the scene of the incident as soon as possible
- Gather family contact information if required (payroll or human resources)

#### INVESTIGATIVE ACTIVITIES



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- Assess the incident/accident-site inspection
- Assess the general well-being of site personnel
- Contact outside agencies (if necessary)
- Gather witness statements and complete witness interviews
- Assist authorities (provincial authority having jurisdiction, coroner, medical examiner, police, crisis counselor)
- Assess and arrange for additional site security as required
- Complete safety reports for all agencies
- Recruit outside specialists (if required)
- Deal with the media
- Be the contact person for consultants, lawyers, and insurance
- Arrange off-site crisis counseling for office and field employees

If there is an incident involving a collapse, a structural engineer must investigate the scene as soon as possible to identify potential causes of the incident. Contact OH&S Alberta.

The duties of the site inspection engineer are the following:

- Where possible, inspect the site within 24 hours after the incident
- Inspect all structural failures, such as those related to buildings, cranes, hoists, excavations, or temporary structures
- Unless there is immediate danger of further collapse, do not remove materials or equipment from the scene of the accident until receipt of written instructions from the provincial authority having jurisdiction
- Send engineering reports to the President

### 9.1.3 FIRE

All work site activities must be carried out in a manner that minimizes the risk of fire to the greatest extent possible.

All workers must be given adequate instruction in the fire prevention and evacuation procedures applicable to their workplace.

All fire prevention and response duties must be assigned to qualified persons.

All required maintenance of fire prevention systems, fire alarm systems, and fire extinguishing systems must be carried out at the proscribed intervals. Fire hazards exist in almost all areas of construction and fire prevention requires proper planning, precautions, and equipment.

Good housekeeping is essential to the prevention of fires.

Fire protection and prevention safe work practices



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Follow these safe work practices to lessen the danger of fire:

- *Do not* smoke outside of designated smoking areas where indicated and in conformance with local law.
- Maintain fire equipment in working condition
- Ensure that fire equipment is always accessible
- *Do not* obstruct aisles, passageways, doorways, and stairways
- Make sure workers know the locations and types of fire extinguishers in their work area
- Consult Housekeeping safe work practices.

### ***Fire Extinguishers***

Fire extinguishers must be placed in accessible locations throughout a work site. Fire extinguishers must be chosen according to the type of fire that could occur. Workers must be instructed annually regarding the proper use of fire extinguishers, the types of fire extinguishers available, and the locations of the fire extinguishers.

A monthly inspection of all fire extinguishers must be conducted.

### ***First Aid Attendant***

If a fire breaks out, a First Aid Attendant should do the following:

- ✓ Provide first aid to anyone requiring it.
- ✓ Check with the Fire Marshal to see if anyone else requires first aid.

### ***Fire Discovery***

If you discover a fire, do the following:

- ✓ Sound the alarm.
- ✓ If you can safely attempt to extinguish the fire, you may do so.
- ✓ If you think that you cannot extinguish the fire safely, isolate it by closing the doors.
- ✓ Leave the area.

### ***Fire Evacuation Planning***

Fire evacuation instructions detailing how all workers, contractors, and visitors are to evacuate an existing facility in the event of a fire must be created and conveyed to all concerned.

The responsibilities for fire evacuation management must be determined and conveyed to all concerned.

The following general evacuation procedures should be followed in the event of fire in an existing facility:

- ✓ At the sound of the alarm, leave the building by the shortest and safest route available.



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- ✓ If you have visitors, assist them when evacuating.
- ✓ If visitors are alone in the building, tell them where the emergency exits and the assembly area they should go to is located.
- ✓ Once clear of the building, go to the designated assembly area/muster area so the Fire Marshal can do a head count and confirm that everyone is out of danger.

### 9.1.4 Fire Protection Service Requirements

#### Monthly Inspections

The Safety officer must inspect the operation of all emergency lighting, check for the presence of fully charged fire extinguishers at fire extinguisher stations, and do a visual check of the sprinkler shut-off valve.

#### Bi-annual Tests (in existing facilities)

A qualified person must carry out extensive testing of the entire fire alarm system in an existing facility.

The sprinklers, standpipe, emergency lights, fire extinguishers, and fire alarms must be serviced yearly.

All fire extinguishers must be inspected and recharged, if necessary.

### 9.1.5 .Hot Work Responsibilities (OH&S Code Part 10, Section 169 and Hot Work SWP & HAA)

The following personnel have responsibilities regarding hot work: (form R-12)

#### Supervisor responsibilities

Supervisors must do the following regarding hot work:

- Ensure Contractors working in their respective work areas have a valid *Hot work permit* and are complying with ASSURANCE CONSTRUCTION safety policies
- Determine the combustible materials, hazardous areas, and hazardous atmospheres present or likely to be present in the work location
- Ensure that combustibles are protected from ignition by taking the following measures:
  - Move the hot work to a location free from dangerous combustibles
  - If the hot work cannot be moved, move the combustibles to a safe distance from the work or shield them adequately against ignition
  - Schedule all hot work so that any operation that might expose combustibles to ignition is not done during hot work



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- Ensure that a person performing hot work secures approval that conditions are safe before performing any hot work
- Determine that appropriate fire protection and fire extinguishing equipment are properly located at the site
- Ensure a firewatch is established.
- Inspect the work area to determine it is safe regarding fire, verify all precaution checklist items, and sign the *Hot work permit* before hot work is authorized
- Ensure that the person performing the hot work and the person performing the fire watch understand the precautions necessary for hot work and the permit procedures required for it.
- The Supervisor is charged with the direct responsibility for ensuring that this policy is known to and complied with by employees and persons subcontracted to ASSURANCE CONSTRUCTION.
- Supervisory staff at the site must complete a hazard assessment and review. Advise all Supervisors and their workers prior to the beginning of their workday that a permit is required.
- ASSURANCE CONSTRUCTION Supervisor or representative will issue all permits.

### **Worker responsibilities**

A worker performing hot work must do the following:

- Be trained in making a work area safe for hot work
- Understand how to make a work area fire safe before obtaining a hot work permit from the Supervisor
- Obtain approval from the Supervisor before starting any hot work operations
- Obtain a Hot work permit before starting any hot work operations
- Make the work area fire safe
- Eliminate explosive hazards by purging pipes, vessels, etc. with air or inert gas
- Employ venting or continuous ventilation, where necessary
- Ensure hot work equipment is in good repair and safe for use
- Wear all the personal protection equipment (PPE) required for hot work
- Perform only hot work he/she is qualified to perform
- Conduct hot work only in the area specified by the *Hot work permit*
- Conduct hot work only where conditions are safe
- Handle the equipment safely and use it in a way that does not endanger lives and property



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- Continue to do hot work only as long as the conditions do not change from those under which approval for hot work was granted
- Cease hot work if conditions become unsafe
- Cease hot work during a work site emergency

### **Responsibilities of the fire watch**

It is the responsibility of the fire watch to do the following:

- Be trained in the use of fire extinguishing equipment
- Have appropriate fire extinguishing equipment ready for use
- Watch for fires in all exposed areas
- Sound the alarm immediately if there is a possibility that a fire is beyond the fire fighting capacity of the fire fighting equipment available
- Monitor the hot work zone for 60 minutes after completion of the hot work and then, if all is well, sign the permit
- Fire watch/Hot work area monitoring, if required, may include some or all the following:
  - Fire watch will be provided during and for 60 minutes after work including any coffee or lunch breaks
  - Fire watch will be supplied with suitable extinguishers
  - Fire watch will be trained in use of fire extinguishers
  - Fire watch will know the procedure for sounding the alarm if there is a fire
  - Fire watch will know the procedure for notifying occupants, ASSURANCE CONSTRUCTION personnel, and the fire department if there is a fire
  - Fire watch may be required for adjoining areas, above, and below an area where hot work is being done
  - Hot work area must be checked for 4 hours after job is completed
  - If a fire occurs, and it is safe to do so, the Fire watch should attempt to extinguish the fire
  - (consult Hot Work Safe work practices *and HAA*)

These safe work practices regarding Hot work permits must be followed:

- Permits must be issued before performing a hot work procedure
- No work shall begin until the proper permits are issued
- Permits will be issued daily to cover inside work
- Permits may be issued for longer periods for outside work





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- The permits must be retained by the Contractor throughout the duration of the working hours and must be available for inspection by any ASSURANCE CONSTRUCTION representative
- A Hot work permit must be displayed in the work location and be available to workers
- Only a ASSURANCE CONSTRUCTION representative can grant permit extensions
- Verbal permission to continue work by unauthorized personnel will be seen as a breach of the health and safety regulations
- The contractor's representative and a ASSURANCE CONSTRUCTION representative must sign the permits
- Precautions for fire prevention in areas where hot work is being done will include isolating hot work activities and removal or control of hazards in the vicinity, and may include providing a Fire watch

### 9.1.6 SEVERE WEATHER

- Consult severe weather SWP & HAA)

### 9.1.7 SPILLS

- Consult Spill Management SWP & HAA)

### 9.1.8 Underground Gas Lines Rupture.

Responding: If you suspect a natural gas line has been damaged:

- ✓ DO: Call **911**. Any line damage, no matter how minor must be reported to ATCO. Damage includes nicks to the coating on steel pipe and scratches to plastic pipe.
- ✓ Turn off machinery and eliminate all sources of ignition.
- ✓ Shut off vehicle engines.
- ✓ Remove any sources of ignition and extinguish cigarettes or any open flame.
- ✓ Evacuate the area, including buildings. Move people upwind if possible.
- ✓ Prevent vehicles and bystanders from entering the area.
- ✓ Call the fire department if there is a danger of fire.
- ✓ Avoid contact with any natural gas escaping from the pipeline.
- ✓ Notify people in nearby buildings, as gas might enter through drains if the break or leak is underground or through fresh air intakes and windows if gas leak is in the air.
- ✓ DON'T:
- ✓ Attempt to repair the leak or stop escaping gas.



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- ✓ Turn electrical switches on or off.
- ✓ Operate any machinery, including vehicles.
- ✓ Hitting a natural gas line can result in significant property damage, serious injury and even death.

### Power Lines Damaged

#### RESPONDING:

- ✓ DO:
- ✓ Call **911**. Any line damage, no matter how minor must be reported
- ✓ Evacuate the area, including buildings.
- ✓ Prevent vehicles and bystanders from entering the area.
- ✓ Call the fire department if there is a danger of fire.
- ✓ DON'T:
- ✓ Don't get out of the vehicle that has made contact.
- ✓ Attempt to repair the damage yourself.

### 9.1.9 CONTAMINATED ITEMS (INCLUDING SHARPS)

Contaminated items and contaminated sharps, such as used needles, blades, scalpels, or other surgical instruments, can be found anywhere. These materials should be treated as contaminated until proven otherwise by a certified facility. Sharps (needles, blades, scalpels, other surgical instruments, etc.) and other items (condoms, etc.), which may be contaminated with HIV, Hepatitis B, and Hepatitis C, are often thrown away in streets, buildings, and public areas.

The following exposure incidents are potentially harmful:

- Skin is punctured with a contaminated sharp
- A mucous membrane (eyes, nose, or mouth) is splashed with blood or body fluids
- Non-intact skin (skin that has open cuts, nicks, wounds, abrasions, chapping, damage, eczema, or dermatitis) is splashed with blood or body fluids.

**UPON DISCOVERY CALL THE NON-EMERGENCY NUMBER FOR PROPER DISPOSABLE – DO NOT TOUCH.**

#### Exposure to contaminated sharps safe work procedure

If exposure to a contaminated item occurs, do the following:

- ✓ Get first aid immediately.
- ✓ If the mucous membranes of the nose, eyes, or mouth are affected, flush with lots of water at a sink or an eyewash station



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- ✓ If there is an injury caused by a sharp, allow it to bleed freely and then wash the area thoroughly with non-abrasive soap and water
- ✓ Report the incident as soon as possible to the Supervisor and the First Aid Attendant. (This should not cause significant delay in seeking medical attention.)
- ✓ Seek medical attention immediately, preferably within two hours, at the closest emergency room or at a health care facility
  - (Immunization or medications may be necessary to help prevent infection or to favourably alter the course of the disease if infection occurs. Blood tests should also be done. A family doctor may need to be seen within the next five days for a follow-up, such as counselling and medications.)

### 9.1.10 Drills

FREQUENCY-ONCE PER YEAR OF VARIOUS TYPES (TYPES EVACUATION, SEVERE WEATHER, ETC)

“Emergency Preparedness Drill Report” TO RECORD WAYS TO IMPROVE

## 9.2 First Aid Policy

ASSURANCE CONSTRUCTION is committed to providing and maintaining a First aid policy to minimize the effects of job-related injuries and illnesses.

ASSURANCE CONSTRUCTION will provide and maintain first aid services, supplies, and equipment as required by occupational health and safety regulations. First aid services, supplies, and equipment will be made available to all workers during working hours.

Management will ensure compliance with all ASSURANCE CONSTRUCTION regulations and all provincial regulations regarding maintaining proper first aid certification representation among workers.

Workers who sustain a job-related injury or illness, regardless of seriousness, must immediately report to a First Aid Attendant for treatment. They must immediately report any injuries occurring at the work site to their Supervisor.

Workers certified in first aid will properly attend to all injuries and complete the appropriate documentation required.

The First Aid Attendant will be in complete charge of all first aid treatment of injured workers until medical aid is available.

Note: For procedures and hazards that involve First Aid please consult First Aid SWP & HAA to be found in Volume two of this manual or at the website.



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## **9.2.2 First Aid Service Requirements**

Consult First aid SWP & HAA