

## Emergency Response Table of Content

11 - Policy on Injury Reporting.....	3
Purpose: .....	3
Policy: .....	3
Responsibilities: .....	3
11.1 Emergency Preparedness.....	4
11.2 - Definition of Emergencies.....	4
Injuries to Workers: .....	4
Vehicle Accident:.....	4
Environmental Incident:.....	5
Property Damage: .....	5
11.2 - Injury and Incident Reaction Procedure: .....	5
Transportation of Dangerous Goods/Dangerous Occurrence: .....	5
11.3 - EMERGENCY COMMUNICATION PLAN IMPLEMENTATION AND MAINTENANCE .....	8
Training .....	8
11.4 - EXTERNAL EMERGENCY TELEPHONE NUMBERS.....	8
Agency Telephone.....	9
11.5 - INTERNAL COMMUNICATIONS .....	9
11.6 - MEDIA RELATIONS .....	10
11.7 - NOTIFICATION OF NEXT-OF-KIN .....	11
Notification of Next-of-Kin.....	11
11.8 - GRIEF AND CRISIS COUNSELLING .....	12
11.9. Crisis Management Team .....	13
Purpose .....	13
Scope.....	13
Special Terms .....	13
Team Development.....	14
Team Member Responsibilities .....	14
Procedure Development and Plans .....	15
Crisis Management Centre .....	16

Team Member Training .....	16
Crisis Team Exercise .....	17
11.10 First Aid and Medical Emergencies .....	17
Alberta (AB).....	17
First Aid Treatment and First Aid Attendant’s Authority.....	18
Reporting Injuries to First Aid .....	18
First Aid Treatment Record Book.....	18
Emergency Treatment and Transportation Procedures .....	19
#1 Emergency Involving the Public .....	19
#2 Acheson Office and Shop Emergency Procedure.....	20
#3 Emergency Fire Response .....	21
#4 Emergency Explosion Procedures .....	22
#5 Emergency Burn Procedure .....	22
#6 Emergency Spill (Heat Medium Oil) .....	23
#7 Emergency Spill (Asphalt Cement) .....	23
#8 Emergency Spill (Diesel Fuel) .....	24
#9 Emergency Boil-Over (Truck) .....	24
#10 Emergency Gas Leak .....	24
#11 Crane Collapse.....	25
#12 Earthquakes and Tsunamis .....	25
#13 Rescue from Heights .....	26
A-Elevating Work Platform Rescue .....	26
B. Ladder Rescue.....	26
C. Rescue from Work Area or Floor Below .....	27
Post-Rescue Procedure .....	27
Incident Response Checklist .....	29

## 11 - Policy on Injury Reporting

### Purpose:

To report injuries and incidents to the appropriate authorities in a uniform and timely manner so that proper follow up action can be taken.

### Policy:

The following types of injuries/incidents shall be reported:

1. Lost Time Injuries.
2. Modified Work Duties
3. Accidents that cause property damage or interrupt operation.
4. All incidents that, by regulation, must be reported to OH&S, WCB or other regulatory agencies.
5. All near-miss incidents

### Responsibilities:

- All employees shall report incidents to their supervisor and/or Safety Department and to the appropriate authorities immediately.
- All employees shall report all injuries to their immediate supervisor and or Safety Department immediately. This includes the WCB Worker's Report of Injury and the Canadian Road Builders Inc. Work Comp Tech Ltd's. "Physician's Modified Work Information Form".
- All required employee WCB and modified work reports shall be submitted within 24 hours to the Safety Department.
- The Safety Department shall complete the WCB "Employer's Report" and submit this report within 72 hours of the injury occurrence.

## 11.1 Emergency Preparedness

We will ensure the right people, supplies, services and support are in place to respond to workplace injuries. Readily available first aid services will help to minimize suffering due to job-related injuries and illnesses thereby helping to reduce absenteeism and maintaining productivity. Adequate first aid services that meet or exceed regulatory requirements will be readily available at each of our work sites. Required training will be provided to designated first aid attendants and personnel required to respond to emergencies.

Canadian Road Builders Inc. will maintain a comprehensive emergency program through an evaluation of emergency needs, training workers, carrying out emergency drills and reviewing all emergency procedures and updated on a yearly basis or after an emergency has occurred

## 11.2 - Definition of Emergencies

An emergency is an unexpected occurrence that could result in death, serious injury resulting in hospitalization, environmental impact, or a loss or damages to the company's assets, third party or public property.

The size and type of an emergency is determined by its potential to cause harm to workers, property, public and the environment. Different emergencies will require slightly different response strategy. This section lists the common types of emergencies that may occur at Canadian Road Builders Inc.

### Injuries to Workers:

An instance being harmed or damaged. (Wound, bruise, cut, gash, tear, rent, slash, gouge, scratch, graze, laceration, abrasion, contusion, lesion, sore; trauma, disabled, disfigurement)

- First Aid, without the necessity of immediate medical aid, to maintain life functions.
- Minor: Seen medical help and was given modified work with No Lost time
- Major: Seen medical help and is unable to return to duties
- Serious: Effects quality of life or Fatality

**NOTE:** If a fatality occurs, it is imperative that the scene is NOT disturbed until a representative of the RCMP or OH&S completes their initial inspection

### Vehicle Accident:

All Motor vehicle incidents resulting in damage requires an incident report to be completed.

- Motor vehicle accident with an estimated damage in excess of \$2000.00 must be reported to the police. It is always best to take the side of caution and report it to the police and let them decide if it was warranted.

**Environmental Incident:**

Any spill, release or emergency that may cause, is causing, or has cause an adverse effect to the Air, land and/or water. This could be by non-toxic or dangerous material or Equipment causing Damages.

**Property Damage:**

- Fires in and around buildings and equipment.
- Vandalism; destroys, defaces or otherwise degrades property.

**11.2 - Injury and Incident Reaction Procedure:**

In an emergency situation, the employees of Canadian Road Builders Inc. shall comply with the following response plan:

1. Protect yourself from risk.
2. Administer necessary First Aid; remove victim from danger.
3. Secure the area to prevent further injuries and/or property damage.
4. Report all injuries and property damage to a supervisor as soon as possible.
5. Record ALL First Aid treatment on First Aid Record Forms.
6. If medical aid is required, have the attending physician to complete a Physician's Modified Work Information Form. (Refer to Section 4.0 or handouts)
7. Complete WCB Form C060, "Worker's Report of Accident" and Canadian Road Builders Inc. shall forward to WCB office.
8. Notify Alberta Occupational Health and Safety for any serious injury, leak or spill that has the potential to cause a serious injury.
9. Ensure that WCB Form C040, "Employer's Report of Accident or Industrial Disease" is completed and sent to the Worker's Compensation Board within 72 hours. This will be completed and sent by Canadian Road Builders Inc..
10. Complete Canadian Road Builders Inc. Incident Investigation Form as soon as possible, following the incident.

**Transportation of Dangerous Goods/Dangerous Occurrence:**

A dangerous occurrence is a leak, spill or emission of a Dangerous Good from a container in the amount specified below and presents danger to life, health and/or environment. Any spill release or emergency that may cause, is causing or has caused an adverse effect to the environment must be immediately reported to Alberta Environment.

For TDG Information contact: 1-800-272-9600

Dangerous Goods Route Signage;



Dangerous Goods  
Permitted



Dangerous Goods  
NOT Permitted

## Reportable Quantities: Inserted Table

Class	Shipping Name/ Description	Report-able Quantity
2	Gases	Any Quantity
3	Flammable Liquids	Packing Group I or II – Any Quantity Packing Group III – 30L or 30kg
5.2	Oxidizers	Packing Group I or II – Any Quantity Packing Group III – 30L or 30kg
8	Corrosives	Packing Group I or II – Any Quantity Packing Group III – 30L or 30kg
9	Waste	30L or 30kg

When a Dangerous Occurrence has happened, the person in control of the dangerous goods is required to contact the following people or organizations as soon as possible:

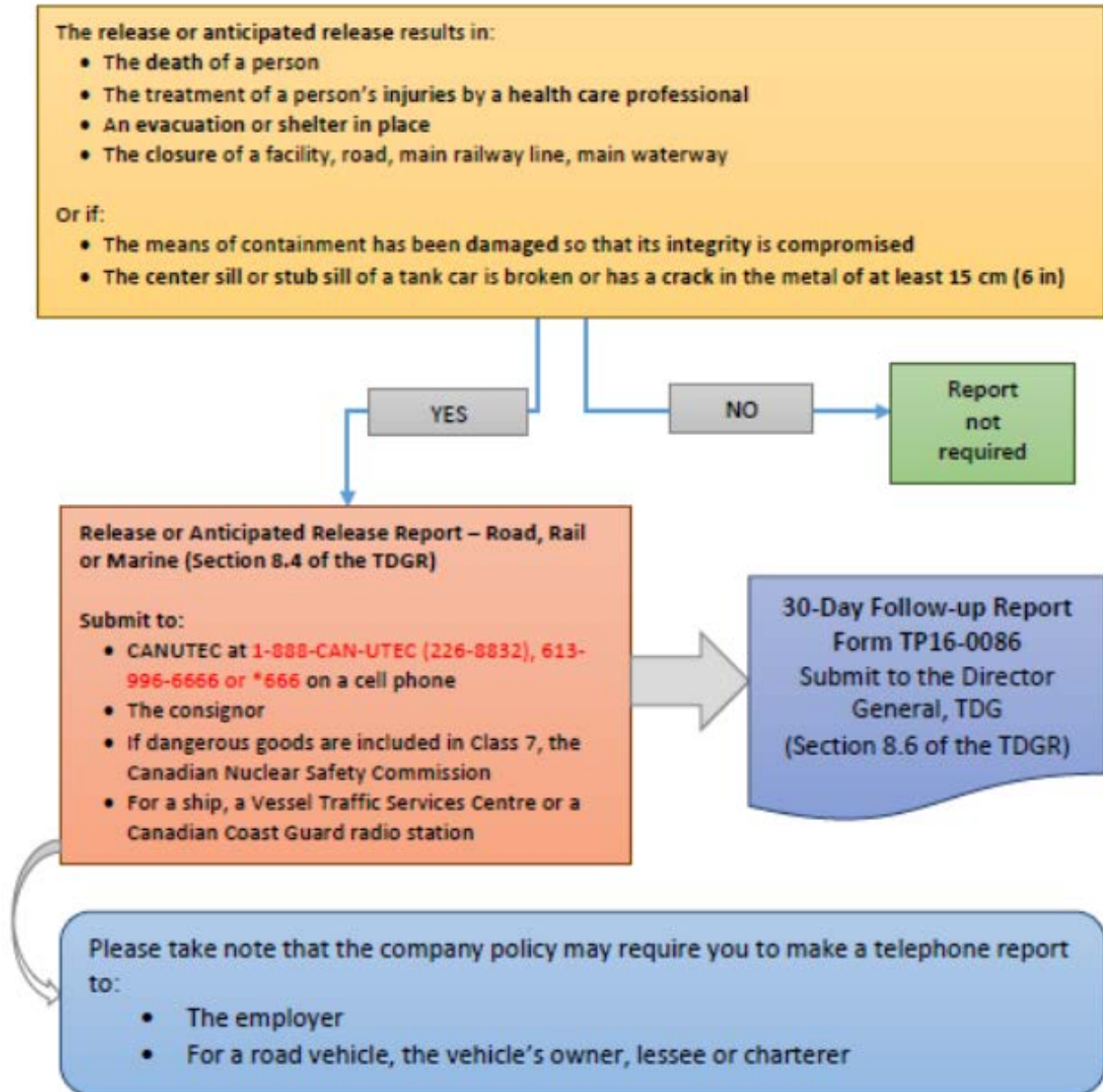
- Supervisor/Foreman
- Company Safety Advisor: Samantha Dehod 780-908-1194

In addition, the person in control of the dangerous goods shall take reasonable measures to minimize further damage or danger to the public or the environment by implementing the Emergency Response Assistance Plan.

If it is a reportable quantity or poses, a threat to the public, the person in control of the Dangerous Good is required to contact:

- Environmental Emergency 1-800-22-6514
- Local Police (RCMP in Alberta), if there is a threat to the public.
- Emergency Response Plan telephone number (if applicable)

Formal report must be made, in writing, to the Director General within 30 days of a dangerous occurrence, discovery of loss or theft of dangerous goods, discovery or suspicion of damage to a container or an accident resulting in death or serious injury. Refer to the guide table below:



## 11.3 - EMERGENCY COMMUNICATION PLAN IMPLEMENTATION AND MAINTENANCE

In any emergency situation, time is the most critical factor in prompt implementation of an emergency response plan. The quicker the initiation, the more orderly the operation. The first person that notices the incident must activate the plan immediately by contacting the necessary company personnel, as well, as Government Agencies, if required.

An Emergency Communication Plan must be considered a “live” program in order to achieve a reasonable level of success, should an Emergency occur. Changes may occur within the company, Government Agencies, Client Companies and Contractor Companies.

In order to maintain the Emergency Response Plan in the best possible order, the following steps should be taken:

- 1) Take actions to prevent further danger to self and co-workers.
- 2) Move away from the danger.
- 3) Assess situation from a safe distance.
- 4) Call for help. Provide details of the incident.
- 5) Assist in rescue and care for injured, if safe to do so. If it is not safe, wait for qualified help to arrive to make the situation safe.
- 6) Report the incident to the Safety Advisor immediately by phone.
- 7) Review incident for deficiencies
- 8) Develop a plan to correct deficiencies with target dates and accountability assigned.

### Training

All new hires will be supplied a copy of the Emergency Response Plan in their employee handbook and instructed as to the importance and implementation of this plan.

## 11.4 - EXTERNAL EMERGENCY TELEPHONE NUMBERS

The following Agencies shall be notified when an Emergency has been declared. They will provide direction and assistance to the company with respect to public protection, worker health and safety, protection of the environment and media relations:

Anyone making an emergency call must be prepared to provide the following information:

- 1) The nature of the emergency, e.g., serious injury, fire, confined space accident, hazardous materials spill, etc.
- 2) Details of the incident important to emergency services such as gas cloud, smoke, wind, depth of trench, etc.
- 3) The location – be specific and use street and avenue names and/or addresses whenever possible.
- 4) How to access the site – including routes through the site.
- 5) Coordination information for guiding emergency services onto the site and to the incident scene – who will meet the emergency services and where.

NOTE: Crews on the road shall have the local numbers for the project.



## **Agency Telephone**

- Ambulance 911
- Hospital 911
- Fire Alarm 911
- Alberta Environment Emergency/Complaint 1-800-222-6514
- Alberta Motor Transport Services Information
- Road Bans 511
- Central Permitting 1-800-662-7138
- Emergency Response 1-780-422-9600
- Alberta Public Safety Service 1-800-272-9600
- One call Line locates 1-800-242-3447
- Workplace Health & Safety 1-780-415-8690
- Poison Control Centre 1-800-332-1414
- R.C.M.P./Police 911 or Assistance at your location 1-780-423-4567
- S.T.A.R.S. 1-888-888-4567 or #4567 on Cellular

## **11.5 - INTERNAL COMMUNICATIONS**

Office 780-962-7800 or 1-800-859-2947 Fax 780-960-1666

Nick Bucyk (General Manager) Cell 780-289-9000

Scott Thomas (Milling Superintendent) Cell 780-862-9392

Trevor Prosko (Chip Seal Superintendent) Cell 780-906-5118

Tyler Kuschminder (Construction Superintendent) Cell 780-719-5928

Nathan Prosko (Colentache Superintendent) Cell 1-780-616-3274

Kendall Park (Mirco-Surfacing Superintendent) Cell: 1-780-721-9242

Glenn Schroeder (Durables Manager) Cell 780-951-1892

Blaine Headrick (Paint Superintendent) Cell 780 -908-0196

Matt Bouvier (Paint Manager) Cell : 780-493-0504

Chris Dechkoff (Lafrentz Manager) Cell 1-780-441-1898

David Bagdan (Gecan Manager) Cell: 1-780-668-6254

Charles Beck (Shop Manager) Cell: 780-818-9423

Samantha Dehod (Safety Manager) Cell 780-908-1194

## 11.6 - MEDIA RELATIONS

If the media should arrive at the scene of the emergency before the company has prepared a statement, the senior Canadian Road Builders Inc. representative at the scene of the emergency is authorized to release one of the following statement:

1. My name is (Name) and I am (Title) with (Division). This incident has just happened and I am not prepared to answer any questions at this time. Please stay in this safety area so we can do our job and take care of the situation. I need to return to the site, but either (our company Spokesperson) or I/foreman will be back to update you when more information is available. Thanks you.
2. *“We are currently dealing with the emergency situation to ensure the safety of personnel, property, the public and the environment. A more comprehensive statement will be released as soon as more factual information has been determined.”*

**DO NOT SPECULATE ON THE CAUSE OF THE EMERGENCY OR PROVIDE THE MEDIA WITH ANY TYPE OF STATEMENT THAT IS “OFF THE RECORD.”**

Before admitting the media onto Canadian Road Builders Inc. supervised property, the senior Canadian Road Builders Inc. representative shall ensure that the area is absolutely safe and that admittance will not hamper emergency services or investigations. The media shall always be accompanied while on Canadian Road Builders Inc. supervised property.

Following an official investigation into the incident, if employees wish to speak to the media, interviews should be coordinated through the official company spokesperson. The employee should be aware of key messages the company wishes to advance as a result of that interview.

If an official investigation results in recommendations or changes to company policy, the company should consider a news conference to explain to the media the results of the investigation and to be told that changes in policy and procedures will be made. If those changes do not affect security of the company, they should also be passed on to the media.

## 11.7 - NOTIFICATION OF NEXT-OF-KIN

Under no circumstances should the name of an incident victim or fatality be released without permission from Mr. Curtis Prosko and/or the R.C.M.P. It is important that the employee's next-of-kin be notified as soon as possible. The names, addresses and telephone numbers of next-of-kin are included in the employee's personnel file.

### Notification of Next-of-Kin

#### Non-Fatal Injury

The next-of-kin should be notified in the following manner:

If the injured person is capable, he/she should make the necessary telephone calls.

If the injured person is not capable, Curtis Prosko or his designate shall make the following statement. They will have to exercise discretion when discussing the nature of the injury(s). There is no need to create panic when notifying the next-of-kin. Transportation, baby-sitters or other assistance may be required by the next-of-kin. They should be able to answer questions and make arrangements for necessary assistance.

“An accident has occurred at \_\_\_\_\_ and your (relationship), (full name) has been injured. He/she has been taken to (hospital) in \_\_\_\_\_ for treatment.”

#### Fatal Injury

This notification should only be made in person. The notifier should be accompanied by the victim's family clergy, doctor, or friend. The R.C.M.P. will assist with the notification whenever possible and will ensure that the notification is complete. Extreme discretion and tact is necessary. The next-of-kin will be in a state of shock and require support and assistance.

**UNDER NO CIRCUMSTANCES IS THE NAME OF THE VICTIM TO BE RELEASED BEFORE THE NEXT-OF-KIN HAVE BEEN NOTIFIED.**

## **11.8 - GRIEF AND CRISIS COUNSELLING**

When an industrial accident results in the death or severe harm to an employee it can have debilitating effects on an individual or group of employees and their families. Canadian Road Builders Inc. shall ensure that counselling and support for the employees, their family and co-workers affected by a fatality or major disaster. The following is the organizations through which management shall arrange for counselling.

Shepell – fgi # 1-800-387-4765 Online Counselling: [www.shepellfgi.com/ecounselling](http://www.shepellfgi.com/ecounselling)

Une aide immediate et confidentielle (Shepell French) 1-800-361-5676.

Online resource: [www.workhealthlife.com](http://www.workhealthlife.com)

Other agencies available for employees for non-emergency situations are;

### ALCOHOL ADDICTION

AADAC HELPLINE 1-866-332-2322

ALCOHOLICS ANONYMOUS 1- 780-425-2715

AL-ANON / ALATEEN INFORMATION SERVICES 1- 780-433-1818

### DRUG ADDICTION

AADAC HELPLINE 1-866-332-2322

COCAINE ANONYMOUS 1-780-425-2715

### DRUG ADDICTION PROGRAM INFORMATION

Health Link information line 811

Community information line 311

Outside Edmonton call 1-780-482-4636

## 11.9. Crisis Management Team

### Purpose

To provide a structure for Canadian Road Builders Inc. to manage crisis situations that may occur at the work site.

As part of our business operations, we must ensure that we are prepared to manage or mitigate occurrences that are generally unforeseen and not part of day to day operations.

This procedure will provide a basis for the implementation of a Crisis Management Team Canadian Road Builders Inc. operations.

### Scope

Senior Management-All Departments

### Special Terms

#### *Crisis Management Team*

This is defined as a group of persons with the experience, expertise, resources and skill to lead the organization through a crisis that occurs outside the normal operating parameters of the organization.

#### *Crisis*

An event that is beyond the normal controls that are in place within the organization on a day-to-day basis.

#### *Disaster*

- An event that occurs that is catastrophic in nature and may result from any of the following.
- Natural or weather-related causes
- A terrorist threat
- A regional situation that impacts the operation
- An internal event that results in high impact to the Community or the Standard General Inc. workforce
- An event that occurs that is beyond the capability of the organization to manage with the resources available under normal condition

#### *Demonstration*

An unforeseen public demonstration or work stoppage that results in an adverse condition on the job site

## 11.9.1 Procedures

### Team Development

The Crisis Management Team (CMT), in many cases, is in place in most operations given that the organization has an organizational structure or so we believe. Commonly we think of the leader of the organization making all decisions as they affect the organization in a crisis.

For most organizations this misconception leads to the inability to properly manage a crisis when it does occur resulting in loss of revenue, loss of property and in some cases loss of life.

In reality, the leader of the organization requires information, resources and input to make the proper decision at the time of the incident.

For this reason, a formal team structure is required to provide resources to the organization and management as they are required to mitigate the crisis.

The Team will consist of but not be limited to the following positions.

- President and General Manager
- Division Managers
- Safety Manager
- Division Superintendents
- Field Supervisors/ foremen
- Safety Department
- Stenographic support Optional Members of the Team include the following dependent on the event conditions.
- Representation by Police, Fire or Medical Services

### Team Member Responsibilities

#### 1. President and General Manager

The President and General Manager will be considered the Crisis Management Team Manager. The following would be considered responsibilities in the event of a Crisis situation.

- Leadership and control of the Crisis Management Team.
- Coordination of information inputs from all Departments.
- Direction or presentation of media information and or releases.
- Determination of the duration and need for team activities.
- Provide direction to the team to determine the desired outcome for the crisis situation.
- Decision authority for the application of external resources, expenditures and contacts.
- Implementation of business resumption plans.
- Designate an individual as Public Information Officer if necessary.

#### 2. Division Managers

The Division Managers that is part of the Crisis management team will have the responsibility to manage the following and report the activities to the Crisis Team Manager

- Responsible to manage all aspects of the operation in a crisis situation
- Responsible for implementation of emergency shut down procedures
- Responsible for all on-site resources in the event of an emergency
- Responsible for delegation of tasks to Superintendents and Supervisors/ foremen in the event of an emergency or crisis
- Responsible for the development of procedures to be used in the event of a crisis situation at the work site as they relate to the operation and emergency conditions that may exist with the facility
- Responsible to coordinate replacement staff in the event of a crisis that would cause incapacitation to a crew or a number of the crew

### 3. Safety Manager

The Safety Manager will act as part of the Crisis Management Team where activities relate to employee concerns or needs and is required to interpret relevant legislation for the Crisis Management Team while it is operational. The Safety Manager will manage the following responsibilities.

- Responsible for the short-term implementation of Critical Incident Stress Management resources with the assistance of Human Resources, for the benefit of personnel who require assistance after exposure to a crisis.
- Responsible for the development of procedures to be used in the event of a crisis situation at the work site as they relate to Emergency Procedures
- Responsible for liaison with Emergency Services. This includes Fire, Police and Ambulance that are required for the purpose of the crisis situation
- Responsible in conjunction with the Human Resources Generalist to facilitate Critical Incident Stress Management procedure implementation
- Responsible to implement procedures related to Security for the job site during a crisis situation

### 4. Stenographic Support

The need to ensure that proper record keeping is maintained, while the incident is ongoing, is paramount. The Stenographic Support person will be responsible for the following.

- Maintaining an ongoing log of activity during the time the CMT is in operation
- Assisting the Public Information Officer with the preparation of Media Releases
- Preparation of a final summary of the activities of the Crisis Management Team
- Responsible for the development of templates to be used for the purpose of record keeping of a crisis situation
- Responsible for the coordination of kits to be used by team members in the event they are required to evacuate the job site

## **Procedure Development and Plans**

In many cases organizations feel that they are prepared to manage a Crisis based on the plans they have in place for day-to-day operations.

Most find that when tested these plans are not complete enough to stand the test of an actual crisis.

Each department must ensure that plans and procedures are developed to ensure that continued operation of their departments or the management of their department's crisis.

Plans and procedures may include but not be limited to the following.

- Development of business resumption plans for use after a crisis
- Emergency shut down contingency plans for the job site
- Emergency staffing plans
- Procedures for the securing of the job site

### **Crisis Management Centre**

The Crisis Management Centre is a location that the members of the CMT gather to work as a unit of team.

This facility, room or site location should it be required should meet the following minimum requirements.

- Ability to Secure from entry
- Have the communications devices that may be required for the use of the CMT
- Have a method, such as computer access, a flip chart or overhead projector to show status of operations to all team members while they manage their respective areas. This is used when updates are solicited by the Team Manager for items such as press release
- Have the ability of emergency power and/or lighting
- Have the ability to source telephone other than Cellular phones
- Have pre-made kits for each of the participants that allow for them to carry on the responsibilities in the event that Crisis Centre must be located off site

### **Team Member Training**

The elements of this procedure have been designed in a similar but less extensive manner, as would a municipality or other organization that may be subject to a Disaster or Crisis situation.

There is a wide range of training that is available for the members of a Crisis Management Team. This training may include but not be limited to the following.

- Dealing with the media
- Disaster Services Public Information Officer
- Emergency Site Management

Internal Exercise of the plans developed for the management of crisis situations at the plant/work site

One effective method to train the members of the Crisis management team is to provide scenario-based training. This is completed internally by providing situations or scenarios that allow the team member to act as they would in a given set of circumstances. These may include.

- Weather related situations where the need for site evacuation exists
- Threats to the physical operation such as bomb threat, terrorism or any other event that would cause an impact on the operations
- A fatality at the workplace



- A train derailment that affects the job site
- A release of a toxic substance from a truck or vehicle that affects the job site

Much of this style of training will prompt each department as to what specific procedures are required for those departments.

### Crisis Team Exercise

The Team, on an annual basis will review the process and if possible, determine preparedness.

This can be facilitated internally or with the assistance of an organization externally which would evaluate and make recommendation for improvement of the Crisis Management Team operations.

## 11.10 First Aid and Medical Emergencies

First aid services, supplies and equipment be provided will be in accordance with regulatory requirements. At work sites where first aid is not our responsibility to provide, we will make every effort to ensure that the responsible party provides the appropriate level of first aid services.

All foreman trucks will have a standard #3 small or medium First Aid kit. All Truck and equipment with adequate room will have an ABC fire extinguisher. Cube Van and/or Foreman trucks will be equipment with an eyewash bottle/station.

### Minimum First Aid Requirements

The minimum level of first aid services that must be provided for medium-risk work is as follows:

#### Alberta (AB)

Workers on site	Work site up to 20 minutes surface travel time to medical facility	Work site more than 20 minutes surface travel time to medical facility	Isolated workplace
1	Personal first aid kit	Personal first aid kit	Personal first aid kit
2-9	Level 1 first aid kit 1 Standard first aid attendant	Level 2 first aid kit 1 Standard first aid attendants 3 blankets	Level 2 first aid kit 1 Standard first aid attendants 3 blankets,
10-19	Level 2 first aid kit 1 Standard first aid attendant 1 Emergency first Aider	Level 2 first aid kit 1 Standard first aid attendants 1 Emergency first Aider 3 blankets	Level 2 first aid kit 1 Standard first aid attendants 1 Emergency first Aider 3 blankets
20-49	Level 2 first aid kit 2 Standard first aid attendants 1 Emergency first Aider	Level 2 first aid kit 1 Standard first aid attendant 1 Emergency first Aider 3 blankets,	Level 2 first aid kit 2 standard first aid attendant 3 blankets
50-99	Level 3 first aid kit 2 Emergency first aid attendant 1 Standard first aid attendant	Level 3 first aid kit 2 Emergency first aid attendant 1 Standard first aid attendant 3 blankets,	Level 3 first aid kit 3 Standard first aid attendant 3 blankets,
100-199	Level 3 first aid kit 2 Emergency first aid attendant 2 Standard first aid attendant plus Designated Area for first aid services	Level 3 first aid kit 2 Emergency first aid attendant 2 Standard first aid attendant 3 blankets, Stretcher, splints Designated Area for first aid services	Level 3 first aid kit 1 Advanced first aid attendant 3 Standard first aid attendant 3 blankets, Stretcher, splints t Designated Area for first aid services

## First Aid Treatment and First Aid Attendant's Authority

The first aid attendant will be in complete charge of all first aid treatment of injured personnel until medical aid is available. They have the authority to decide the best method of transport of injured personnel to medical facilities. Supervisory personnel will not attempt to overrule the attendant's decisions relating to first aid or emergency transportation.

## Reporting Injuries to First Aid

**Anyone who sustains a job-related injury or illness, regardless of seriousness, are required to immediately report it to the first aid attendant for treatment and must also report the injury to their supervisor.** If medical treatment is required, personnel are entitled to choose their own medical practitioner.

Prior to starting work on any of our worksites an effective means for communication between the first aid attendant and the personnel will be established. As most of our job sites and work locations are small in size, verbal contact, a horn signal or two-way radio can be used, with cell phone communication being the most common means to call the first aid attendant for assistance on our job sites. For our job sites that do not have cell service, a horn signal system or two-way radio will be used to communicate on site, and satellite phone will be used to summon emergency services (fire, police, ambulance) when needed.

In the event of a serious accident (fatality or serious injury), nothing must be removed from or changed at the incident location before the Safety Advisor is contacted. The incident scene may be altered as required to facilitate rescue operations, mitigate immediate hazards and protect personnel and the public from risk of injury. The incident scene must remain undisturbed until such time as the scene is released by the police, OHS Officer, or other investigating agency.

## First Aid Treatment Record Book

All injury treatments must be recorded and kept in a *First Aid Treatment Book*. These first aid records must:

- Be maintained for at least 3 years after the first aid treatment
- Be kept confidential and may not be disclosed except as required for administration of first aid, incident investigation and injury management
- Be available for inspection by an OSH Inspector if requested
- Include the following treatment information:
  - full name and occupation of the injured personnel
  - date and time of injury or report of exposure or illness
  - date and time the injury, exposure, disease, or illness was reported to the employer or employer's representative
  - names of witnesses, if any
  - description of how the injury, exposure, disease, or illness occurred
  - description of the nature of the injury, exposure, disease, or illness
  - description of the treatment given, and any arrangements made relating to the injured person (return to work/medical aid/ambulance/follow-up)
  - description of any subsequent treatment given for the same injury, exposure, disease or illness
  - signature of the attendant or person giving first aid, and if possible, the signature of personnel receiving treatment

## Emergency Treatment and Transportation Procedures

Emergency treatment and transportation procedures must be in place prior to starting work at any of our jobsites and workplaces. This includes establishing an effective means of communication to summon emergency services. Cell phones will be used at our job sites that are serviced by a reliable cellular network. Satellite phones will be used in areas outside reliable cellular service. This information must be communicated through Daily Hazard Assessments and/or Tailgate Safety Meetings.

### #1 Emergency Involving the Public

Our work sites may be adjacent to residential areas, commercial locations, industrial areas and major transportation routes. There exists a possibility that our employees or subcontractors could witness or be involved in an emergency involving the public. The most likely scenario is a vehicle accident. Other possible emergencies include:

- Crime (assault, theft, arson)
- Fire or explosion
- Hazardous materials spill or incident

The following guidelines apply to emergencies involving the public:

- 1) Follow established first aid and emergency procedures to protect site personnel and the public.
- 2) Take the necessary steps to protect yourself and other site personnel.
- 3) Report all crimes immediately to the police by dialing the number for emergency services (e.g., 9-1-1).
- 4) Offer first aid to injured members of the public and call the number for emergency services (e.g., 9-1-1). Note: The public does not have to accept first aid treatment.
- 5) Control traffic to assist emergency vehicles to access the emergency scene.
- 6) Record information applicable to the incident such as time, place, persons, description of incident, circumstances surrounding the incident, background information as required, details on injuries and treatment, description of damages to property and vehicles, etc.
- 7) Take pictures of the incident if safe to do so. (Pay particular attention to document the worksite conditions if the incident was in the vicinity of our worksite. This information may be necessary to defend against injury and/or damage claims alleged to have arisen due to our work activities.)
- 8) Immediately report by phone to the Regional Safety Supervisor any incidents or emergencies that affect our work, personnel, subcontractors or site visitors.

## #2 Acheson Office and Shop Emergency Procedure

### IN CASE OF FIRE ALARM:

1. If a fire alarm sounds, doors are to be closed when possible and monitors are to be responsible for directing traffic. Exit the nearest stairway and door for evacuation purposes.

STAFF WILL MEET @ West Entrance between lots

(At the Muster Point Sign)

2. As soon as the main evacuation flow is over, monitors are to check all rooms, closets and washrooms assigned to them to ascertain that the area has been completely evacuated.
3. Reception is to phone 911 and Chief Monitor is to ensure that fire has been reported.
4. The monitors are to be the last to leave their designated areas and are to report to the Chief Monitor that their designated area has been fully evacuated.
5. Cases requiring medical assistance are to be accompanied by a monitor designated by the Chief Monitor.
6. Permission to re-enter the building must be obtained from the Chief Monitor or Fire Chief

#### *CHIEF MONITOR*

#### *Assistant Monitor*

Adrienne Vanderheyden	Lafrentz Shop	(Courtney Sharpe)
Lesley Roberts	Front Offices, Lunchroom & Washrooms	(Sam Dehod)
Chris Dechkoff	Upstairs Floor South	(Don Picard)
Matt Bouvier	Upstairs Floor North	(Tanya Kessler)
Jeff Jarvis	Gecan North Lab	(Justin Suda)
David Bagdan	Gecan South Lab	(Inderpal Aujla)

\* In case one of the above are absent, there is an assistant person in place

#### **Exits:**

Please familiarize yourself with your nearest two exits and location of fire extinguishers. Throughout the building there are signs denoting exits.

A Building Plan showing the location of exits, fire extinguishers and first aid stations is posted in the second floor lunchroom, on the main floor Door and in the basement training room.

### **#3 Emergency Fire Response**

When a fire is observed, call FIRE as loudly as possible, at least three times and SHUTDOWN EQUIPMENT

Regardless of the fire size, summon the Fire Department at Emergency #911.

If it is a small fire attempt to put the fire out using a fire extinguish or contain it with portable firefighting equipment only if safe to do so.

The person who summonses the Fire Department will call out key personnel during silent hours, and also request assistance in the form of manpower and extinguishers.

Employee's not assigned tasks will report to a "Muster Point" for directions from the Supervisor.

Meet Fire Department at nearest road access and direct them to the fire. Advise Crew Captain of electrical, boiler, gas or mechanical equipment locations. Draw his attention to the location of dangerous chemicals, gases (propane tanks, oxy-acetylene), flammables (fuel, gasoline), tanks, pressured equipment and lines.

The Supervisor or their delegate will conduct a "Roll Call" check off to ensure that all the workers on duty at the time of the fire are accounted for. The Supervisor will then assign new duties to personnel as required.

Shut down machinery as required. Cut off gas and fuel supply if necessary. Protect equipment, machinery, boilers, and lines from elements.

Secure scene of fire and company property from further damage or loss by unauthorized access of outsiders and curious onlookers.

A post-fire loss inventory is to be taken by an internal auditor, and the department Supervisor.

## #4 Emergency Explosion Procedures

Fall to the floor or ground and take immediate shelter or under an object that will offer protection against flying glass or other debris.

NOTE: Try to protect face and head with arms.

After the effects of the explosion have subsided, Check all exits or work area escape routes. Activate Fire Response Procedure.

Have all personnel evacuate the work area or building. Check for any injured personnel. Call or designate one person to call the Fire Department and/or other Emergency Response Organization.

Instruct the designate to provide the following information:

- Exact time and location
- Type of emergency
- Number of injuries or deaths (if any)
- Type of vehicle, container, building or work area involved.
- Instruct the designate (if used) to report back with confirmation of notification.
- DO A PERSONNEL COUNT
- Administer First Aid where required.
- Keep all unnecessary personnel away from hazard area.
- Have fire extinguishers available for use if required

## #5 Emergency Burn Procedure

Provide assistance if it is safe to do so. Assist Employee to location of a safety shower or other source of cold water.

Immediately drench the burn covered area in clean, cold, preferably running water, (ice water is preferable). Immediately activate Emergency Response Plan.

Never try to remove clothing or asphalt that is stuck to a wound (asphalt acts as a sterile dressing to the underlying burned area of skin.)

Do not apply antiseptics, salves or lotions. If hot asphalt contacts the eye, it should be flushed with water for 20 minutes and then padded with a sterile dressing.

## #6 Emergency Spill (Heat Medium Oil)

No action shall be taken involving any personal risk or without suitable training or appropriate personal protective equipment. If possible, try to eliminate or isolate the cause of the spill. Only stop leak if without risk. Move containers from spill area. Approach the release from upwind and prevent material from entry into sewers, water courses or confined spaces.

Contain and collect spillage with non-combustible, absorbent material, e.g. Sand, earth, vermiculite or diatomaceous earth and place in container for disposal according to local regulations.

Report The Spill if required by regulation, disposed via a licensed water disposal contractor. Estimate the quantity of oil that has been spilled and if the quantity is such that needs to be reported report it immediately.

If leak is out of control do not touch or walk-through spilt material, avoid breathing vapor or mist. Fire and explosion could be possibility, evacuate the facility and surrounding areas. Keep unnecessary and unprotected personnel from entering. Notify the fire department and initiate the emergency response plan.

## #7 Emergency Spill (Asphalt Cement)

No action shall be taking involving any personal risk or without suitable training or appropriate personal protective equipment.

If possible, try to eliminate or isolate the cause of the spill. Only stop leak if without risk. Move containers from spill area. Approach the release from upwind and prevent material from entry into sewers, water courses or confined spaces.

Contain and collect spillage with non-combustible, absorbent material, e.g. Sand, earth, vermiculite or diatomaceous earth and place in container for disposal according to local regulations. Do not touch or walk-through spilled material.

Report The Spill if required by regulation, disposed via a licensed water disposal contractor. Estimate the quantity of oil that has been spilled and if the quantity is such that needs to be reported report it immediately.

If leak is out of control do not touch or walk-through spilt material, avoid breathing vapor or mist. Water spray may reduce vapor; but may not prevent ignition in closed spaces. Notify the appropriate authorities immediately. Evacuate non-essential personnel. Eliminate all ignition sources (no smoking, flares, sparks or flames in immediate area).

Dike far ahead of spill for later disposal.

Ensure clean-up personnel wear appropriate PPE. All equipment use when handling the product must be grounded.

## #8 Emergency Spill (Diesel Fuel)

No action shall be taking involving any personal risk or without suitable training or appropriate personal protective equipment.

If possible, try to eliminate or isolate the cause of the spill. Only stop leak if without risk. Move containers from spill area. Approach the release from upwind and prevent material from entry into sewers, water courses or confined spaces.

Contain and collect spillage with non-combustible, absorbent material, e.g. Sand, earth, vermiculite or diatomaceous earth and place in container for disposal according to local regulations.

Do not touch or walk-through spilled material.

Report The Spill if required by regulation, disposed via a licensed water disposal contractor. Estimate the quantity of oil that has been spilled and if the quantity is such that needs to be reported report it immediately.

If leak is out of control do not touch or walk-through spilt material, avoid breathing vapor or mist. Notify the appropriate authorities immediately. Evacuate non-essential personnel. Eliminate all ignition sources (no smoking, flares, sparks or flames in immediate area).

If area is confined, ventilate.

If fire develops, evacuate area, notify fire department and initiate the emergency response plan.

## #9 Emergency Boil-Over (Truck)

If a boil over occurs while loading the driver should attempt to drive the truck away from the loading rack and to a designated place inside the tank farm away from flammable materials or equipment that can be damaged.

Wait for the tank to become stable. Contain spilled material as directed in the corresponding Emergency Procedure.

## #10 Emergency Gas Leak

If you are trained and it is safe to do so, try and isolating the source of the leak by shutting off the main supply valve. Natural Gas is flammable, extinguish all ignition sources. Evacuate all non-essential personnel and prevent entrance to the site

Ensure clean-up personal is wearing appropriate PPE.

If gas breached in a confined space ventilate area. If gas leak is out of control notify appropriate authorities and Fire Department.



## #11 Crane Collapse

Should a crane tip over or a crane boom collapse:

- 1) Operator will immediately turn off electrical generators and water supply.
- 2) When approaching the crane ensure there is no danger from further collapse of the equipment or the load or any other hazards that may be present (e.g., power line contact).
- 3) Report any injuries, immediately summon first aid and, if necessary, an ambulance.
- 4) If the operator can be safely removed from the machine without further injury, do so. If the operator has injured their back or neck do not attempt to remove them from the machine - wait for the ambulance.
- 5) If assistance is required for rescue, such as high angle rescue or for extrication of the operator from the cab, contact emergency services by dialing the number for emergency services (e.g., 9-1-1) and provide details of the incident.
- 6) Do not change anything at the incident location except to prevent further injury.
- 7) Immediately call the Safety Advisor. The Safety Advisor or designate will contact OHS to report the collapse.

## #12 Earthquakes and Tsunamis

Earthquakes and tsunamis are rare part of life in British Columbia, and to a lesser extent in Alberta. They occur frequently, but fortunately are usually too small to have a significant impact. The possibility does exist for a major earthquake and/or tsunami to happen at any time. When an earthquake happens persons may feel the ground shake and see trees, structures and equipment sway. In areas where there is a tsunami threat and emergency preparedness has been implemented persons may hear an audible tsunami warning such as a continuous siren.

### *In the event of an earthquake:*

- 1) If you are inside a building:
  - a. Stay where you are until the shaking stops. Do not get in a doorway as this does not provide protection from falling or flying objects. Drop to your hands and knees so the earthquake doesn't knock you down. Cover your head and neck with your arms to protect yourself from falling debris.
  - b. If you are in danger from falling objects, and you can move safely, crawl for additional cover under a sturdy desk or table. Low furniture or an interior wall or corner nearby may also provide some additional cover. Stay away from glass, windows, outside doors and walls, and anything that could fall, such as light fixtures or furniture.
- 2) If you are outdoors when the shaking starts, move away from buildings, streetlights, and utility wires. Once in the open, "Drop, Cover and Hold On." Stay there until the shaking stops. This might not be possible in a city, so you may need to duck inside a building to avoid falling debris.
- 3) If you are in a moving vehicle, stop as quickly and safely as possible and stay in the vehicle. Avoid stopping near or under buildings, trees, overpasses, and utility wires. Proceed cautiously once the earthquake has stopped. Avoid roads, bridges, or ramps that the earthquake may have damaged.
- 4) Equipment operators will lower any suspended loads, set brakes and shut down the equipment. Remain in the equipment until the shaking stops.
- 5) When it is safe to do so, move to the headcount location (muster point) identified for your project

***If the earthquake generates a tsunami:***

- 1) Do not go near the shore to watch a tsunami hit. If you can see it, you are too close to escape.
- 2) Should a tsunami occur, and you cannot get to higher ground, stay inside where you are protected from the water. It's best to be on the landward side of the house, away from windows.
- 3) Often tsunamis occur in multiple waves that can occur minutes apart, but also as much as one hour apart.
- 4) Monitor the tsunami's progress and listen for warnings or instructions from local officials. If you are safe when the first tsunami hits, stay put until authorities declare all is safe.
- 5) After a tsunami hits, you may encounter flood waters. Flood waters can be dangerous to walk or drive through. Before driving anywhere, it is best to listen carefully to rescue officials who will be coordinating evacuation plans.
- 6) Be aware of risks such as hypothermia from cold water or drowning from running water.

**#13 Rescue from Heights**

The following rescue procedures are ordered (A) through (C), with (A) being the preferred method and (C) being the method used when there is no other means of rescue.

**A-Elevating Work Platform Rescue**

If an elevating work platform (EWP) is available on site and the suspended worker can be reached by the platform, follow the procedure below.

1. Ensure Ambulance and Fire Truck have been called and a person is waiting at the entrance gate to show them where to go.
2. Bring the EWP to the accident site and use it to reach the suspended worker.
3. Ensure that rescue workers are wearing full-body harnesses attached to appropriate anchors in the EWP.
4. Ensure that the EWP has the load capacity for both the rescuer(s) and the fallen worker. If the fallen worker is not conscious, two rescuers will probably be needed to safely handle the weight of the fallen worker.
5. Position the EWP platform below the worker and disconnect the worker's lanyard when it is safe to do so. When the worker is safely on the EWP, reattach the lanyard to an appropriate anchor point on the EWP if possible.
6. Lower the worker to a safe location and administer first aid. Treat the worker for suspension trauma and any other injury.
7. Arrange transportation to hospital if required.

**B. Ladder Rescue**

If an elevating work platform is not available, use ladders to rescue the fallen worker with the procedure outlined below.

1. Ensure Ambulance and Fire Truck have been called and a person is waiting at the entrance gate to show them where to go.
2. If the fallen worker is suspended from a lifeline, move the worker (if possible) to an area that rescuers can access safely with a ladder.
3. Set up the appropriate ladder(s) to reach the fallen worker.
4. Rig separate lifelines for rescuers to use while carrying out the rescue from the ladder(s).
5. If the fallen worker is not conscious or cannot reliably help with the rescue, at least two rescuers may be needed.
6. If the fallen worker is suspended directly from a lanyard or a lifeline, securely attach a separate lowering line to the harness.
7. Other rescuers on the ground (or closest work surface) should lower the fallen worker while the rescuer on the ladder guides the fallen worker to the ground (or work surface).
8. Once the fallen worker has been brought to a safe location, administer first aid and treat the person for suspension trauma and any other injury.
9. Arrange transportation to hospital if required.

### **C. Rescue from Work Area or Floor Below**

If the fallen worker is suspended near a work area and can be safely reached from the floor below or the area from which they fell, use the following procedure.

1. Ensure Ambulance and Fire Truck have been called and a person is waiting at the entrance gate to show them where to go.
2. Ensure that rescuers are protected against falling.
3. If possible, securely attach a second line to the fallen worker's harness to help rescuers pull the fallen worker to a safe area. You will need at least two strong workers to pull someone up to the level from which they fell.
4. Take up any slack in the retrieving line to avoid slippage.
5. Once the worker has been brought to a safe location, administer first aid and treat the person for suspension trauma and any other injury.
6. Arrange transportation to hospital if required.

### **Post-Rescue Procedure**

All non-affected workers should remain in the designated safe gathering zone until the site supervisor notifies them to do otherwise.

The site supervisor and health and safety representative should

- Begin the accident investigation.
- Quarantine all fall-arrest equipment that may have been subjected to fall fatigue effects and/or shock loading for further investigation.

- Secure the area (the OHS requires that an accident scene not be disturbed where a fatal or critical injury has occurred).
- Determine whether the job-site specific rescue and evacuation plans were followed as designed.
- Record modifications or additions to the plans that the rescue team deems necessary.
- Record all documented communications with fire, police, and other contractors involved.
- Record all documented statements from employees, witnesses, and others.
- Save all photographs of the incident.
- Record all key information such as dates, time, weather, general site conditions, and specific accident locales including sketches of the immediate incident area, complete with measurements if applicable.

## Incident Response Checklist

All Near Misses/Incidents, regardless of incident severity, must be reported to your direct Supervisor at the time of the Near Miss/Incident.

### **WORK MUST BE STOPPED AND SCENE SECURED FOR ALL INCIDENTS SUCH AS:**

- Reportable under legislative requirements: Section 40 OH&S
- Injury resulting in the employee going to the hospital
- Potentially serious Incident
- Environmental Impact
- Equipment/Property Damage resulting in serious injury or damage.

## Incident Response

### Responsibilities

#### *Worker*

- Provide medical attention, only if trained to do so and feel your own safety isn't at risk!
- Call Emergency Services (911), If required
- Secure the scene
- Gather at designated Muster Point
- Call your supervisor
- Participate in the incident investigation – witness statement, photos, etc.

#### *Supervisor on site*

- Provide medical attention, only if trained to do so and feel your own safety isn't at risk!
- Call Emergency Services (911), If required  
If the employee requires transportation to a medical facility this must be done by an uninjured employee. A Supervisor or Safety Representative must be present at the facility.  
If you are concerned with transportation, call an ambulance.
- Secure the scene
  - Note: Act 40 allows the scene to be disturbed insofar as is necessary to;
    1. Attend to injured or deceased person;
    2. Prevent further injuries or incidents, and
    3. Protect property that is endangered as a result of the injury or incident Do a head count at Muster Point to ensure no one is absent
- Call Police to attend scene if damage is over \$2000 or violence/harassment is a concern.
- Call your Supervisor and Safety representative:  
Sam Dehod 780-908-1194.
- If you are working as a sub-contractor, the prime must be notified.
- Review the Substance Abuse Policy to determine if Post Incident Testing is required.
- Environmental Contact regulator agency:  
City of Edmonton 780-496-6666, AB Provincial 1 800 222-6514.
- Take pictures of the scene;
- Capture tools, equipment, location and conditions
- Capture any 3<sup>rd</sup> party property, Identification, insurance.

- Obtain witness statements of those involved. Review how to write a statement with employees:
  - Fact: Where they were, what they did or said; before during and after.
  - No assumptions or finger pointing.
- Complete incident report; attach all documentation collected and picture(s) taken.
- Be available for follow up questions
- Conduct a Safety Meeting with the Crew to review incident and corrective action taken.

#### *Safety Advisor*

- Call Management that is required to be notified.
- Call regulator Bodies, if required (OHS, WCB)
- Collect all data
  - Incident report
  - Statements
  - Pictures
  - Police reports
- Visit site, if required
- Review Data
- Follow up interview with Employees, if required.
- Complete investigation
  - Determine who was there
  - What the sequence of events were
  - Determine if we had all hazard controls in place, review
    - Daily Hazard Assessment
    - ERP
    - Driver Logs
    - Employee Competency
- Determine Cause
  - Direct
  - Indirect
  - Root
- Create Memo outlining incident and lessons learn.