

11. EMERGENCY PREPAREDNESS

**This information does not take precedence over The Saskatchewan Employment Act and related regulations, or any other governing legislation. All worker should be familiar with the legislation applying to them in their workplace.*

Introduction

No matter how complete our safety program is or how careful we are, there is always a risk of an emergency. Emergency preparedness means having plans in place that we hope we'll never have to use, but which ensure we have the resources to deal with an emergency situation if one arises. At a minimum, we must be capable of:

- providing first aid to the injured
- providing transportation to medical treatment for the injured (an injured worker should not be allowed to transport himself)
- conducting initial-attack fire fighting
- promptly contacting outside agencies for assistance

Even with the best of paramedical services, there will always be some delay before help arrives. What is done by the layman during those essential minutes may make the difference. Although, by law, we are only required to have a specific number of workers trained in first aid and CPR, all workers are encouraged to maintain valid first aid and CPR certificates. Emergencies can arise anywhere at any time. Your knowledge of emergency procedures could save the life of a co-worker, friend or family member.

Tests of the emergency plan (evacuation drills) are held at least annually, and all workers are required to participate fully in those exercises.

Pre-Emergency Procedures

1. Familiarize yourself with the emergency action and fire prevention plan for your building or work area.
2. Familiarize yourself with the stairway locations in the building and, in particular, the stairways or exits serving your floor.
3. Have emergency telephone numbers clearly posted.

4. Do not prop or wedge stairwell doors in the open position at any time for any reason.
5. Report and/or correct hazardous conditions in your work area.
6. Report all fires, no matter how small.
7. Submit recommendations concerning any unique evacuation or safety problems in your work area to your job lead or manager.

Emergency Response Plan

Roles & Responsibilities: All NexGen Mechanical Inc. projects must have an emergency response plan in place prior to construction activity commencing on site. Individual site emergency response plans will be developed to address the specific requirements of the individual job site and will include a specific procedure for evacuation and muster. NexGen Mechanical Inc. provides training in the general application of the company's emergency response plans. Each job lead and each manager is responsible to ensure the site specific emergency response plan is in place, that all workers are aware of their roles and responsibilities under that plan, and that drills are conducted as required by the changing needs of the job site.

Evacuation & Muster: In the case of a site evacuation, proceed quickly and calmly to the primary muster area, provided it is safe to do so. Only if the primary area is not safe, proceed to the secondary muster area. The job lead or manager will ensure all workers are accounted for, and provide further instructions.

1. An emergency muster point will be designated immediately upon the arrival of workers to the job site. Unless otherwise specified by the site foreman, the Primary Muster Point is the NexGen Mechanical Inc. job trailer. The Secondary Muster Point will be a site-specific location designated by the job lead or project manager. The location of the designated muster point must be reviewed frequently to ensure it is appropriate to current site conditions.
2. Upon sounding of the alarm (where an alarm is used) or being instructed to muster, all individuals on the job site must proceed immediately to the designated muster point.
3. Where there are subcontractor personnel present on the job site, each subcontractor is responsible to report to the NexGen Mechanical Inc. job lead or manager as soon as he has confirmed that all individuals are present and accounted for.

4. No individual (other than designated rescue personnel, if required) is permitted to return to the job site until the “all clear” signal is given by the NexGen Mechanical Inc. job lead or project manager.
5. Any changes to the emergency evacuation and muster procedure must be communicated immediately to all individuals on the job site.

Where site-specific emergency procedures have been developed and implemented by the customer, those site-specific procedures take precedence and are the primary emergency response to be followed.

Fire Protection & Control of Fire Hazards

Workers must participate actively in the control of fire hazards through compliance with established safe work practices dealing with flammables and housekeeping practices, as well as other established practices and procedures developed to control fire hazards. ***Good housekeeping is essential in the prevention of fires!***

FIRE EXTINGUISHERS: Fires can start anywhere and at any time. This is why it is important to know which fire extinguisher to use and how to use it (see Fire Classifications and Extinguishing Agents, following). Always keep fire extinguishers visible and easy to access. Fire extinguishers have to be properly maintained to do the job. Where temperature is a factor, ensure that care is taken in selecting the right extinguisher. Ensure extinguishers are recharged immediately after they have been discharged.

Portable fire extinguishers appropriate to the nature of our work are located in various areas of company-owned facilities, as well as carried in all company vehicles and equipment. Portable fire extinguishers are included in the scheduled inspection program, and a professional fire equipment service provider performs annual inspection and servicing.

PROCEDURES TO FOLLOW FOR A FIRE

1. Alert others in the area - activate the fire alarm.
2. Call the fire department.
 - Give your location, including the address and/or the legal land description.
 - Describe the situation (smell of smoke, extent of fire, what is burning). Stay on the line with the fire department until they tell you otherwise.
3. If you are trained and competent in the use of a fire extinguisher and can safely extinguish the fire, do so. Once the fire is out, report the incident to your job lead or manager. Ensure a fire watch is maintained where required.

If the fire has not been extinguished:

4. Walk to the closest safe exit.
5. In multi-level buildings, walk down at least three floors below the fire before leaving the stairway. If it is not safe to go down, go up at least three floors above the fire floor. **DO NOT USE THE ELEVATOR.** If there is smoke present, stay low.
6. Once clear of the fire area, follow the established site-specific emergency evacuation, muster and reporting procedures.
7. Follow all instructions provided by the designated emergency response coordinator.

The job lead or manager will complete the fire emergency process including ensuring the fire has been extinguished and assigning a fire-watch (if required). Where the fire takes place on customer property, the job lead or manager will inform customer personnel and/or complete the emergency reporting process in accordance with the site-specific requirements.

Fire Classifications & Extinguishing Agents

CLASS	TYPE OF FIRE	EXTINGUISHER TYPE	EXTINGUISHING METHOD
A	paper, wood, cloth, plastic, etc.	<ol style="list-style-type: none"> 1. pressurized water tank 2. hose lines 3. multi-purpose (ABC dry chemical) 	cooling (soak fire completely, even smoking embers)
B	flammable liquids such as gasoline, oil, paint, alcohol, grease, etc.	<ol style="list-style-type: none"> 1. pressurized dry chemical 2. carbon dioxide & halon 3. multi-purpose (ABC dry chemical) 	smothering (sweep back and forth from base of fire)
C	electrical equipment, appliances, wiring, etc.	<ul style="list-style-type: none"> • pressurized dry chemical • carbon dioxide & halon • multi-purpose (ABC dry chemical) 	non-conductive agent (use short bursts; when electrical current is shut of, Class C can become Class A fire if materials around the electrical fire are ignited)

Note: The use of multi-purpose extinguishers on smoldering materials such as couches or chairs will require additional cooling with water. Do not re-hang a discharged extinguisher until it has been recharged by a licensed service company.

Extinguisher Effective Ranges & Discharge Times

TYPE	RANGE	DISCHARGE TIME
water	30 feet	60 seconds
hose	approximately 40 feet	unlimited
dry chemical	4 feet to 15 feet	10 to 18 seconds
carbon dioxide (CO ₂)	6 feet	10 to 18 seconds

BASIC FIRE EXTINGUISHER OPERATION

- **P**ull the safety pin (usually a twist-pull action).
- **A**im the nozzle, horn or hose at the base of the fire.
- **S**queeze the trigger handle.
- **S**weep from side to side (watch for reflash).

Medical Emergency Procedures

The company provides the personnel, supplies, equipment, facilities which may be required to render prompt and appropriate first aid to workers both at company-owned facilities and at every company worksite. When working at a customer site, arrangements may be made (in writing) in advance for first aid facilities and services to be provided through the customer's emergency response program.

First aid supplies, personnel and hours of availability in all cases meet the requirements specified in Table 9 of the OH&S Regulations. First aid kits which comply with the requirements outlined in Table 10 of the OH&S Regulations, complete with a first aid manual and any other supplies and equipment required by the Regulations, are provided at company-owned facilities and at each worksite. First aid facilities are clearly marked, and their specific locations are identified to workers in the site-specific orientation tour. Where a first aid attendant is required, additional first aid supplies and equipment as set out in Tables 11 and 12 of the OH&S Regulations are provided.

In the case of a serious injury, a means for transporting an injured worker to a medical facility will be provided; if for any reason the worker needs to be accompanied during transportation to a medical facility, the worker will be accompanied by a trained first aid attendant during transport.

Emergency contact numbers are posted near shop phone(s), and are also available in the on each worksite.

First Aid training is very important - proper treatment of a seriously injured person could save a life. In the case of an injury:

1. Do not move the victim until he can be placed on a stretcher, except if he is in further danger. Do not attempt to treat a seriously injured person unless you know what you are doing.
2. If the person is not breathing, commence artificial respiration at once, making certain that the air passages are free.
3. If the victim is bleeding, elevate the bleeding part and apply direct pressure.
4. Loosen tight clothing at the neck, chest and waist.
5. Keep the injured person warm, but not above normal body temperature.

6. Get help as quickly as possible. When calling for emergency medical assistance:
 - a) Describe the victim's condition as best you can (i.e. burned, bleeding, broken bones, unconscious, etc.).
 - b) Give the victim's exact location in the building or on the site, including the building's address and/or legal land description.
 - c) Give your name and the phone number from which you are calling. Do not hang up! Let emergency personnel end the conversation. They may have special instructions on what to do until help arrives.
 - d) Administer first aid. Follow recommended first aid procedures. Make the victim as comfortable as possible.
 - e) Assign someone to go to a visible position and direct the emergency personnel to your location.

Blizzard

If indoors:

1. Stay indoors.
2. If there is no heat
 - close of unneeded rooms or areas
 - stuff towels or rags in cracks under doors
 - cover windows at night
3. Eat and drink - food provides the body with energy and heat; fluids prevent dehydration.
4. Wear layers of loose-fitting, light-weight, warm clothing if available.

If outdoors:

1. Find dry shelter and cover all exposed parts of the body.
2. If shelter is not available
 - prepare a lean-to, wind-break or snow cave for protection from the wind
 - build a fire for heat and to attract attention; place rocks around the fire to absorb and reflect heat.
 - do not eat snow. It will lower your body temperature. Melt it first.

If stranded in a vehicle:

1. Stay in the vehicle.
2. Run the motor about ten minutes each hour. Open the windows a little for fresh air to avoid carbon monoxide poisoning. Make sure the exhaust pipe is not blocked.
3. Make yourself visible to rescuers
 - turn on the dome light at night when running the engine
 - tie a coloured cloth to your antenna or door
 - raise the hood after the snow stops falling.
4. Exercise to keep blood circulating and to keep warm.

Severe Wind

1. Seek shelter - the following areas provide a measure of protection:
 - small interior rooms on the lowest floor and without windows
 - hallways on the lowest floor away from doors and windows
 - rooms constructed with reinforced concrete, brick or block with no windows.
2. Stay away from outside walls and windows.
3. Use arms to protect head and neck.
4. Remain sheltered until the winds subside.

Procedure for Reporting a Motor Vehicle Accident

It is the responsibility of every worker who drives, is in control of, or is responsible for any company-owned or rented motor vehicle which is involved in an accident (no matter how slight) to notify the proper authorities. All accidents must be reported, including when an animal is injured or killed (in the case of a domestic animal, search for the owner and report the circumstances).

INVOLVED WORKER RESPONSIBILITY

First:

- Stop immediately and provide needed first aid.
- If necessary, call for an ambulance.
- Avoid obstructing traffic.
- Place emergency flags or flares, if available.
- Get the license plate number of the other vehicle, and the driver's license number
- Notify the police

Second:

- Be courteous - Avoid arguments.
- Get names, addresses and phone numbers of any witnesses.
- Sign no statements.
- **Admit no negligence or fault.**
- **Assume no liability for yourself or for the company.**

Third:

- Notify your job lead or manager that you have been involved in an accident.
- Completely fill out any required accident report forms.
- Contact Workers' Compensation if another worker has been injured.

JOB LEAD / MANAGER RESPONSIBILITY

1. Ensure that the driver has made all the required notifications and has properly filled out all the required forms.
2. Investigate the accident and attempt to determine what may have lead to the incident.
3. Discuss the findings of the investigation with the driver and co-workers so these types of incidents can be avoided in the future.