

Company Name

SAFE WORK PRACTICE

EMERGENCY RESPONSE

SPECIAL EQUIPMENT REQUIRED

None

INTRODUCTION

This safe work practice sets out the necessary procedures, including assigning functions and setting responsibilities, for controlling emergency situations that may affect people and equipment. These procedures have the following objectives:

- ◆ Protect lives and safeguard against damage to company facilities, property and job sites.
- ◆ Control any type of emergency that arises on company property or job site.
- ◆ Establish a program of permanent preparedness for the personnel in charge of controlling emergencies; likewise, ensure that emergency equipment is properly maintained.
- ◆ Determine the best methods for notifying appropriate people of an emergency.
- ◆ Evacuate those endangered by the emergency to safe areas and isolate the area at risk.

PRACTICES

1. Emergency Procedures

- 1.1. In emergency situations, it is most important to notify personnel in charge of controlling the emergency as soon as possible and to evacuate those who are endangered or who may interfere with gaining control of the situation.

EMERGENCY TELEPHONE NUMBERS:

- ◆ FIRE:
- ◆ AMBULANCE:
- ◆ HAZARDOUS SPILLS:

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1.2. When using the telephone to report an emergency, keep calm, clearly indicate the following:

- ◆ Your name.
- ◆ Your location.
- ◆ Location of the emergency.
- ◆ Nature of the emergency.
- ◆ If anyone is injured, explain how many people are injured and the type of injury.
 - Stand by the telephone
 - Prepare to direct the ERT (emergency response team).

1.3. Anyone reporting an emergency must follow standard procedures.

- Do not move injured people unless their lives are in immediate danger.
- In case of bleeding, apply pressure to the point of bleeding.
- In case of electrical shock, first disconnect the electric power supply to the system, if safe to do so. If this is not possible, remove the person using a rope, a board, or other non-conducting material. If sufficiently trained, immediately give artificial respiration and cardiac massage when necessary.
- Treat for shock and wait for the arrival of specialized personnel.
- Try to keep the injured people calm. Try to keep other people away, and do not question the injured people unnecessarily.
- Request that others keep vehicles and people away from the emergency scene to avoid disturbing the injured people and to allow easier ambulance access.
- Once the ambulance has arrived, provide a detailed account of what happened to the paramedics and offer them help in attending to the injured.
- Do not go to the medical aid station unless personally injured or requested to do so by the paramedics.

1.4. Send someone to guide emergency personnel and vehicles to where they are needed.

1.5. All items, materials, equipment, vehicles, etc., that participated in the event leading to the emergency must remain at the scene until authorized by the supervisor, unless these are endangering people even further or may cause damage to other equipment.

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2. Responsibilities

2.1. Workers

- Know the locations of fire extinguishers, first aid supplies, and other specific emergency equipment.
- Cooperate in the investigation of the emergency events once the emergency has been controlled.

2.2. Supervisor

The supervisor is in charge of initiating emergency procedures according to the evaluation of each situation.

- Trains all personnel in safety procedures.
- Makes periodic checks on compliance with emergency regulations.
- Performs checks to ensure that equipment for controlling emergencies is in good working order.

