

 CORPORATE SAFETY MANUAL	<b>ENVIRONMENTAL, HEALTH AND SAFETY STANDARDS</b>	
<b>TITLE: EMERGENCY RESPONSE</b>	<b>Document Number: *</b>	
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## 1 Purpose

The purpose of this document is to establish the general procedures for handling emergency response at a jobsite. The specific details related to hospital location, local emergency response numbers, etc. will be outlined in the Site Specific Health and Safety Plans for that jobsite.

## 2 Responsibilities

It is the responsibility of (insert title) to:

- coordinate all emergency response activities at a jobsite
- act as the emergency response team members
- ensure that the contents of this procedure and the specific details in the Site specific health and safety plan are communicated to employees and subcontractors

## 3 Policy Content

### 3.1 EMERGENCY RECOGNITION AND PREVENTION

Recognition and prevention of emergency conditions are duties of every individual on the job site. While the objective of the Site Specific Safety and Health Plan is to provide site personnel with the necessary information to prevent emergencies from arising, the basic principles of emergency recognition will be initially covered during the offsite training, site-specific training and follow-up training. A discussion of facility safety practices and alarm signals will be conducted prior to job assignment.

**Evacuation notification will be communicated by a continuous blast on an air horn, vehicle horn or by verbal communication via a radio.**

### 3.2 SAFE DISTANCES AND PLACE OF REFUGE

**Primary and secondary locations must be designated at appropriate distances from the site where personnel can gather in the event of an emergency requiring evacuation on the site.** The locations must be indicated in the Site Specific Health and Safety Plan.

During accidents involving fire, spill or potentially explosive materials, site personnel should turn off any running equipment and evacuate the site by the nearest means of egress. If possible, exit via the decontamination corridor. However, during a major emergency, speed

is of the greatest importance, therefore, personnel in the work area need not go through formal decontamination procedures. Contaminated equipment should be left in the exclusion zone or in an area away from site workers, until the decontamination process can be instituted. Once workers arrive at a safe location, a formal decontamination can then be undertaken.

### **3.3 SITE SECURITY AND CONTROL**

In the event of a fire, explosion or major chemical spill, the responding emergency personnel (i.e. fire department) will assume site security and control functions. The (insert title) will act as a liaison with the responding emergency personnel.

### **3.4 EVACUATION ROUTES AND PROCEDURES**

During accidents requiring site evacuation, personnel should exit at the site by the nearest means of egress. Once off the site, personnel must assemble at the primary emergency assembly point and be counted. If the primary assembly point is found to be unsafe, the Site Safety and Health Officer should direct the use of the secondary assembly point.

The Site Safety and Health Officer is responsible for ensuring that all personnel make it to safety. **A headcount must be taken and any missing personnel must be brought immediately to the attention of the responding emergency personnel.**

### **3.5 EMERGENCY MEDICAL TREATMENT AND FIRST AID**

All site workers will be offered training in CPR and first-aid. There must be at least 2 people at all times on the jobsite who can act to administer first-aid or CPR. The (insert title) will be trained to act as emergency response team members. A first-aid kit must be maintained at all times at the jobsite.

**All injuries, except minor cuts and bruises should be treated as serious medical incidents and the injured person should be sent to the nearest medical facility for examination and treatment.**

An incident investigation report must be completed within 48 hours of the incident and forwarded to (Insert Company Name) Headquarters. A follow-up examination must be conducted with the company's medical provider, as deemed appropriate.

See Section 3.9 for details of emergency medical response involving decontamination.

### **3.6 EMERGENCY ALERTING AND RESPONSE PROCEDURES**

Emergency telephone numbers will be listed in the Site Specific Safety and Health Plan, as well as, at each of the on-site telephones. The witnessing person should contact the appropriate emergency organization (i.e. fire, ambulance, and police) and then contact the Site Safety and Health Officer to inform them of the details surrounding the emergency.

The responding emergency organization will then assume control of the situation and institute response procedures. **In no case shall site personnel attempt to assist in the response by fighting a major fire, conducting a rescue in an unsafe environment or conducting a clean-up of a major spill.**

### **3.7 CRITIQUE OF RESPONSE AND FOLLOWUP**

Any time an incident occurs, an accident investigation report must be completed and sent to the (Insert Company Name) Headquarters for review. Included in the investigation are the root causes of the incident and corrective actions to prevent a reoccurrence. A copy of the report must be placed in the Project File for the job.

### **3.8 EMERGENCY RESPONSE EQUIPMENT**

The following emergency response equipment should be available on site at all times:

- a method of communication (public telephone, cellular phone, two way radio, etc)
- first-aid kit
- eye wash station
- safety shower
- blankets
- stretcher
- fire extinguisher
- spill clean up materials (absorbents, recovery drums, shovel)
- respirators and cartridges
- self contained breathing apparatus
- gloves, goggles, face shield

### **3.9 SPECIFIC EMERGENCY RESPONSE PROCEDURES**

#### **Medical Emergencies involving decontamination**

The following emergency decontamination procedures have been established to ensure that the decontamination process does not cause serious health effects or aggravate an existing illness or injury. When protective clothing is grossly contaminated, it is possible that contaminants can be transferred to either emergency medical personnel or the wearer. Unless severe medical problems have occurred simultaneously with gross contamination events, PPE should be quickly washed off and carefully removed.

Immediate medical attention must be instituted without consideration for decontamination when an individual is experiencing difficulty in breathing, cardiac arrest, arrhythmia's, heatstroke and severe bleeding. The following procedures should be followed for decontaminating individuals who are experiencing medical problems or injuries.

1. Outer garments and PPE may be removed depending on the injury, weather conditions, delays, interference with treatment or aggravation of the problem. Respirators and backpack assemblies should be removed. Fully encapsulating suits or chemical resistant clothing should be cut away.

2. If removal of contaminated garments will cause further injury, the individual should be wrapped in plastic, rubber or blankets to prevent contamination of medical personnel and equipment. Contaminated garments should be removed at a medical facility and carefully handled and contained to prevent or minimize cross-contamination.
3. Do not wash or rinse the victim at the worksite unless the individual is contaminated with an extremely toxic or corrosive material that could cause further severe injury or loss of life.
4. For minor medical problems or injuries, normal decontamination procedures should be followed.

When possible, all injured personnel should be taken to the hospital via ambulance or other emergency response vehicle. When it is absolutely necessary to transport an individual to the hospital for treatment in a company or personal vehicle, the responder should take the directions to the hospital and a copy of the MSDS of the chemicals the person was exposed to. Any vehicle that is used to transport a contaminated person must be decontaminated.

### **Fire or Explosion**

If the fire is small and can be safely extinguished using a fire extinguisher then do so. Make sure that any flammable materials are removed from the area of the fire so as not to contribute to the fire.

In the event of a larger fire or explosion, the local fire department must be notified immediately. Upon arrival, the (insert title) or Site Safety and Health Officer will direct the fire department to the location of the fire and explain the circumstances surrounding the incident.

### **Spill or Leaks**

In the event that a spill or leak is detected, the source of the spill should be located and if it is safe to do so, try to contain and recover the spilled material. The Site Safety and Health Officer must be notified of the spill or leak and a determination made as to whether the spill poses a threat to surrounding communities, drinking water supplies, sewers, etc. If so, the local authorities must be notified of the occurrence of the spill so appropriate action can be taken, such as evacuation.

Depending on the material and quantity of the spill, a notification may need to be made to the National Emergency Response Center.

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## **4 References**

OSHA 29 CFR 1910.151 "Medical and First Aid"  
OSHA 29 CFR 1910.120 "HAZWOPER"

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## **5 Appendices**

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