

## Section 12 - Emergency Plan

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**PURPOSE** Through the use of a well planned emergency response, the project will be able to limit suffering, losses and resume normal operations as soon as reasonably possible.

**SCOPE** A documented emergency plan will be developed for each construction project. Once developed, the scope of the Emergency Plan and requirements (location specific) will be explained to all site personnel.

### RESPONSIBILITIES

Health and Safety Coordinator Responsibilities:

- Developing site and location specific Emergency Response Plans for each workplace with the assistance of the Project Managers and the Superintendents.
- Coordinate with management personnel to ensure emergency drills are conducted where required.
- Arrange training for workers regarding Emergency Response as required.
- Comply with all the requirements as defined under the Occupational Health and Safety Act and Regulations.
- Assist in developing corporate health and safety documentation, policies and procedures where required.
- Distribute and communicate information to the appropriate parties regarding any emergency situations or deficiencies reported.

Senior Management Responsibilities:

- Comply with all the requirements as defined under the Occupational Health and Safety Act and Regulations.
- Ensure that the equipment, materials and protective devices are provided, maintained in good condition and used as prescribed.
- The measures and procedures prescribed are carried out in the workplace.

Project Manager Responsibilities:

- Assist in develop location specific emergency procedures and a response plan where required.
- Ensure equipment, materials and protective devices are provided, maintained and used as required at site and office locations.
- Ensure general communication to all site level personnel the site specific emergency procedures and a response plan.
- Provide required protective devices, measures and procedures required by the Occupational Health and Safety Act and Regulations.

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### Superintendent Responsibilities:

- Assist in developing location specific emergency procedures and a response plan where required.
- Post or ensure Constructor or Owner has a site specific emergency procedures and a response plan in a high traffic area available for reference.
- Follow-up on the findings and implement recommendations for each unsafe condition.
- Ensure equipment, materials and protective devices are provided, maintained and used as required at site and office locations.
- Provide required protective devices, measures and procedures required by the Occupational Health and Safety Act and Regulations.

### Foreman Responsibilities:

- Post the site specific emergency procedures and a response plan in a high traffic area.
- Assist in conducting emergency drill where required.
- Ensure, where reasonably possible, that every Subcontractor, worker and visitor at the workplace complies with all Occupational Health and Safety Act and Regulations.
- Works in the manner and with the protective devices, measures and procedures required by the Occupational Health and Safety Act and Regulations.
- Advise a worker of the existence of any potential or actual danger to the health or safety of the worker of which they are aware of.
- Take every precaution reasonable in the circumstances for the protection of a worker.
- Where so prescribed, provide a worker with written instructions as to the measures and procedures to be taken for protection of the worker.

### Workers Responsibilities:

- Works in the manner and with the protective devices, measures and procedures required by the Occupational Health and Safety Act and Regulations.
- Report to his or her Foreman any contravention of the Occupational Health and Safety Act and Regulations, emergency situation or the absence/defect in any equipment or protective device.

### PROCEDURE

An Emergency Response plan will be developed for each company location or site by the **Health and Safety Coordinator** and/or **Project Manager** and the **Superintendent**, where a site specific plan has not already been provided by the Constructor or the Project Owner.

The **Health and Safety Coordinator** must do a walk through of the facility to ensure adequate plans are applicable and implemented. These plans must be available so that in the event of an undesired event, all workplace parties are able to respond in an effective manner.

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The **Project Manager** and **Foreman** must undertake a walk through or site review with all location workplace parties to ensure adequate plan implementation. These plans must be available so that in the event of an emergency, all workplace parties are able to respond in an effective manner.

The Facility Specific Emergency Plan will be posted on the bulletin board or a common high traffic area. Emergency Drills will be conducted annually to evaluate the plan and make any necessary changes.

All **Foreman, Workers** and **Subcontractors** will receive an explanation of the Emergency Plan during initial or site orientation meetings.

As a minimum, all emergency plans will include;

- Procedures for Emergencies
- Emergency Phone Numbers
- Maps and/or directions to the nearest medical facility

### **DISTRIBUTION**

The Emergency Plan distribution must be as follows;

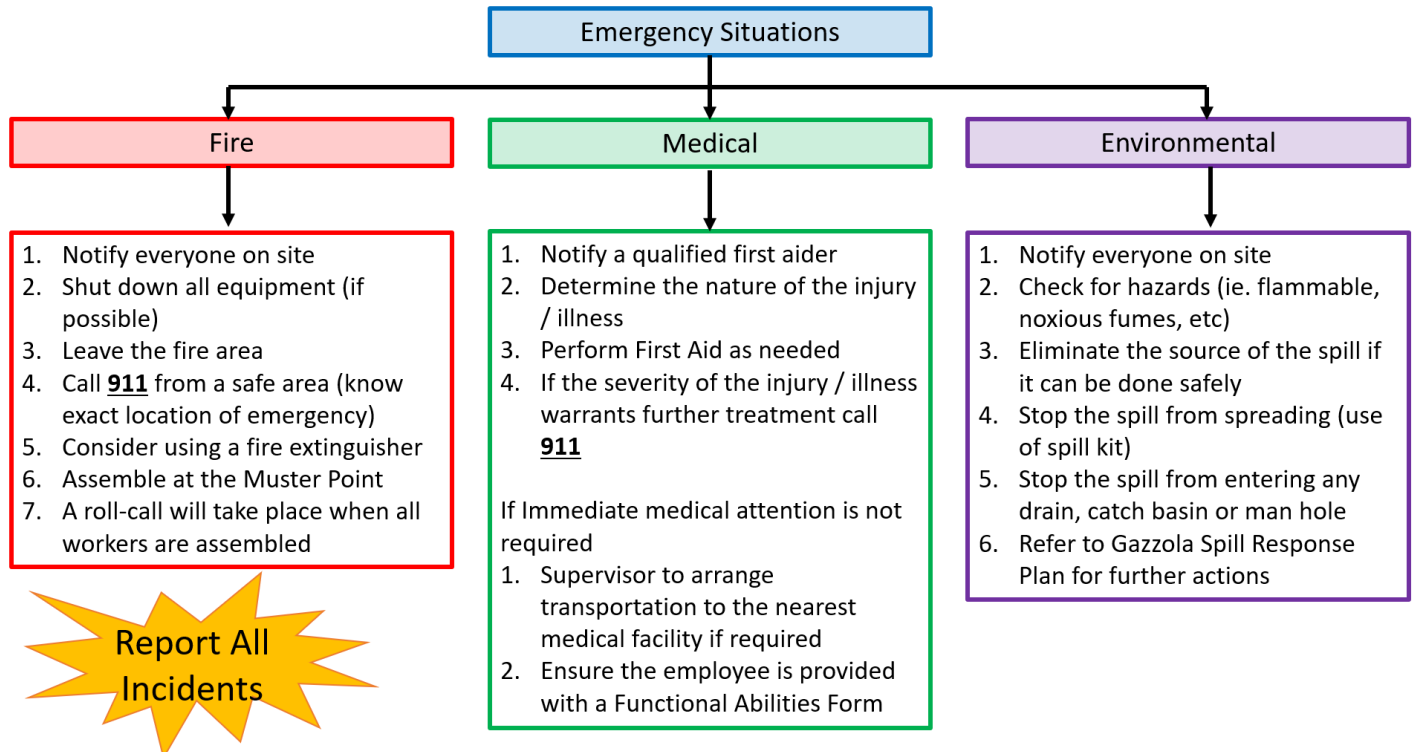
- reviewed with all of our workers and Subcontractors
- posted on Health and Safety board, in the Site Office, or in other strategic areas around site.

### **RECORDS**

All emergency drills will be documented with the results of the drills provided to the Project Manager and Health and Safety Coordinator for review.

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### Site Response

#1 on every list is to notify others. Gazzola Paving has the **3-LONG-HONKS** warning system in place.

- 3-LONG-HONKS means
  1. Press the horn for 5 seconds, wait for 3 seconds,
  2. press the horn for 5 seconds, wait for 3 seconds,
  3. press the horn for 5 seconds
- The 3-LONG-HONKS emergency warning system is not to be confused with the 2-SHORT-HONKS procedure to be done before reversing equipment
- Please do not use 3-LONG-HONKS for anything other than notifying others of an emergency

If you are not on a piece of equipment, you can notify others by using

- Your voice (ex. Yelling for help)
- Your actions (ex. Hand signals indicating for someone or a piece of equipment to stop)
- Your cell phone (ex. Calling 911, Superintendent, Foreman, co-workers, H&S Coordinator, etc.)

Emergencies are something that you need to be prepared for and know how to react to quickly, effectively and safely. Please ask any questions you may have to ensure you are well prepared if an emergency were to occur.

## GUIDE TO EMERGENCIES WITHIN FACILITIES

### Emergency Personnel

**Emergency Response Coordinator (ERC):** \_\_\_\_\_

**Alternate:** \_\_\_\_\_

**Emergency Response Team (ERT):**

Name	Cell #	Company Name

### Grouping Areas

**Area 1** \_\_\_\_\_

**Area 2** \_\_\_\_\_

### Types of Emergencies

- Emergency Evacuation
- Fire and Explosion
- Medical Emergency
- Chemical Spills
- Emergency Violence Response
- Inclement Weather
- Overhead Powerline Contact

## EMERGENCY CONTACT LIST

**In case of emergency: please contact the first person on the list below. If you are unable to reach that person, leave a message and contact the next person on the list below. Do so until you have spoken to someone and informed them of the emergency situation.**

<b>Employee Name</b>	<b>Position/Title</b>	<b>Phone Number</b>

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### **EVACUATION PLAN**

*In the event of an emergency situation, we require all employees to respond quickly and calmly and evacuate the building to prevent any injuries.*

#### **If You Hear the Emergency Alarm:**

- Remain calm.
- Turn off the power to your workspace or equipment if safe to do so.
- Leave the area/ building by the nearest, safe exit.
- Close all doors behind as you leave.
- Proceed directly to designated Muster Point
- Advise your Health and Safety Coordinator member at the meeting zone of any observations or status of other employees.
- Remain calm at the meeting zone and await further instructions from your supervisor or ERC/ERT member.

#### **Worker Responsibilities:**

- If for any reason the facility must be evacuated, the employees will be advised verbally by their supervisor to evacuate.
- All employees must promptly leave the facility by the nearest safe exit as soon as reasonably practicable.
- All employees will meet at the designated Muster Point for a head count
- Once at the designated Muster Point, all workers must remain there and not re-enter the building for any reason.
- Workers will only be allowed to re-enter the building when it has been deemed safe by the emergency responders.
- Follow directions of the ERC/ERT

#### **Supervisors Responsibilities:**

- Ensure all workers under your supervision are aware of the requirement to evacuate the building.
- Exit the building through the nearest safe exit point and proceed directly to the designated muster point.
- Assist in a head count and let the ERC/ERT members know that your workers are accounted for or advise of any missing personnel.
- *Under no circumstances should anyone go looking for missing workers in the building.*
- Provide first aid to injured workers, if trained.
- Follow the directions of the ERC/ERT members or emergency responders.

#### **Emergency Response Coordinator / Team Members (ERC / EMT)**

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- Call emergency responding personnel (911). The phone numbers are posted on Health and Safety Board or in your Emergency Evacuation Package.
- Exit the building through the nearest safe exit point and go directly to the designated muster point you are responsible for.
- Take a headcount and record all names under the Headcount recording form. Communicate with all ERT members and other employees to gather information and confirm head counts.
- ERC will greet the emergency responding personnel when they arrive.
- Provide the emergency responding personnel with specific event information including if any workers are missing or advise the emergency personnel that all are accounted for.
- Take direction from the emergency responding personnel.
- Allow employees to re-enter the building when given the all clear from emergency responding personnel.
- Communicate with other Management personnel to update the status of the Emergency situation.

### **HEADCOUNT RECORD**

*ERC/ERC will take a head count and record each workers name on the list below:*

<b>#</b>	<b>Employee Names</b>	<b>#</b>	<b>Employee Names</b>
<b>1</b>		<b>16</b>	
<b>2</b>		<b>17</b>	
<b>3</b>		<b>18</b>	
<b>4</b>		<b>19</b>	
<b>5</b>		<b>20</b>	
<b>6</b>		<b>21</b>	
<b>7</b>		<b>22</b>	
<b>8</b>		<b>23</b>	
<b>9</b>		<b>24</b>	
<b>10</b>		<b>25</b>	
<b>11</b>		<b>26</b>	
<b>12</b>		<b>27</b>	
<b>13</b>		<b>28</b>	
<b>14</b>		<b>29</b>	
<b>15</b>		<b>30</b>	



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### **FIRE AND EXPLOSIONS**

*When you hear the emergency alarm, proceed and follow below:*

#### **WORKERS**

- Initiate evacuation procedure.
- Exit your area through the nearest or alternate emergency exit.
- Close doors behind you.
- Notify the ERC/ERT when you have arrived at the designated muster point.

#### **SUPERVISORS**

- Initiate evacuation procedure.
- Notify ERC/ERT in the designated muster point.
- Assist ERC/ERT member in writing a list of evacuated workers at the designated muster point.
- Await further instruction from ERC or emergency responding personnel.

#### **ERC and ERT**

- Initiate evacuation procedure.
- Call 9-1-1 (or appropriate number for fire) and report fire.
- Give your name, the company name, address, major intersections, entrance to site, area of site and advise that persons will be available outside for direction. Remain on phone until 9-1-1 operator terminates the call, remain near phone.
- Communicate with ERT members to gather emergency information and determine who may have been in the building. Establish phone calls to those may be unaccounted for.
- Communicate with emergency responding personnel throughout the emergency situation.

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### **MEDICAL EMERGENCIES**

#### **WORKERS**

- Notify facility First Aid trained personnel and site management team.
- Initiate evacuation procedure if required.
- Assist if possible and safe to do so.

#### **FIRST AIDER**

- Assess the scene to determine personal risks or hazards.
- Assess the victim and wear any Personal Protective Equipment (PPE) for personal protection (gloves, mask).
- Take control of the situation and maintain a calm environment.
- Administer first aid if safe to do so.
- Do not move ill or injured person(s), unless it is essential for their safety. Try to make them comfortable.
- Send a worker to notify Facility Management and ERC.
- Direct a worker or the ERC to direct ambulance where the medical emergency is occurring.
- Have someone call 911 if the situation dictates.

#### **For Serious Injury/Illness:**

- Notify ERC or facility management as soon as possible.
- ERC or facility management to call 9-1-1 as soon as possible.
- Give your name, the company name, address, major intersections, entrance to site, area of site and advise that persons will be available outside for direction. Remain on phone until 9-1-1 operator terminates the call, remain near phone.
- ERC/ERT member to clear immediate area and direct coworkers to safe place and maintain a calm environment.
- ERC to direct ambulance and other emergency responding personnel to location of emergency situation.
- Secure scene for investigation.

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### **HAZARDOUS MATERIALS ACCIDENTS AND SPILLS**

*Any spill or leak of a chemical must be treated as being a potential hazardous material incident until the chemical can be identified. If the magnitude of the incident is determined to be of serious concern, initiate the evacuation procedures and call 911.*

#### **WORKERS AND SUPERVISORS**

- Initiate evacuation procedure if required.
- If evacuation procedure are not required, notify ERC or facility management as soon as possible.
- Determine the name of the spilled or leaking chemical or material from the label on the container or from the shipping manifest or invoice.
- Initiate cleanup of material if safe to do so.
- If during the cleanup of the hazardous material, any worker shows signs or symptoms of distress, immediately remove the individual to a safe location and call 911 for further assistance.

#### **ERC/ ERT Members**

- ERC/ERT to assess hazards at the scene and establish the magnitude of the incident.
- ERC/ERT to identify hazard (review MSDS, containers, etc.).
- ERC/ERT to initiate evacuation procedures and call Emergency Services (911)

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### **SPILL EMERGENCY PROCEDURE**

When projects are prepared for chemical spills, fewer errors are made and there is a reduced risk to persons, property and the environment. The essential elements of spill response preparation are; training, hazard information, PPE and written procedures as described below.

#### **Training**

Spill response training is provided by the Health and Safety Team to Supervisors and workers. All employees will complete WHMIS prior to commencing work and complete annual refresher training.

#### **Hazard Information**

Information on the chemical hazards present at the project shall be kept up-to-date and readily available. Sources of information include the SDS, signs, container labels, posters, and reference books. SDS's will be kept on adjacent to hazardous substances at all times, at an easily assessable location.

#### **Workers**

- Proceed with caution and advise others that are in the immediate area of the spill of the potential danger.
- If persons are injured, provide first-aid if the scene is secured and you are trained to do so.
- If the spilled chemical has contaminated persons, lead them to the nearest eyewash or emergency shower and assist in washing off the material. However, do not put yourself at risk and become a casualty.
- Notify Supervisor on the site.
- Minor spills or spills of chemicals of low toxicity and/or volatility can be handled by employees at the location.
- If the nature, quantity or location of the spill exceeds the capacity of departmental personnel to deal with it safely and effectively, then outside help shall be requested by contacting the Health and Safety Team.

#### **Spill Clean-up Response**

Project Managers are responsible for ensuring that an adequate supply of spill response equipment is maintained at each project location. The Spill Kits will be customized to account for specific hazards and conditions on each location.

The equipment required includes:

- first-aid equipment
- personal protective equipment
- spill cleanup supplies.

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### **Minor Spill**

A minor spill is one that usually presents little or no hazard to person or property and is small enough to be safely cleaned up using the emergency spill kit.

1. Notify all personnel and supervisor in the vicinity of spill or any flammable, toxic, volatile material, etc.
2. Evacuate and post warnings
3. Remove contaminated clothing and enter emergency shower, flush eyes for 15 minutes. Be sure chemical is unreactive with water.
4. Obtain information about name of chemical, approximate quantity, hazards of the chemical (review SDS if available)
5. If is safe to do perform clean up procedures. If clean up materials are not available call Emergency Services.
6. Wear PPE
7. Use a spill control material to contain the spill and move it into a container and removed to a temporary storage area off the site area until disposal has been arranged.
8. Wash the affected area and PPE with appropriate cleaning solution
9. Fill out Incident Report Form

### **Major Spill**

A major spill is one that cannot be contained safely with the materials on the site, threatens safety to life, and/or threatens to enter the sewer system or travel beyond the boundaries of building/property to endanger the environment. The Emergency Services shall be contact.

1. Notify all personnel and supervisor
2. Post warnings
3. Evacuate immediate area
4. Call Emergency Services
5. State your name, location, chemical(s) involved, and the amount spilled
6. Attend to any persons who may have been contaminated. Refer to SDS for first aid information
7. Wait in a safe area for the emergency service team
8. Do not allow unauthorized person to enter the contaminated area
9. Fill out the Incident Report Form

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### **EMERGENCY VIOLENCE RESPONSE**

*If you observe or are notified of a person(s) in possession of a weapon, forcing entry into the building, or appear to be acting in an extremely aggressive manner, the following steps should be followed:*

#### **WORKERS AND SUPERVISORS**

- Do not confront the individual.
- Initiate evacuation procedure immediately.
- Call 911 immediately.
- Contact the facility manager/ERC as soon as possible.

#### **ERC/ERT Members**

- Do not confront the individual.
- Initiate evacuation procedure immediately.
- Call 911 immediately.
- Inform arriving emergency responding personnel of details known to this point.

### **INCLEMENT WEATHER EMERGENCY RESPONSE PROCEDURE**

Inclement weather shall mean the existence of rain or abnormal climatic conditions (whether they be those of hail, snow, cold, high wind, severe dust storm, extreme high temperature or the like or any combination thereof) by virtue of which it is either not reasonable or not safe for employees exposed thereto to continue working whilst the same prevail. Inclement weather conditions include but are not limited to:

- Tornado
- Wind storm
- Thunder storm and/or lightning
- Snow/ice storm
- Flood

Response to a weather emergency may be based on:

- A warning from a local environmental authority
- Media forecast
- Signs of an upcoming weather emergency

A decision on activating the Inclement Weather Emergency Response Procedure shall be made by the Health and Safety Team and can be based upon the following factors:

- Type of forecast conditions (e.g. wind, snow, ice)
- Severity of forecast condition
- Reliability of the forecast
- Feasibility of continued operation
- Type of work which is taking place
- Traffic and roadway conditions in the surrounding vicinity.

Construction projects shall be secured in response to an inclement weather emergency. Precautionary measures include but are not limited to the following:

- Loose debris shall be tied down and secured
- Electrical equipment shall be covered from exposure to the weather
- Loose tools, material and equipment shall be properly stored and secured
- When material and equipment are covered with tarps; tarps are to be securely tied down
- Scaffolding shall be secured
- Crane operations shall be suspended, and crane equipment shall be secured
- Construction fences and barricades shall be braced and secured.

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### OVERHEAD POWERLINE CONTACT EMERGENCY RESPONSE PROCEDURE

*If your vehicle/machine or you observe that another vehicle/machine made contact with a powerline, the following steps should be followed:*

#### **WORKERS AND SUPERVISORS**

- Try not to panic, remain calm.
- An attempt should be made to break the contact by driving the vehicle/machine a minimum of 8 meters away from the powerline.

#### **If it is not possible to break the contact:**

1. Stay in the vehicle/machine until the power has been isolated and the powerlines removed. Don't risk being electrocuted by attempting to leave the vehicle before power is disconnected.
2. Advise anyone near the incident site to stay a minimum of 8 meters away from the vehicle and anything else in contact with the powerlines.
3. Contact local Electrical Utility immediately to switch off the power and call the emergency services reporting wires down and a life-threatening situation.
4. Treat all powerlines as if they are 'live'.

#### **If the person in the vehicle/machine needs to be evacuated:**

An emergency evacuation of a vehicle/machine is extremely dangerous and should only be attempted as a last resort, such as if the vehicle is on fire.

Remember never approach the vehicle/machine to assist in an evacuation and always treat all powerlines as if they are 'live'.

1. If escape from the vehicle/machine is absolutely necessary, it's critical that you jump clear ensuring that you don't have contact with the vehicle and ground at the same time.
2. When you jump, ensure that you land with your feet together and if required, take another one or two jumps with your feet still together, ensuring that you do not touch the vehicle/machine, fall forward or backwards or allow your feet to step apart.
3. You must jump/shuffle with your feet together until you are at least 8 meters clear of the vehicle/machine, power lines or anything else in contact with them. Avoid being in line with the side of the tires as they may explode.
4. Once clear, do not return to the vehicle for any reason.
5. Secure the area and do not let anyone except emergency rescue personnel go near the energized equipment.



# EMERGENCY

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## In case of Emergency call - 911

This Site Address is: \_\_\_\_\_  
\_\_\_\_\_

Project Name: \_\_\_\_\_ Site Phone: \_\_\_\_\_

### Local Non Emergency Numbers:

POLICE DEPARTMENT- \_\_\_\_\_  
FIRE DEPARTMENT- \_\_\_\_\_  
AMBULANCE - \_\_\_\_\_  
MINISTRY OF LABOUR - \_\_\_\_\_

### Other Emergency Contact Numbers:

GAZZOLA PAVING LIMITED ( ) \_\_\_\_\_  
\_\_\_\_\_ ( ) \_\_\_\_\_

### Utilities:

Hydro - \_\_\_\_\_  
Gas - \_\_\_\_\_

### Directions to the Nearest Hospital

Hospital Name: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

## **Site Map**