**Emergency Preparedness Policy**

Bristal Hauling Inc. believes that its employees must be prepared and trained to deal with emergency situations. Being prepared will improve the emergency response time and help in avoiding more serious injury or damage. The correct procedures for dealing with emergency situations will be part of the ongoing training program provided to our employees. The regular safety talks will include information on how to handle possible emergencies that may arise and reviews of any previous incidents that have happened.

Contact information for Emergency Medical Services, Police, Workplace Safety and Health, and Bristal Hauling Inc. Management and the worksite supervisor will be readily available at each job site. Should an emergency occur, ensure your personal safety and use the contact list for assistance immediately. A sample contact form is included at the back of this section.

First aid kits must be monitored to ensure that any used content is replenished and ready to be used in an emergency situation.

Employees are provided with an emergency kit that includes a personal first aid kit and fire extinguisher.

Bristal Hauling Inc. will conduct regular tests of the emergency response system and record the results of the tests to identify areas that are deficient. This test will be done at least annually.

**Emergency Procedures:**

1. **Preferred Means of Reporting Fire and Emergencies**

All fires and emergencies will be reported to your supervisor by one of the following means:

* 1. Verbally if present at the worksite;
  2. By telephone;
  3. Contact Management if you are unable to contact your supervisor.

1. **Evacuation Plans**

All employees should also be familiar with the evacuation plans for the buildings that they work in.

1. **Employee Accountability Procedures After Evacuation**

In the event of a fire emergency signaled by either the supervisor or the building alarm system, all occupants will promptly exit the building by the nearest exit. Once clear of the building, go to the designated point and immediately report to their supervisor. After evacuation, each supervisor (or designee) is responsible for accounting for each employee assigned to that supervisor by rallying at the designated point and by conducting a head count.

1. **Re-entry**

Once the building is evacuated, no one is to re-enter the building for any reason. Rescue personnel (if designated and properly trained) are excluded from this rule. When the Fire Department or other responsible agency has notified us the building is safe for re-entry, then, and only then, will personnel return to their workstations.

1. **Training for Employees**

Employee training is provided when:

1. the plan is initiated;
2. when employee's required actions and responsibilities change;
3. there are any changes to the plan;
4. initially for new employees;
5. refresher training.

Items Reviewed:

* 1. Emergency Escape Procedures
  2. Escape Route Assignments
  3. Fire Extinguisher Locations and Training
  4. Procedures to Account for Employees
  5. Major Workplace Fire Hazards
  6. Employee Training Programs
  7. Fire Prevention Practices
  8. Closing doors behind you
  9. Means of Reporting Fire and Other Emergencies
  10. Names and Titles of Emergency Plan and Fire Protection Coordinators
  11. Alarm Systems
  12. Proper Housekeeping
  13. Emergency and Fire Prevention Plan Availability

**Initial Fire Fighting:**

A quick initial response to a fire can be critical in preventing damage and injuries. Most fires start small and end up escalating often due to a lack of basic firefighting equipment or people not knowing how to operate it. Often a great deal of damage can be prevented if basic firefighting equipment and people trained in its use are available. Employees are required to know where the closest fire extinguisher is located at all work sites.

In the event of a fire take the following steps:

1. Attempt to extinguish the fire in the first thirty seconds of its detection provided it is safe to do so;
2. Immediately contact the supervisor or if the fire is not contained contact the fire department provided it is safe to do so;
3. Help secure the area to avoid further injuries;
4. Assist in the investigation.

**Policy Implemented: June 1, 2016**



**Signed: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Review Date: June 1, 2016**

**Willy Toews – Company Owner**

**Bristal Hauling Inc.**

**Emergency Contact List**

E.M.S. – Emergency Medical Services **911**

Ambulance, Fire Department, Police

Poison Control Centre **(204) 787-2591**

Workplace Safety and Health **(204) 945-3446**

After hours call **(204) 945-0581**

Concordia Hospital (nearest shop) **(204) 661-7194**

* 1095 Concordia

MB Hydro/Gas **(204) 480-5900**

**Bristal Hauling Inc. Contact Numbers:**

Office **(204) 388-4550**

**Emanuel Toews (204) 371-9444**

Kent McNeill – Serenity Safety Consulting **(204) 330-8323**

**Bristal Hauling Inc.**

**Emergency Evacuation Procedures**

1. **Evacuation procedures shall be initiated by whomever is first to detect or discover an emergency situation or uncontrolled fire;**
2. **Activate the evacuation alarm by pressing and holding the FIRE button on the closest keypad, located either in the main office or the parts room. Bring the emergency contact list located on the wall with you to the muster point.**
3. **Upon hearing the main alarm system sounding, all employees are to exit the building via the closest exit and meet at the muster point.**
4. **Management and/or supervisors are responsible to ensure all employees and visitors are accounted for at the muster point.**
5. **Call 9-1-1 or other appropriate numbers as required.**
6. **Contact management to ensure they are aware of the situation.**
7. **Do not return to the building until the “All Clear” signal is given by management, a supervisor, or an emergency official.**

**Emergency Response Test**

**Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Conducted by: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Location:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Assisted by: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Site Description:**

**Items to watch for:**

|  |  |  |
| --- | --- | --- |
| * Contact Numbers | * First Aid Kits | * Fire Extinguishers |
| * Control of area | * Provision of care to injured | * Security of incident scene |
| * Hazards associate with emergency | * Transportation of injured to medical facility | * Protection of bystanders |
| * Notification of Authorities | * Notification of Management | * Lock out/Tag out Procedures |

|  |  |  |
| --- | --- | --- |
| **Number** | Description | **Corrective Action**  **Required** |
| **1** |  |  |
| **2** |  |  |
| **3** |  |  |
| **4** |  |  |
| **5** |  |  |
| **6** |  |  |
| **7** |  |  |
| **8** |  |  |
| **9** |  |  |
| **10** |  |  |

**Comments/Recommendations:**

**Signed: Date:**

**Test Supervisor**

**Signed: Date:**

**Test Assistant**

**First Aid Form**

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| Date/Time of Accident | Date/Time Reported | Name | **Description of Accident**  **Nature of Injury**  **Treatment(s)** | **F.A.A**  **Initials** | **Deposition of Case And Remarks** |
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