

11.0 EMERGENCY PREPAREDNESS

The purpose of Emergency Preparedness is to promote periodic confirmation that each location is ready to handle any possible emergency situation that could arise.

All company locations must develop and maintain site-specific plans. These plans must then be tested regularly in realistic simulations to assess how well they work, train employees in their use, and identify areas for improvement. Any identified deficiencies will be rectified and re-tested, to ensure their reliability prior to any actual emergency ever arising. Neighboring businesses, government agencies (fire, police, etc.) should be notified prior to testing an emergency plan.

All projects being carried out on a client site must include Emergency Preparedness planning. It is the responsibility of the client to ensure proper training of CDN. Power Pac Employees in Emergency Plan; further, it is the responsibility of the supervisor to ensure that all employees are familiar with the client emergency plan and that all crew participate in emergency plan testing.

This section describes Emergency Preparedness and Workers Training.

11.1 DEVELOPMENT / REVIEW OF EMERGENCY PROCEDURES

On a client's site, emergency Procedures may be reviewed during the client orientation and will be reviewed during Pre-Job Meetings and Tool Box prior to work commencing at a specific work site.

On CDN. Power Pac locations, the Emergency Preparedness Plan will be developed and reviewed with all employees. This review must be documented and available for examination during audits, etc.

11.2 EMPLOYEE AWARENESS REVIEW

On both a client's site and a CDN. Power Pac Location, employee's awareness is to include as a minimum the following:

- The Location Of
 - First Aid Stations,
 - Medical Centers,
 - Emergency Meeting Points
- The phone number (or alternate method) to call in an emergency
- The procedure to evacuate including but not limited to:
 - All Clear
 - Receiving instruction

Managers and Supervisors are responsible for communication of the information and periodically checking employees for knowledge of procedure.

Alberta Regulation 299/81

Occupational Health and Safety Act First Aid Regulation, 1981

in this regulation

- (a) "Act" means *The Occupational Health and Safety Act*;
- (b) "administrative site" means a work site where the work performed is clerical or administrative in nature;
- (c) "dispersal site" means a work site where a worker is required to report for instruction or an office at which the worker is based and from which the worker is transported to the work site where the worker carries out his occupation;
- (d) "emergency conveyance" means any mode of transportation that meets the requirement of this regulation;
- (e) "first aid attendant" means a person who is a graduate of an approved training course at the Emergency Medical Technician-Ambulance (EMT-A) level or who has received training under and has proof of current qualifications in Advanced First Aid as certified by the Alberta Council of the St. John Ambulance Association or other equivalent qualifications acceptable to the Director of Medical Services;
- (f) "first aider I" means a person who has received training under and has proof of current qualifications in Safety Oriented First Aid (standard level) as required by the St. John Ambulance Association or other equivalent qualification acceptable to the Director of Medical Services;
- (g) "first aider II" means a person who has received training under and has proof of current qualification in Safety Oriented First Aid (emergency level) as required by the St. John Ambulance Association or other equivalent qualification acceptable to the Director of Medical Services;
- (h) "nurse" means a graduate of an approved school of nursing who maintains a good standing with the Alberta Association of Registered Nurses and, in addition, is a graduate of an approved training course at the Emergency Medical Technician-Ambulance (EMT-A) level, or who has received training under and has proof of current qualification in Advanced First Aid as certified by the Alberta Council of the St. John Ambulance Association or other equivalent qualification acceptable to the Director of Medical Services;

Alberta Regulation 299/81 (Cont.)

SCHEDULE A

- 1 Construction or demolition, including
 - (a) industrial and commercial process facilities;
 - (b) pipelines and related gas or oil transmission facilities;
 - (c) commercial and industrial buildings;
 - (d) roads, highways, bridges and related installations;
 - (e) sewage gathering systems;
 - (f) utility installations;
 - (g) water distribution systems

TABLE 1

NUMBER OF WORKERS PER SHIFT	SCHEDULE OF SUPPLIES REQUIRED	ADDITIONAL EQUIPMENT REQUIRED	SERVICE REQUIRED
1	Schedule B No. 1 OHS Kit	None	
2 - 9	Schedule C No. 2 OHS Kit	None	1 - First Aider I or 2 - First Aider II
10 - 19	Schedule D No. 3 OHS Kit	Stretcher 3 blankets set of splints	1 - First Aider I and 1 - First Aider II
20 - 49	Schedule D No. 3 OHS Kit	Stretcher 3 blankets set of splints	1 - First Aider I and 3 - First Aider II
50 - 99	Schedule D 2 - No. 3 OHS Kits	Stretcher 3 blankets set of splints	2 - First Aider I and 4 - First Aider II
100 - 199	Schedule F		First Aid Attendant or Paramedic and 2 - First Aider I and 4 - First Aider II
200 or more	Schedule F		Nurse and 2 - First Aider I and 4 - First Aider II

CDN. Power Pac Emergency Phone List

Emergency: 911

Fire: 496-3900

Police: 423-4567

Ambulance: 426-3232

Poison Centre: 1-800-332-1414

Alberta One Call: 1-800-242-3447

Power: 412-4500

Gas: 420-5585

Water: 412-6800

Crime Stoppers: 422-TIPS

WCB: 427-1131

Edmonton Hospitals

Royal Alexandra Hospital

10240 Kingsway Ave.

477-4111 (Information - All Departments)

477-4444 (Emergency)

University of Alberta Hospital Site/Walter Mackenzie Health Sciences Centre

8440 - 112 St.

492-8822 (Information - all Departments)

492-8432 (Emergency)

Misericordia Community Hospital & Health Centre (Caritas Health Group)

16940 - 87 Ave.

930-5611 (Information - All Departments)

930-5717 (Emergency)

Grey Nuns Community Hospital & Health Centre (Caritas Health Group)

34 Ave. & 66 St.

450-7000 (Information - All Departments)

450-7181 (Emergency)

Company Name

Emergency Phone Numbers

Date: _____

Ambulance: _____

Police: _____

Fire Department: _____

Municipal Water Department: _____

Municipal Electrical Department: _____

Occupational Health and Safety Inspector: _____

Emergency Response Team

Co-ordinator: _____

Communication: _____

Gate: _____

First Aiders: _____

Other

Principal Contractor: _____

Office Phone Number: _____ Home Phone Number: _____

Mechanical Contractor: _____

Office Phone Number: _____ Home Phone Number: _____

Electrical Contractor: _____

Office Phone Number: _____ Home Phone Number: _____



Company Name _____

Monthly Safety Summary

Date: _____

1. Number Workers Hired: _____
Number Completed Orientation: _____

2. Number Tool Box Meetings Scheduled: _____
Number Conducted: _____
Percentage Attendance: _____

3. Number Formal Inspections Scheduled: _____
Number Completed: _____
Total Unsafe Acts/Conditions Identified: _____
Number Corrected: _____
Number Outstanding: _____

4. Number of Incidents
 Damage Only: _____
 Injury Only: _____
 Injury and Damage: _____
 Near Miss: _____
Number of Investigations Completed: _____
 Outstanding: _____
Number of Recommendations Made: _____
 Complete: _____
 Outstanding: _____

Manager's Signature: _____



Year End Injury Summary

Company Name _____

Year Dated: _____

Month	Personal Injury Cases			Days Lost	Frequency	Severity
	Lost Time Cases	Medical Referrals				
1.						
2.						
3.						
4.						
5.						
6.						
7.						
8.						
9.						
10.						
11.						
12.						
Total						
				Average		

