

	<b>WESTERN MILLCRAFT INC.</b> 12506 – 128 STREET EDMONTON, AB, T5L 1C8	Effective Date: 1 OCTOBER, 2011	Revised by: JFK
	<b>OCCUPATIONAL HEALTH &amp; SAFETY MANUAL</b> <b>COMPANY RULES AND REGULATIONS</b> <b>EMERGENCY PREPAREDNESS POLICY</b>	Page 1 of 2	HSE: 5.32: 8.28: 11.0 Revision: 00

**EMERGENCY PREPAREDNESS POLICY:**

Western Millcraft Inc. is responsible for establishing an Emergency Preparedness Response Plan for responding to an emergency that may require rescue or evacuation. Western Millcraft Inc. will ensure a proper response to all emergencies involving operations and worksites, with first consideration being given to the public, personnel, contractors, and sub-contractors. Western Millcraft Inc. will provide the necessary training to ensure all personnel, contractors, and sub-contractors are fully aware of their responsibilities before an incident occurs. Western Millcraft Inc. will involve all affected workers in establishing the Emergency Preparedness Response Plan, and will ensure that it is maintained and kept current.

Western Millcraft Inc. has designed, implemented, and conducted an Emergency Preparedness Response Plan based on the following:

- The Emergency Preparedness Response Plan is established with a drawing that identifies routes of exit and assembly point
- The Emergency phone numbers and First Aider Names and numbers are posted in all shops and office
- The Emergency Preparedness Response Plan has written plans and procedures, which are implemented to deal with emergency situations
- The Emergency Preparedness Response Plan will ensure the health and safety of all employees, contractors, sub-contractors, the public and the environment
- The Emergency Preparedness Response Plan will help to reduce economic and personnel losses

**NOTE:**

Under Part 10, Section 166(3), we do not operate anything with internal combustion engines in hazardous locations

Western Millcraft Inc. has designed, implemented, worksite Specific Emergency Preparedness Response Plans based on the following:

- Designate an onsite Response Supervisor who is responsible for coordinating the Emergency Preparedness Response Plan and contacting local emergency services - 911.
- Designate First Aid Responders (employees) who will provide Rescue, First Aid and supervise evacuation procedures in an emergency situation
- Post a list all First Aid Supply locations and procedures
- Post a list of the Emergency telephone numbers of agencies or organizations likely to be involved in an Emergency Response
- Once local Emergency Response Service arrives on site they will establish a command post and take control of the emergency situation
- Management is responsible for ensuring basic Emergency Preparedness Response Plans are designed and implemented
- Designate a Company spokesperson to liaise with the media, government and relatives of the injured

Western Millcraft Inc. must ensure:

- Supervisors fully understand their specific roles in emergency situations, as well as the role of workers, contractors, and sub-contractors
- Contractors or sub-contractors understand and know what their responsibilities are in the event of an Emergency
- All employees know the location of Emergency Supplies, who First Aiders are and muster point location
- There is a periodic update of the Emergency Preparedness Response Plans to meet changing conditions, operations or other relevant circumstances

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Employees must:

- Familiarize themselves with the Emergency Preparedness Response Plans relevant to their particular work location
- Fully understand their individual roles in the event of an emergency
- In the event of an emergency, do what they can to protect themselves, others and the facility in a manner consistent with the Emergency Preparedness Response Plans, procedures, safe work practices and their specific expertise

Contractors and Sub-contractors must:

- In the event of an emergency immediately report to their Western Millcraft Inc. contact person for further instruction at the muster point
- Follow directions as outlined in written documentation provided by Western Millcraft Inc. to the extent possible, without endangering themselves and/or their employees whilst on the worksite

Western Millcraft Inc. will ensure that all designated First Aiders, Rescue and Emergency workers are trained for the appropriate worksite and potential emergencies identified in the Emergency Preparedness Response Plan. Western Millcraft Inc. will provide emergency response workers with the necessary Personnel Protective Equipment (PPE) that is appropriate for the worksite and potential emergencies. Western Millcraft Inc. will hold Emergency Preparedness Response Plan exercises appropriate to the worksite at least every 6 months, to ensure that emergency response workers are competent to carry out their duties.

Any shortcomings, identified during Emergency Preparedness Responses, will be analyzed and Corrective Action (where necessary) will be developed and implemented. Documentation that shows all Emergency Preparedness Responses (real or planned) will be maintained and kept for no less than 7 years in the Health, Safety, and Environment Office.

Anyone who violates Health, Safety, and Environmental rules will face disciplinary action. Any individuals who do not fulfill their safety responsibilities will become accountable for any problems their negligence creates and may be liable under the law.

Signed: \_\_\_\_\_ Date: 1 OCTOBER, 2011

GREG CLARK  
WESTERN MILLCRAFT INC.

The Information in this policy does not take precedence over the OH&S Act, Regulation, Codes, or applicable Government Legislation

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