

	WESTERN MILLCRAFT INC. 12506 – 128 STREET EDMONTON, AB, T5L 1C8	Effective Date: 1 OCTOBER, 2011	Revised by: JFK
	OCCUPATIONAL HEALTH & SAFETY MANUAL COMPANY RULES AND REGULATIONS EMERGENCY RESPONSE PLAN	Page 1 of 2	HSE: 5.33: 8.29: 11.1 Revision: 00

EMERGENCY RESPONSE PLAN:

EMERGENCY RESPONSE PLAN:

SITE EVACUATION SIGNAL: AIR HORN 3 SHARP BLASTS

EQUIPMENT REQUIRED: CELL PHONES

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. 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.

The overall emergency response plan shall be in effect during working hours at Western Millcraft Inc. All new employees, sub-contractors, and contractors will receive Emergency Response directives during orientation. Mock Emergency Response drills will be held on a yearly basis, the results documented and presented to employees at the following monthly safety meeting. An action plan will address deficiencies found in the Emergency Response Plan, will be completed and presented to all affected workers in order to obtain further input.

In the event of a serious incident that may require rescue and or evacuation, follow these steps:

1. The person initiating the site evacuation shall sound the air horn with three (3) sharp blasts. This shall be repeated several times to ensure that all workers on site have heard this signal. This person, having the site evacuated, shall ensure that the emergency response procedure is activated. (The air horns located in the following areas; Fabrication Shop mounted by exit door, Paint shop mounted by exit door, to get someone's attention)
2. Remain calm, shut down any operating equipment or machinery, and close off all sources of ignition
3. ALL workers (sub-contractors, contractors) are to leave the site upon hearing the evacuation signal and assemble at the designated muster point (walk do not drive). Wait at the Muster Point for further instructions; do not leave under any circumstance until the all clear has been given by the Health, Safety, and Environment Manager.
4. If it is necessary, evacuate the area via the nearest exit according to the Evacuation Map and proceed to the muster point
5. Call or send someone to call Emergency Services – 911. Provide them with information on the emergency, any injuries, location, and an Emergency First Aid Responders Name. Wait for the First Aid Responders to arrive and take over the emergency situation
6. The Health, Safety, and Environment Manager or receptionist will be responsible for taking a roll call following the evacuation to ensure all persons are accounted for at the muster point
7. Any missing persons will be reported to Management and rescue personnel on site
8. The Health, Safety, and Environment Manager and the President of the company will ensure that the appropriate Emergency Responders are contacted for the emergency situation

	WESTERN MILLCRAFT INC. 12506 – 128 STREET EDMONTON, AB, T5L 1C8	Effective Date: 1 OCTOBER, 2011	Revised by: JFK
	OCCUPATIONAL HEALTH & SAFETY MANUAL COMPANY RULES AND REGULATIONS EMERGENCY RESPONSE PLAN	Page 2 of 2	HSE: 5.33: 8.29: 11.1 Revision: 00

9. The Health, Safety, and Environment Manager and all certified First Aiders will tend to all injured workers until paramedics or fire fighters arrive on site. If the injury to the worker is not severe, transport the injured worker to the nearest medical facility, or if the injury to the worker is severe, wait for Emergency Services –911 to arrive
10. The Health, Safety, and Environment Manager will ensure no further damage or injuries can occur, and will secure the scene when appropriate to do so
11. First Aid Responders, If the injured worker is in the vicinity of significant contamination or other hazard, request help in containing the Hazardous Material, or moving some of the hazards so as to ensure no further damage or injury can occur
12. First Aid Responders, do not move an injured worker, except to maintain the worker's airway
13. First Aid Responders, tend to the workers injuries, whether it is applying pressure for cuts, dressing for burns, etc
14. When Emergency Services – 911 arrives, First Aid Responders will defer all authority to the appropriate personnel and ensure everyone else is out of the incident area
15. The President of the company along with the Health, Safety and Environment Manager and Emergency Personnel on site will determine when the site is safe to re-occupy following the evacuation. No one is allowed to re-enter the site without this authorization
16. The President of the company will deal with all appropriate authorities and will speak with the media if required
17. The President of the company along with the Health, Safety and Environment Manager will contact all family members if required
18. Any statements asked for and given will require a copy to be retained by the Health, Safety and Environment Manager
19. All workers (sub-contractors, contractors) can talk to their immediate supervisor or the Health, Safety and Environment Manager if experiencing any negative effects from the emergency incident
20. Once the emergency has been dealt with, the Health, Safety and Environment Manager will start the Investigation Report
21. All Governmental Authorities that require to be contacted will be done by the Health, Safety and Environment Manager
22. Once the Incident Investigation is complete, the Health, Safety and Environment Manager and President will follow up with all employees, contractors, and sub-contractors and inform them of the results

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.

EVACUATION FLOOR PLANS POSTED IN THE FRONT OFFICE AND ALL SHOPS

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

CONTROLLED COPY