

Emergency Response Policy

Purpose:

The purpose of this standard is to establish the guideline for best practices for each and every employee regarding the procedure for responding to an emergency.

Scope:

This standard applies to all team members and sub trades employed by BPC.

Roles and Responsibilities:

Senior Management: will ensure that supervisors are trained and provided the materials and time required to develop their emergency response plans.

Supervisors: Are responsible prior to the commencement of a project to establish and communicate an emergency and evacuation plan. The plan must be communicated to all team members present on site. They are expected, encase of an emergency to:

- Take Command, oversee and delegate, if necessary the following:
 - Provide Protection
 - Give First Aid
 - Call for an Ambulance if required
 - Guide the Ambulance
 - Get the name of the Hospital
 - Isolate the scene
 - Advise Management, and or Ministry of Labour and other agencies if required

Team Members: must abide by the emergency and evacuation plan established by their Supervisor. Assist where required in an emergency situation.

Procedures:

- Signal to evacuate a site: 4 horn blasts, pause, repeat
- Check the wind direction, ensure you move up wind and away from the hazard causing the evacuation.
- All BPC staff shall congregate at a mutual location; the supervisor shall conduct a headcount.
- All team members communicate as a group to ensure everyone is accounted for and have knowledge of next steps.
- When the emergency event is under control, each team member will provide a record of events to the office.

Communications: At the spring start-up meeting, safety toolbox talks, monthly meetings.

Training/Implementation and Evaluation: Annual spring safety meeting. Evaluate near miss submissions

Emergency Phone Numbers:

911 Fire, Police, Ambulance

Burlington Hydro:	1-877-310-4937	Hamilton Hydro:	905-522-6611
Gas:	1-877-969-0999		
Min of Labour:	1-800-531-5551	Poison Information Centre:	1-800-268-9017