



1.0 Policy Statement

Emergency preparedness is critical in injury prevention. Carriage is committed to preparing for all types of potential workplace emergencies and ensuring that adequately trained workers and supplies are available in the workplace.

Construction workplaces expose workers to a variety of potentially unplanned dangerous situations that could result in an emergency event. The following potential emergencies have been identified:

- Medical
- Fire or explosion
- Fall from heights
- Exposure to hazardous materials
- Pandemic
- Contact with underground/overhead utilities

In preparing for any of these emergencies, Carriage will ensure that all workplaces are equipped with adequately trained first aid attendants, fire, and spill responders.

All workplaces where hazardous materials are being stored and/or handled will have the respective material safety data sheets available.

Superintendents will have cell phones for emergency communications purposes. Air horns will be available to alarm workers and subcontractors of potential emergencies.

First aid kits and fire extinguishers are located in all fleet trucks. First aid kits for all offices shall be located in the first aiders offices. Fire extinguishers are mounted throughout the offices. Adequate personal protective equipment will be available for workers at each workplace based on the project risk assessment.

Emergency response plans and procedures (ERPs), including the first aid assessment and directions to the nearest hospital will be prepared and available at each workplace prior to starting work. Emergency contact lists will be developed for the jobsite, including a list of phone numbers and contact names for personnel that will assist in an emergency.

Emergency mock drills will occur annually to ensure workers can practice their response training and ensure the company ERPs are effective.

2.0 First Aid Assessment & Written Procedures

A first aid assessment will be conducted for the main office, and all workplaces outside of the local city center (outside 20 minutes from nearest hospital).

2.1 *Summoning a First Aid Attendant*

Each workplace, superintendents will be equipped with cell phones and workers may also use personal cell phones or shout to call for first aid. Air horns are made available in strategic places and can be used to alert workers and subcontractors in case of emergency.

Once a first aid attendant has been summoned, the attendant will need to know:

- Location of casualty/accident
- Type of accident/ injury
- Number of casualties
- If there is a need for special equipment (e.g, spine board)
- If an ambulance is required

Once the first aid attendant is on scene, the following procedure is to be followed:

1. Ensure you advise the injured worker that you are a first aid attendant and ask if they are willing to have you assist them.
2. If the nature of the injury is serious (i.e., fracture, spinal, head, laceration of any artery, etc.) call 911 immediately.
3. Do not move the injured worker unless there is a possibility of further injury or loss of life at their present location.
4. If the injury is minor in nature, then provide on-site first aid and transport the individual to the nearest hospital for treatment.

2.2 *Summoning an Ambulance*

The injured worker's superintendents or first aid attendant will be designated to summon the ambulance. The ambulance dispatcher will require the following information:

- Is it a workplace accident?
- The address or location of the incident
- Site telephone number or phone number of first aid attendant
- If the first aid attendant is treating the injured worker, and what treatment have they administered
- Description of the accident
- Number of casualties
- Conscious/unconscious
- Provide a brief description of the injuries

Ensure a designated individual is sent to meet the ambulance at the main entrance to the work site to escort them to the injured worker by the most direct route.



Office Evacuation

If a fire or other emergency occurs in the office, the evacuation procedure is as follows:

1. Do not panic, remain calm.
2. Move to the nearest fire alarm pull station and activate the system by pulling the center of the alarm station. This will activate the fire alarm throughout the building and notify the fire department.
3. Advise all officer personnel to evacuate the office.
4. Report the nature of the emergency to the fire department.
5. Leave the office by the nearest safe exit.
6. Dial 911 and provide the address and emergency for the office.
7. Meet at the muster point that is noted on the office evacuation plans.
8. Report to the fire department that all employees are accounted for.
9. If there is someone missing, do not attempt to go into the building. The fire department will report the information to emergency services when they arrive.

Site Evacuation

If a fire or other emergency occurs in the office, the evacuation procedure is as follows:

1. Advise all office personnel to evacuate the show home or worksite.
2. Leave the office by the nearest safe exit.
3. Dial 911 and provide the address and emergency information to the dispatcher.
4. Meet at the designated muster point.
5. Check to see if anyone is missing. If there is someone missing, do not attempt to go into the building. Remain outside until the emergency services personnel arrive and provide them with the information.
6. Remain at the show home until the superintendent or other representative advise you that the emergency has been resolved.

Medical Emergency

1. Ensure all hazardous energy is controlled before entering the area that the injured worker is located.
2. Attend to the injured worker, and wait for first aid to arrive
 - Ask the worker their name, and keep them talking and focused on you
 - Support the workers head if they are on the ground
 - Keep the worker focused on you as much as possible to distract them from any trauma
 - Keep the worker still
 - Do not touch any blood or bodily fluids without gloves
 - If possible, delegate someone else to call 9-1-1 if needed and activate the emergency response plan

3. Once first aid has taken care of the injured worker, ensure the superintendent of the workers has been notified of the incident and be prepared to meet the ambulance or travel vehicle to escort them to the injured worker.
4. Wait for the superintendent to arrive on scene and give statements regarding the incident.

Fire

Minor fires are those which can be safely controlled using a fire extinguisher.

1. Upon discovery, raise the alarm by shouting "FIRE!" to alert anyone in the immediate vicinity.
2. If the fire is manageable, locate the nearest fire extinguisher
3. Hit the fire with the fire suppressant by:
 - Remove the pin of the extinguishers
 - Direct the nozzle of the extinguisher at the base of the flame
 - Press the lever of the extinguisher to release the suppressant
 - Sweep the nozzle from left to right in a gentle motion
 - Keep P.A.S.S. in mind (Pull, Aim, Squeeze, Sweep)
4. Once the fire is controlled or if it is not able to be controlled, call the local fire department.
5. Evacuate the area and head to the muster station.
6. The superintendent will conduct a roll call.
7. Report the incident to your superintendent.

Serious fires are those which are too large to be safely controlled with a fire extinguisher.

1. Upon discovery, raise the alarm by shouting "FIRE!" to alert anyone in the immediate vicinity.
2. Do not attempt to tackle the fire with a fire extinguisher
3. Evacuate the building immediately and calmly make your way to the designated muster point.
4. Conduct roll call and wait for emergency services.

Explosion or Release of Pressurized Gasses

1. Evacuate the area if possible and go to the muster station.
2. Call 9-1-1 immediately.
3. Do not enter the area of explosion unless there is absolutely no chance for another explosion.
4. Evacuate the area, and head to the muster station.
5. The site safety or superintendent will conduct a roll call.

Exposure to Hazardous Materials

1. Locate the SDS for the hazardous material.
2. Follow the instructions in the SDS on how to handle the hazardous material and any first aid measures required.
3. Seek first aid treatment if required.
4. Report the incident to your superintendent.

Spill

1. If safe to do so – attempt to isolate/control the source of the spill.
2. Notify superintendent immediately.
3. Remove all potential hazards including an ignition source.
4. Refer to the SDS for spill clean-up instructions.
5. Barricade the area and utilize spill kit to contain spilled contents.
6. If unsafe to contain and clean up materials, specialized hazmat personnel will be required – Call 9-1-1 for fire department assistance and evacuate area.
7. Give statement of incident to your superintendent to initiate the investigation process.
8. Report to the property owner/prime contractor immediately in case it must be reported to the provincial government.

Strike to Underground Utilities

1. Immediately notify the utility company of the strike.
2. If a gas line is struck:
 - Immediately evacuate the area
 - Call 9-1-1 immediately
 - Do not enter the area of explosion unless there is absolutely no chance for another explosion
 - Evacuate the area, and head to the muster station
 - The first aid attendant or superintendent will conduct a roll call
 - Ensure the incident is reported once it is safe to do so

If a water line is struck:

- Have the line shut off or if save to do so, shut the valve on the line
 - Remove all equipment from nearby to prevent cave in's and collapse of excavation
 - Stop work until the line can be shut off
 - Pump all water out of the excavation before entering
3. Notify the owner of the property and/or the prime contractor.

4. Ensure all workers evacuate the area and there is no equipment in danger of damage.

Electrical Incident or Injury

If your equipment, machinery, or vehicle ever knocks down an energized power line or is struck by an energized power line – **do not get out of the vehicle** – until you have followed this procedure.

If you are inside the vehicle:

1. If you can drive away safely – do so. Drive the vehicle or mobile equipment at least 10 metres away before stopping.
2. If you cannot drive the vehicle or you are injured – stay where you are until help arrives. Unless there is a secondary emergency (i.e., vehicle on fire) you are safer where you are.
3. If you have to exit the vehicle because of a secondary emergency – **Do not touch the vehicle and the ground at the same time**. Carefully follow the next steps to exit the car to a safe distance (min. 10 metres).
 - Open the door and prepare to jump. Stand up with your elbows tucked into your chest and your hands held close to your chest.
 - Jump out and away from the vehicle, landing with your feet touching together. Do not stumble.
 - Calmly shuffle your feet together. Your feet must always be touching (heel of one foot should be touching the side of the toe).
 - Keep shuffling until you are at least 10 metres away from the vehicle.
 - Call 9-1-1 and ensure that no bystanders move within 10 metres of the vehicle.

If you are outside the vehicle:

1. Stay at least 10 metres away – which is a bus-length away.
2. Tell anyone in the vehicle to stay where they are if there is no secondary emergency.
3. Call 9-1-1 and ensure no bystanders move within 10 metres of the vehicle. Wait until the powerline is isolated and the electrical energy is turned off by the power provider.

Electrical shocks always require medical attention, even if the person seems to be fine afterward. If a worker encounters an energized electrical conductor:

1. Call 9-1-1.
2. Do not touch a person or electrical apparatus in the event of an electrical accident. Always disconnect the current first.
3. Separate the victim from the current's source by turning the power off. If the power disconnect switch cannot be located quickly enough, it may be possible to dislodge

the victim from the circuit they are frozen on to, by prying them or hitting them away with a dry wooden board or piece of non-metallic conduit.

4. Once the victim has been safely disconnected from the source of electric power, the immediate medical concerns for the victim should be respiration and circulation (breathing and pulse); you may touch the victim at this point.
5. If the victim is conscious, it is best to have them lie still until qualified emergency response personnel arrive on the scene. Keep the victim warm and comfortable to reduce the danger of physiological shock.
6. If the victim is unconscious and the rescuer is trained in CPR, they should follow the appropriate steps of checking for breathing and pulse, then applying CPR as necessary.
7. Check for other injuries.
8. Wait with the victim for emergency services to arrive.

Fall Rescue

On all sites, if a worker falls and is suspended by a safety harness, implement the emergency response plan by following the steps below.

1. Call 9-1-1.
2. If worker is conscious and able, instruct worker to self-rescue.
3. If worker is unable to self-rescue, use ladder, scaffolding or mobile equipment to reach fallen worker. If trauma straps are available, instruct worker to deploy and use straps to keep blood circulating in the legs.
4. Slowly bring worker to the ground.
5. Provide first aid treatment until emergency services arrive.

Pandemic

Carriage asks all employees to cooperate in taking steps to reduce the transmission of diseases in the workplace. Take the following precautions to reduce the transmission of disease:

1. Frequent hand washing with warm, soapy water.
 2. Covering mouth with tissues whenever you cough or sneeze then discarding tissues.
 3. Using alcohol-based hand sanitizer frequently.
 4. Obtaining appropriate immunizations through their family physicians or community clinics.
 5. Staying home when you are ill and/or experience the following symptoms: fever, body aches, severe headache, chill, diarrhea, vomiting, and severe fatigue brought on by such symptoms.
- Currently, the Center for Disease Control and Prevention recommends that people remain at home until at least 24 hours after they are free of fever or signs of a fever



without the use of fever-reducing medications. A body temperature of 38°C (100.4°F) is considered to be a "fever".

6. Routinely cleaning all areas that are likely to have frequent hand contact (doorknobs, faucets, handrails, telephones). Work surfaces should also be cleaned using normal cleaning products.
7. Social distancing, including increasing the space between employee work areas if working in crowded conditions and decreasing the possibility of contact by limiting large or close contact gatherings.
8. Following government issued guidelines and restrictions for preventing transmission of disease.

Motor Vehicle Accident

If it is safe to do so, move the vehicle out of harms way. Ensure the vehicle is no longer moving, shift into park and turn off the engine. If either vehicle is immobile the police must be contacted by dialing 911. Check on all other parties involved, including drivers, passengers and pedestrians to make sure no one is hurt. Call 911 if someone may be injured.

Document as much information as possible:

- Drivers name and phone number
- Drivers license number
- License plate numbers
- Insurance information
- Make and models of all vehicles involved
- Pictures of all damages
- Location of the accident