

Title: Emergency Response

Policy No: 3908

Approval: Town Council September 23, 2009
Effective Date: January 11, 2006
Reviewed: November 4, 2008
August 20, 2009



Supersedes Policy No:

Policy Statement: In the event of an emergency occurrence the emergency response plan is to be activated. All employees must safely shut down all work activities and vacate the work area immediately, and wait for instructions from a supervisor or foreman.

Emergency contact radio and phone numbers will be developed at the start of each job and placed in each vehicle, near each phone in field office, and in the warehouse.

During safety orientations all new employees shall be informed of the locations of the nearest emergency equipment such as ambulance, fire extinguishers, and other safety and first aid equipment. They shall also be informed of the evacuation procedures and gathering points.

All foreman and employee transport vehicles will have first aid kits and fire extinguishers.

Approved first aid kits must be readily available at all times. There shall be adequate communications with all employees within the job site area.

All injuries must be reported to the supervisor/foreman.

All staff trained in First Aid shall possess an appropriate certificate in first aid in accordance with the Occupational Health & Safety Act, First Aid Regulation 48/2000.

Signed: _____


Alan Parkin

Date: _____

Sept. 28/09