

Section 11

Emergency Procedures



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Emergency Preparedness Policy

All Emergency Preparedness Plans will be drafted in accordance with the following guidelines, with no exceptions:

ALBERTA, OCCUPATIONAL HEALTH AND SAFETY, ACT, REGULATIONS AND CODE – Part 7, Articles 115-118(2) inclusive

1. First Aid - First aid supplies, services and equipment will be issued and supplied in accordance with the Occupational Health and Safety guidelines based on the provincial jurisdiction where work is being executed. Site foremen will ensure that supplies are maintained at all times. In Alberta a **Number 2** first aid kit is a minimum in accordance with Schedule 2 of the Alberta OH&S Code

All workers shall be informed of the requirement to report all injuries to their Supervisor immediately and to report for first aid treatment immediately. Should medical attention be required, a medical Treatment/Modified Work Form is to be taken by the worker for the doctor to fill out and is to be returned to the Supervisor immediately. When appropriate, modified duties will be made available.

The supervisor shall ensure that adequate and qualified first aid records are maintained, including enough qualified first aiders on site at all times while work is going on.

2. Emergency Procedures – All sites will ensure that local emergency numbers are posted in a location on site where they can easily be seen by all Gypsum workers. A list of qualified first aiders will also be posted in a high visibility location. The location of first aid equipment, emergency procedures, emergency contact numbers and any other related emergency items will be communicated by the Site Foreman during orientation.
3. Accident Protocol – All foremen and employees will follow prescribed guidelines for accidents and emergencies. With regard to contacting the Safety Officer or management, all employees are reminded to use the ACCIDENT PROTOCOL CARD.



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Emergency Response Plans

Emergency Response planning is to be established at each job site location. Each site provides unique conditions and as such emergency planning should reflect the conditions and the impact these will have on an emergency response.

As a general rule the following common accidents/ injuries should be planned for:

1. Muscle-skeletal Injuries – These are usually the result of strains and sprains and can be treated on site by a qualified first aider. Care should be taken to ensure that the injured worker does not aggravate the injury when moving about on site. An assessment of any access/ egress points should be done prior to moving an injured worker. Injured workers should seek the advice of a qualified medical professional after receiving first aid on site.
2. Trips/ Falls – Generally trips are a result of a mis-step or poor housekeeping. Injured workers should be assessed for strains and sprains and where applicable assessed for possible head or spine injuries.
Falls are classified as a fall from height. These injuries must be treated with extreme caution due to the possibility of head or spinal injuries. Do not move the injured worker unless you absolutely have to in order to protect them. Call 911 and wait for EMS to respond.
3. Shaft work/ Exterior Elevated Work – All shaft work and elevated exterior work must have a fall protection plan. The plan must be reviewed and signed off by all workers who are involved in the task. Rescue/ Recovery must be part of the plan.

When considering evacuation and access issues look at the routes in and out of the site and whether the route is suitable for an EMS vehicle or fire truck. When possible have a guide meet the vehicle on arrival and direct the first responders to the location of the casualty



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FIRST AID PROCEDURES

1. Introduction - In many instances the company may rely on the client for provision of first aid services. The following requirements apply where first aid services are not provided by the client:
 - a. The company will assess the workplace and determine the total number of employees, the hazard rating of the job site, and location in relation to a hospital. Once this has been done we will refer the Occupational First Aid Regulations to establish the level of First Aid Services.
 - b. The regulations will set the certificate level of the attendant, the supplies and facility required, if transportation is required, and other requirements. The regulations will also define the role and authority of the attendant.
2. Policy - The Company shall be responsible to ensure that First Aid services are supplied and maintained for employees. This service shall include Certified First Aid Attendants and equipment in accordance with WCB Occupational First Aid Regulations.
3. First Aid Attendants - The Company will have a designated First Aid Attendant in the workplace for each shift. The company shall maintain a list of alternate attendants and qualified First Aiders on site or in the First Aid room. These individuals will be used to cover the absence of the designated attendant or to assist during major accidents.
4. First Aid Facilities -The Company shall provide first aid services, supplies, and facilities in accordance with the provincial Occupational Health and Safety First Aid schedules for a work site. The facility and equipment shall be clearly identified and reserved for the treatment of injured employees. All employees shall have access as required.

Any work site, which requires specialized equipment for the rescue or transport of injured employees, will have such equipment clearly identified and properly stored, to prevent damage or deterioration. Clear access to this equipment will be maintained and a regular inspection will be established to check for deficiencies.
5. First Aid Procedures - If an employee suffers a minor injury, which requires First Aid, the following will apply:
 - a. Report to First aid Attendant
 - b. Complete treatment and document in treatment record book
 - c. Notify supervisor and initiate investigation

If an employee suffers a serious injury and is unable to continue work, the following will apply:

- a. Report injury to First Aid Attendant
- b. Ensure employee receives proper treatment
- c. Document in treatment record book



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- d. Notify supervisor and initiate investigation
- e. Complete WCB form 7A

If an employee suffers a serious injury and will not return to work the next day or a period of time, the following will apply:

- a. Report injury to First Aid Attendant
 - b. Ensure employee receives proper treatment
 - c. Document in treatment record book
 - d. Notify supervisor and initiate investigation
 - e. Complete WCB forms 7 and 7A
6. First Aid Treatment - Any employee who sustains an injury or illness that is, or may be, work related shall report to the First Aid Attendant for treatment as soon as possible. The First Aid Attendant shall ensure that a record of every injury or illness which requires first aid treatment is kept in the Accident Record Book. Each record must be signed and dated by the First Aid Attendant. The First Aid statistics shall be reviewed on a monthly basis by the Safety Committee to determine trends and recommended corrective action.

Note: Employees are reminded that all work related injuries, no matter how minor, are to be reported to the supervisor as soon as possible.

REMEMBER:

- **CALL FOR HELP**
- **STOP OR CONTROL BLEEDING**
- **RESTORE BREATHING**
- **AVOID PANIC**
- **DO NO MORE THAN WHAT IS NECESSARY UNTIL HELP ARRIVES**



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Emergency Response Plan

ADDRESS:

MUSTER POINT:

First aid attendants:

- a.
- b.
- c.

Evacuation Procedures

1. Sound Alarm, Yell **FIRE, FIRE, FIRE** and Evacuate
2. Check washrooms and mezzanine for people
4. Vacate through nearest safe exit
6. Go to Muster Point and account for all staff and visitors
7. Call 911

Medical Emergency (summon first aid)

1. Yell **HELP – Does anyone know First Aid?**
2. Call 911
3. Administer first aid



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Evacuation Procedures

1. In The Event Of a Fire -
 - a. When first arriving on site make yourself aware of all emergency response plans, equipment and emergency facilitators
 - b. Call 911 or activate alarm
 - c. Locate fire extinguisher/ equipment and attempt to put out the blaze if you can do so without endangering yourself or others.
 - d. If fire cannot be extinguished determine a safe route and evacuate.

2. In The Event Of Leaking Gases or flammable Liquids –
 - a. Stop turn off all equipment.
 - b. Call 911 or activate fire alarm.
 - c. Know the location of all fire extinguishers/equipment and how to use them.
 - d. Protect yourself first then others. Try to contain the blaze with a fire extinguisher/equipment or shut off leaking gases or fluids.
 - e. Evacuate the building if the fire cannot be put out, or gases/liquids cannot be contained.
 - f. Know where the exits are and be sure they are not locked or blocked and check for heat smoke on the other side.
 - g. Do a personnel count.
 - h. If you are to rescue victims, you must;
 - i. Keep upwind in the event of hazardous goods, spills leaks or fire.
 - ii. Administer first aid to maintain life.
 - iii. Keep unnecessary people away.
 - iv. Keep out of Low areas.
 - v. Do not feel compelled to control the hazard.
 - vi.
 - i. Use your powers of observation and hearing to detect:
 - i. Hazards
 - ii. Warning placards
 - iii. Downed wires
 - iv. Hissing sound of gases
 - v. Leaking fluids
 - vi. Flames, smoke, steam, etc.

3. Action In Case Of Explosion - Explosions include those caused by leaking gas, faulty heating equipment, and flammable vapors
 - a. Fall to the floor and take immediate shelter under tables, desk or other objects that will offer protection against flying glass or debris. Protect your face and head with your arms.



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- b. After the effects of the explosion have subsided, check exits or exit stairs prior to evacuating the building (as in Emergency Evacuation Procedures) if notified to do so by the supervisor, fire emergency officer or designate.
- c. All workers are to leave the site upon hearing the evacuation signal or being instructed to do so by Fire Emergency Officer.
- d. Fire Emergency Officer shall determine a safe route out and designate a meeting spot and close all doors before evacuating.
- e. Personal items are left behind.
- f. Fire Emergency Officer will be responsible for accounting for all workers on the site.
- g. Missing persons or anyone refusing to evacuate must be reported to responding Fire/Emergency Department.
- h. No one is to re-enter the site without Fire Department or Fire Emergency Officer Authorization.



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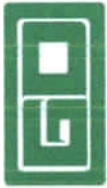
GYPSUM DRYWALL CRITICAL INCIDENT PROTOCOL

1. In the event of a critical incident the following procedure is to be followed. If you are unsure of what to do, contact the Gypsum Drywall Safety Officer immediately.
2. Due to the nature of construction work there exists the possibility that an accident or incident could lead to serious injury or death. This can happen either through negligence, equipment failure or occasionally just bad luck. As a result there is a need to have a procedure in place that will ensure the following:
 - a. Proper notification of Next of Kin
 - b. Control of communications with the public or media
 - c. Follow up investigation
3. Critical incidents can be described as follows:
 - a. Serious job site injury requiring hospitalization
 - b. Vehicle accident with an injury requiring hospitalization
 - c. Death by natural causes
 - d. Death as a result of a job site accident or incident
 - e. Death as a result of a vehicle accident
4. Step By Step Procedure:
 - a. Immediately following the critical incident, and after any first aid has been administered – contact the Gypsum Drywall Safety Officer
 - b. The GDSL Safety Officer will verify all details and will contact the GDSL Head Office. The employee Next of Kin Emergency Notification form will be pulled to verify details.
 - c. All employees on site are requested to NOT make any calls regarding the situation until Next of Kin have been contacted. This is in order to ensure that the Next of Kin receive the correct information regarding the situation and to provide support as applicable
 - d. The GDSL notification team will contact the Next of Kin in accordance with the contact guidelines.
 - e. All site personnel WILL cooperate with the local jurisdiction and OH&S as required
 - f. No GDSL personnel are authorized to speak to the media. Should an employee find themselves in a position to speak to the media it is vital that only facts be referred not and not opinion
5. Contact Guidelines:
 - a. In the event of death a GDSL representative will visit Next of Kin if practicable
 - b. In the event of injury where the employee cannot speak, a GDSL representative will visit the Next of Kin if practicable but at the very least will telephone the Next of Kin directly



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- c. In the event of an injury where the employee can speak, every effort is to be made to have the employee contact the Next of Kin directly. If this cannot happen then a GDSL representative will contact the Next of Kin
6. Follow Up – Following a critical incident the GDSL Safety Officer, Senior Foremen and key head office personnel will review the details surrounding the incident and method by which Next of Kin notification was handled. As well, it is imperative that following a critical incident that all employees who were at or near the incident be monitored for any signs of post-traumatic stress or changes in behavior.
7. Should you have any questions please contact the Gypsum Drywall Safety Officer.



EMERGENCY CONTACT FORM
NEXT OF KIN CONTACT INFORMATION

First Name		Initial		Last Name	
Home Address:					
		Street		City	
Contact #				Prov	
		Home Telephone		Mobile Phone	
Medical Conditions:					
Health Care Card #:					
PRIMARY NEXT OF KIN			SECONDARY NEXT OF KIN		
Relationship		First Name		Last Name	
		Last Name		Relationship	
		Address		Address	
		Home #		Home #	
		Cell #		Cell #	
		Language		Language	
COMMENTS:					

Signature	
Date	

Section 12

Records and Statistics



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Records & Statistics

1. Maintenance - Records shall be kept for maintenance, repair and inspections of vehicles & equipment. The Supervisor in charge of such equipment shall keep maintenance and repair records on file. These records will be made available upon request to any jurisdiction or authority as required.
2. Investigation of Accidents - Reports of near misses, accidents/incidents involving the company, its employees, its vehicles and any sub-contractors shall be kept on file at the office and made available as per Provincial OH&S regulations.
3. Report of Accident Form - Accident forms shall be completed in accordance with the company rules and WCB reporting procedures and formats. All accident investigation findings will be discussed at safety meetings
4. Company Safety Meetings - Applicable Supervisor shall maintain reports of safety meetings and have a copy kept on file and one posted.
5. Inspection Reports - Inspection reports shall be completed for planned/formal inspections and a copy kept on file at the office.
6. First Aid Treatment Record Sheet - A first aid treatment record book shall be maintained at the office in a file. (Confidential)
The first aid attendant or the person giving the first aid treatment shall sign each record of entry.
7. Safety Committee Meetings (When Established) Minutes will be posted and a copy kept on file
8. Emergency response Plan & Emergency Equipment - Will be posted for employees
9. Employee Training Review Summary - Will be done annually with senior staff
10. Injury Summaries - Will be conducted by the Safety Committee on a monthly and annual basis
11. Safety Summary - Will be done monthly by the company Safety Officer



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Monthly Safety Summary

DATE:

1. Number Workers Hired:
Number Completed Orientation:
2. Number Tool Box Meetings Scheduled:
Number Conducted:
3. Number Inspections Scheduled:
Number Completed:
Total Unsafe Acts/Conditions Identified:
Number Corrected:
Number Outstanding:
4. Number of Incidents:
Damage Only:
Injury Only:
Injury and Damage:
Near Miss:
5. Number of Investigations Completed:
6. Notes:

SAFETY OFFICER: _____
(Signature)



GYPSUM DRYWALL SOUTHERN INC.

Year End Injury Summary

Year Ending _____

Month	Personal Injury Cases			Days Lost	Frequency	Severity
	Lost Time Cases	Medical Referrals				
1						
2						
3						
4						
5						
6						
7						
8						
9						
10						
Total						
			Average			

