

VBN Paving Limited
HEATH AND SAFETY MANUAL

ELEMENT 11: EMERGENCY PREPAREDNESS

REVISIONS & APPROVAL

Revision Date	Revised By	Revision Details
July 27, 2019	Stephen Thorne Health and Safety Manager	Reviewed and Updated.

Date	Approved by	Signature
March 12, 2018	Giovanni Ventrella President	
July 27, 2019	Angelo Ventrella Vice-President	

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Emergency Preparedness Policy

Purpose

A safe and healthy working environment for all VBN Paving Limited employees is of primary importance to VBN Paving Limited. An emergency preparedness policy and procedures is a key component of the health & safety system. VBN Paving Limited is obligated, legally and morally, to ensure the safety of all employees.

VBN Paving Limited values the lives of employees and customers, and to that end, our policy is to preserve life as a first priority.

When the plan/procedure is followed it will help contain the emergency, reduce panic and prevent loss of life and property. An emergency is a real or potentially life-threatening situation that can be the result of natural, human or unknown causes and may require outside assistance.

Events and hazards that could cause an emergency situation include but are not limited to:

- Fire / Explosion
- Carbon Monoxide
- Natural Gas
- Medical Emergency
- Power Failure
- Flood
- Severe Storm
- Any Natural Disasters,

Emergency Systems

Each location within the VBN Paving Limited has its own emergency evacuation plan and emergency systems. Below is a list of the systems available, not specifically in each location:

Automatic Sprinkler System

Buildings are equipped with automatic sprinkler protection throughout all floor areas.

Standpipe System

The building is equipped with a wet standpipe system with fire hose cabinets strategically located throughout the building.

Fire Exits

Each building is built with at least one exit in each zone. It is the responsibility of each employee to be familiar with the location of fire exits in their building as well as to ensure these emergency exits are not blocked at any time.

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Fire Alarm System

The fire alarm system is monitored through a direct connection to a monitoring company.

Emergency Lighting

Emergency lights have been installed throughout all floor areas, including directly above each of the emergency exits. If a power failure should occur to the entire building, the emergency lights provide sufficient light for evacuation for 30 minutes.

Employee Meeting Area

The facility has an established muster point where everyone is to gather in the event of an emergency evacuation. The muster point is identified on the Health & Safety Board and throughout the location. The ERP Coordinator will take roll call attendance at the muster point.

Emergency Response Team

Consists of an ERP Coordinator, Site Supervisor, and First Aid Responders

ERP Coordinator

The ERP Coordinator is authorized to co-ordinate all activity and take all necessary actions to deal with a hazardous incident.

First Aid Response Team

The First Aid Team is responsible to administer first aid that may be necessary during an emergency situation at the site.

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Fire/Explosion/Fire Safety Plan

Procedures for All Occupants

In Case of Fire:

- In Buildings with a Fire Alarm System immediately pull the fire alarm if it has not been activated.
- Alert the supervisory staff who will have the building evacuated immediately by calmly notifying all occupants of a fire condition.
- When you are warned of a fire leave the building immediately by the nearest and safest exit.
- Call the fire department from a safe location by dialing 911, giving your name and location.
- The person in charge shall meet the fire department when they arrive and direct them to the scene of the fire and have available all keys necessary and advise them of any known persons trapped or endangered who may still require assistance in evacuating the building.
- If possible, in the case of a small fire efforts shall be made to confine, control and extinguish the fire using available portable fire extinguishers after sounding the alarm and phoning 911. If smoke or fire threatens the safety of the operator, leave the fire area and close doors to confine the spread of smoke and fire.
- All fire hazards in the building shall be controlled and eliminated.
- All building facilities provided for the safety of occupants shall be maintained and tested in accordance with the applicable sections of the applicable Fire Code.
- During any shutdown of fire protection equipment and systems or part thereof, the person in charge will arrange for hourly rounds of the affected areas to be conducted. A log book recording these hourly rounds is to be maintained.
- A fire drill will be held on an annual basis.
- There shall be a responsible party available while the building is occupied to perform the duties as referred to in this plan. All supervisory staff and other occupants shall read the fire safety plan so they are aware of their responsibilities for fire safety.
- A copy of this plan shall be posted on each floor

Introduction

Because a fire frequently follows an explosion when working with certain materials, the same procedures will be used to evacuate the building for both a fire and an explosion.

Emergency Procedures for Management

- When the fire alarm is activated, or you become aware of a fire emergency, ensure you are in a safe location and contact the Fire Department at 911.
- If you become aware of a fire emergency and the fire alarm is not sounding, activate the fire alarm and ensure all occupants of the building are aware of the fire emergency.

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- Ensure that all emergency systems (sprinkler system, pressurization fans, etc.) are operating properly.
- Ensure the appropriate staff is assigned to traffic control to make sure the fire route is clear and unobstructed.
- Ensure that the fire marshals follow their evacuation procedures and report any persons remaining in the building, or missing, to the Fire Department.
- Fire marshals shall ensure that all persons in the building who are unable to evacuate are provided with assistance to evacuate the building or taken to a designated location for evacuation by the fire department.
- Liaise with the Fire Department to provide any assistance that they require.
- Once the emergency is over, take the necessary actions to return the building emergency systems to service as quickly as possible, with safety.

Emergency Procedures for Fire Marshals

When the alert signal sounds, Fire Marshals shall:

- Assist with preparations for the evacuation of their assigned floor area, by informing staff to adhere to the Emergency Procedures.
- Ensure that the occupants in your assigned area know the procedures and location of the closest exit. Ensure that all doors are closed behind the last person leaving; this helps to contain the fire to one area.
- Make a note of any persons who will not be able to evacuate and ensure that they are taken to the designated location so that firefighters can find them and assist them with evacuation if necessary.
- If applicable listen for further instructions over the voice communication (public address) system, or for a change to the evacuation alarm signal)

When the evacuation alarm sounds, or verbal instructions are given over the voice communications (public address) system to evacuate their floor, Fire Marshals shall:

- Direct all staff and occupants to leave through the nearest exit.
- Inspect their assigned floor area to ensure that all staff and customers have evacuated, all equipment is shut off and all doors are closed.
- Ensure to take a copy of the SDS applicable for the site

Once outside:

- Instruct building occupants to gather at the muster area clear of the building and away from fire department access routes.
- The ERP Coordinator will inform the fire department of any individuals remaining in the building and their location.

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Procedures

Carbon Monoxide

Introduction

Signs that there may be a hazardous or potentially hazardous concentration of carbon monoxide (CO) in the air in your building:

- Stale, stuffy air
- Occupants have symptoms of CO exposure (see below)
- The pilot light on gas-fired equipment keeps going out
- A sharp odour or the smell of natural gas (rotten egg smell) occurs when equipment turns on
- The burner flames and pilot light of a natural gas furnace or other equipment are mostly yellow, rather than a clear blue
- Chalky, white powder forms on a chimney or exhaust vent pipe or soot builds up around the exhaust vents
- Excessive moisture on walls or windows in areas where natural gas equipment is on
- CO detectors alarm

Symptoms of CO Exposure

Exposure to CO can cause flu-like symptoms without a fever, including:

- Headaches
- Nausea
- Dizziness
- Drowsiness or fatigue
- Burning eyes
- Confusion
- Loss of coordination

Where occupants experience these symptoms inside a building, but feel better when they go outdoors or away from the building, CO may be the cause.

Emergency Procedures for Management

If there is a possibility that occupants have or could be exposed to CO you shall:

- Inform the ERP Coordinator or Alternate
- Evacuate the building immediately
- Call 911
- Seek medical attention for those that need help. Pay particular attention to anyone with a respiratory ailment (e.g. asthma)

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Emergency Procedures for All Employees

If you or your co-workers experience flu-like symptoms, you shall:

- Inform your supervisor of your symptoms. If they are not available, notify the ERP Coordinator or Alternate
- Evacuate, using the closest exit
- If you believe you have been exposed to CO, seek medical attention

It is the management's responsibility to ensure that CO detectors are present in each zone and they are working properly.

Natural Gas Leak

Emergency Procedures for Management

If management believes that a natural gas leak has occurred they shall:

- Inform the ERP Coordinator or Alternate
- Instruct building maintenance to immediately shut off the gas at the main valve and any secondary valves if necessary
- Evacuate the building
- Instruct occupants to not smoke or use any electrical devices, including cell phones
- Call 911 from a phone located well away from the source of the leak.
- Call your gas company from a phone located well away from the source of the leak

Building management should retain a list or drawings that identify the locations of all gas shut-off valves, not just the main shut-off valve locations.

Emergency Procedures for All Employees

- If you smell natural gas inform your supervisor or manager
- Evacuate using the closest exit
- Do not light matches or lighters
- Do not turn on or turn off electrical devices, including cell phones

Severe Storm

Emergency Procedures for Management

Severe weather conditions such as tornadoes, hurricanes, hail, blizzards, ice storms and heavy rain are monitored by Environment Canada 24 hours a day, 7 days a week. If a severe weather storm is on the horizon, the weather service issues watches, advisories and warnings through the media, thus allowing time for preparation to safe guard against property damage, personal injuries and loss of life. Management should be aware of any incoming advisories.

Upon receiving information from weather forecasters that a severe weather condition is imminent, the EPP Coordinator or designate, will make the decision to:

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- Close the building and advise all employees and customers to go home, or
- Provide safe accommodations for employees and customers in the building
- Give employees and customers the choice of going home or staying in the building

No employee shall be working with equipment during severe weather

If severe weather conditions occur while the building is occupied:

- Instruct occupant to seek shelter within the building.

If the building is affected by a severe weather condition:

- Identify persons with injuries and call emergency services as appropriate
- Check emergency exits to ensure they are safe and available to use in the event of a building evacuation
- The ERP Coordinator or designate will make the decision as to the requirement to evacuate the building. Evacuation may be required if the building is determined to be unsafe or there is danger to the occupants due to severe weather damage
- Before authorizing re-entry, the ERP Coordinator or designate, will have determined (from advice received from experts) that the building is safe to occupy

Emergency Procedures for All Employees

If a severe weather condition occurs while the building is occupied those in the building will:

- Stay calm and do not run outdoors
- Take shelter under tables, desks or other objects that will offer protection against flying glass and debris. Alternatively, step under a doorway or into a narrow hall or corridor or to an inside room (away from the outer walls of the building) well away from any shelving or racks that could collapse. Keep at least 4.5m (15 ft.) away from windows to avoid flying glass. Keep away from skylights and large overhead light fixtures. Instruct occupants to seek shelter within the building.
- Stay under cover until the severe weather condition has subsided

If the building is affected by a severe weather condition:

- Identify persons with injuries and call emergency services as appropriate
- If instructed to evacuate, watch for falling debris, or electrical wires upon leaving the building. Use the nearest safe exit. Proceed to a safe area, away from the danger of being struck by falling glass, bricks, electrical wires, or other hazardous objects.

Flood

Management should assess the threat of flooding to their building based on whether there is a history of such similar events. The municipal planning office and insurance companies may also have information on this.

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Emergency Procedures for Management

Where flooding is a potential risk:

- Obtain pumps, generators, sandbags for temporary flood relief
- Provide breakwaters and dikes where flood potential is high
- Provide protection of drinking water sources
- Take necessary precautions to minimize damage to electrical, natural gas or propane heating equipment
- Move all hazardous materials and high value equipment stored at or below grade to a safe location
- Retain a list of qualified personnel and contractors qualified to assess and repair flood damage

During a flood:

- Evacuate building if necessary
- Open basement or low-level windows to equalize water pressure on the building's foundation and walls
- Do not use open flames as there may be escaping gases from ruptured mains

After a flood:

- Ensure building is structurally safe. Inspect for buckled walls or floors, holes in the floor, broken glass and other potentially dangerous debris
- Arrange to have drinking water tested after a flood, particularly in areas where drinking water is obtained from wells

Emergency Procedures for All Employees

In the event of a flood:

- Shut off all electrical power in your area
- Be prepared to evacuate the building when advised to do so

Power Failure

Power failure often results from uncontrolled events such as severe storms, earthquakes and floods.

Emergency Procedures for Management

- Advise occupants of the situation through voice communication system
- Contact local hydro utility to inform them of the situation

Emergency Procedures for All Employees

In the event of a power failure:

- Notify management
- Specify the location where the power failure occurred and details of the power failure

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- If it is safe to do so, remain in your area and wait for further instructions from building management
- Use flashlights for lighting and portable heaters approved for indoor use for heat. Avoid using candles and unsafe appliances for lighting and heat

First Aid Kit Maintenance

- First Aid kits are located throughout the buildings and project sites
- All first aid kits shall be inspected every month
- When kits are used, note contents consumed and contact the following staff for replacements
- First Aid contact list

Medical Emergency

In case of emergency, the following procedures shall be followed by the most qualified person on site:

Assess the Situation

- Determine the problem
- Determine who is involved

Take Command

- The most qualified person on site will take command
- Assign duties to specific personnel

Provide Protection

- Protect the accident scene from further hazards (i.e. traffic, fire, falling debris, etc.)

Administer First Aid

- See First Aid Standard
- Every site shall have a minimum of 1 employee on each shift trained in, and who will administer first aid

Call Emergency Services

- Do not leave the victim alone
- Send someone to call an ambulance or fire department and have him or her return to you with information as to when help will arrive

Guide Emergency Vehicles

- Have someone waiting to guide the ambulance or fire truck to the location of the emergency.

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Get name of Hospital

- Determine where the injured worker is being taken

Advise Management

- Inform management so that they can contact relatives, notify authorities and start procedures for reporting and investigating the accident

Isolate the Accident Scene

- Barricade or rope off the scene to make sure that nothing is moved or changed until authorities have completed their investigation.

Chemical Spills:

- **Stop – Think! Do not rush. Carefully plan cleanup**
- Decide if you can safely handle the spill. (If unsure call MOE at 416-325-3000)
- Obtain SDS sheets for the chemical for personal safety and cleanup information
- Eliminate all ignition sources if flammable material is involved
- Confine the spill to a small area. Do not allow the material to spread.
- Carefully remove other materials etc. from the path of the spill.
- Clean up area of spill and dispose of chemical waste as required.

Communication

Emergency Preparedness Policy and Procedures will be communicated to all new hires via the new hire orientation and through periodic safety meetings. The policy will be communicated to all existing employees through the health and safety manual, via the JHSC, and periodic safety meetings at the facility and via periodic safety training.

Training

All new employees will receive awareness orientation with regard to the emergency preparedness policy through the new hire orientation process. All existing employees will receive training on the policy through the safety manual training, through periodic safety meeting and formal safety training sessions

Evaluation

The Emergency Preparedness Policy and Procedures will be reviewed on annual basis during the annual HEALTH & SAFETY audit to ensure it meets current Occupational Health & Safety regulation standards and to ensure it is relevant with current operations. The Policy will also be evaluated throughout the year review by analyzing site safety reports, & fire drills & other emergency drills & equipment

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Acknowledgement and Improvements

After review of the policy & procedures VBN Paving Limited management will acknowledge the success of the policy and procedures via email and year-end report to the field. After the year-end audit a thorough analysis of the gaps identified will be conducted by the Senior Management to develop an action plan.

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