

6. EMERGENCY RESPONSE

Being prepared for an emergency can substantially reduce the potential for serious injury, loss of life or property and environmental damage. For each job site, the Newtz supervisor will complete an emergency response plan (6A) and post copies of the plan at appropriate and easily accessible locations. Where the contracting work site has an emergency response plan, the supervisor will review and disseminate the existing plan. The emergency response plan will be in effect while job site is in use and should be reviewed annually. The plan must include:

- Emergency numbers (i.e. Police, Ambulance, Fire)
- Location of nearest hospital
- First aiders, first aid stations and means of transport to medical aid
- Fire suppression equipment
- Meeting and muster points
- Contractor, subcontractor contacts
- Designated supervisor
- Specific response systems as identified in a project hazard assessment (i.e., fire brigade, spill kits)

Once developed, supervisors are responsible for ensuring that the crew are familiar with all aspects of the emergency response plan, reviewing the plan regularly at tailgate safety meetings and holding drills annually. Drill records (6B) will be kept for the duration of a job site. A contracting site’s drill record is valid.

REVIEW: [Occupational Health and Safety Code](#): Part 7 Section 115-118

FIRST AID

Sufficient qualified first aid personnel as well as facilities and equipment will be provided in accordance with local regulations. Before beginning work on any project, the supervisor will ensure that applicable first aid regulations are met. First aid stations will be kept supplied and first aid records (6C) tracked to monitor usage and currency.

ADAPTED FROM OHS CODE SCHEDULE 2 TABLE 7 – March 2023			
Number of workers at work site per shift	Close work site (Up to 20 minutes)	Distant work site (20 – 40 minutes)	Isolated work site (Over 40 minutes)
1	CSA Standard Z1220-17 Type 1 Personal First Aid Kit	CSA Standard Z1220-17 Type 1 Personal First Aid Kit	CSA Standard Z1220-17 Type 1 Personal First Aid Kit
2 – 9	<ul style="list-style-type: none"> • 1 Basic First Aider • CSA Standard Z1220-17 Type 2 Intermediate Small First Aid Kit 	<ul style="list-style-type: none"> • 1 Basic First Aider • CSA Standard Z1220-17 Type 2 Intermediate Small First Aid Kit • 3 blankets 	<ul style="list-style-type: none"> • 1 Basic First Aider • CSA Standard Z1220-17 Type 2 Intermediate Small First Aid Kit • 3 blankets

REVIEW: [Occupational Health and Safety Code](#): Part 11, Schedule 2 Table 7

EMERGENCY EVACUATION PROCEDURE

1. Alarm sounded by klaxon horn, alarm, or word of mouth. Repeat the emergency call several times to ensure that all workers on site have heard this signal.
2. Ensure that the proper rescue organization is notified. State specifically the location and nature of the emergency.
3. Upon hearing the evacuation signal, workers are to immediately shut down equipment and energy sources, leave the worksite and meet at the designated muster point.
4. Site supervisor or an appointed individual will be responsible for taking a roll call following the evacuation to ensure that all their workers are accounted for.
5. Take security measures to ensure that emergency vehicles are directed to the scene while nonessential people are kept safely away.
6. Site supervisor will determine if the site is safe to re-occupy following an evacuation. No one is to enter the site without authorization.

FIRE

- Evaluate the fire with the aim to control it.
- Follow the emergency evacuation procedure.
- Do not use permanent elevators.
- Doors and windows should be closed and unlocked; lights left on.
- Evacuees keep as low as possible to avoid smoke inhalation.
- If clothing is set alight, stop, drop and roll.
- FIRE BRIGADE: If appointed, the fire brigade takes ownership of the Emergency Evacuation Procedure. Their duties shall also include:
 - fighting the fire with available equipment until assistance arrives
 - closing fuel supply lines and valves on lines carrying flammable fluids
 - closing doors
 - removing combustibles, vehicles and equipment from threatened areas
 - spreading waterproof covers over open floor drains to minimize water damage
 - replenishing spent fire fighting equipment immediately

Fire brigade members are not to place themselves in danger at any time. Exercise caution!

SPILL

- Follow the emergency evacuation procedure.
- Identify the product and review its SDS.
- Clean up the spill as directed in the SDS, using recommended PPE.
- Store and label contaminated material in approved containers at approved locations until they can be disposed of at an approved location.
- Decontaminated tools and equipment.
- Restock spill kits.
- Conduct an incident investigation (7A) for review and submit copies to Health and Safety management within 24 hours.

NATURAL DISASTER

- Pay attention to local weather watch warnings.
- Follow the emergency evacuation procedure when required.
- Lightning - Avoid open bodies of water, tops of building, high lines, crane operations, construction equipment.
- Tornado - Find below grade shelter. If unavailable, find low ground or a ditch, lay low and protect head.
- Blizzard - Wear heavy duty winter protection, work and travel in pairs, avoid exposure and watch for frost bite. Keep track of pedestrian travel routes; set up safety ropes as guides.
- Flooding - Prepare to leave on short notice and post warning watches. Evacuate to higher ground, taking only required equipment that can be mobilized in one trip, and avoid flooded areas. Shut down equipment and gas valves; only touch dry electrical equipment.
- Landslide - **FIND SHELTER IMMEDIATELY.** Preserving life and preventing injury are the only priorities.

ACTIVE SHOOTER

- Immediately call 911 and report the shooter's location and any other relevant information.
- If possible, flee the area or construction site immediately and move to a safe location outside the danger zone.
- If fleeing is not possible, find a safe hiding place and lock or barricade the door. Turn off any lights and remain quiet.
- Stay low and away from any windows and doors to avoid being seen by the shooter.
- If you encounter law enforcement, keep your hands visible and follow their instructions carefully.
- If you have any information about the shooter or their whereabouts, provide it to law enforcement as soon as possible.
- Stay put until you receive an "all-clear" from law enforcement, indicating that the area is safe.
- Seek emotional support as needed; surviving an active shooter event can be traumatic.

7. INCIDENT INVESTIGATION

Newtz will investigate all accidents and incidents to determine causes and take corrective actions with the goal of preventing any future recurrences and verifying the effectiveness of emergency response plans. Events to be investigated include:

- accidents resulting in injury that requires first aid
- accidents that cause loss including property damage or interruption of operation
- incidents with the potential to cause either of the above

RESPONSIBILITIES

EMPLOYEES are encouraged to report all incidents to their supervisor as soon as possible and to aid in investigations as requested.

SUPERVISORS are responsible for conducting prompt investigations, determining causes, recommend corrective action and submit findings to Health and Safety management. Investigation training will be required for supervisors assigned incident investigation duties.

HEALTH AND SAFETY MANAGER reviews the report, evaluates the corrective action, determines the need for Newtz policy or procedure changes and ensures that necessary government agency reports are also completed. The health and safety manager may assign investigation specific training to supervisors.

Tools for an investigation may include:

- Accident incident loss report form (7A)
- Accident/witness statement form (7B)
- Vehicle incident report (7C)
- Environmental Incident Report (7F)
- Camera
- Flashlight
- Tape Measure

Report a Near-Miss Incident?

Minor incidents may be indicative of the development of a dangerous trend. Reporting near-misses presents the opportunity to learn from the experience, correct the underlying causes and prevent similar events that may cause serious injury or loss.

THE INVESTIGATOR

1. Takes control of the scene.
2. Sees that injured persons are cared for and that no further injury or damage will occur.
3. Looks for the contributing factors and root cause that led to the incident.
4. Examines equipment and materials involved.
5. Documents any physical evidence if possible and photographs the scene as required.
6. The scene should be left untouched unless rescuing or providing aid to an injured person.
7. Interviews people involved, obtaining written statements where appropriate.
8. Analyzes all the available information to determine the basic cause of the incident.
9. Determines what corrective action will prevent recurrence.
10. Completes Incident/Accident Investigation Reports.
11. Communicates preventative measures to employees and documents doing so. Use the SSRA/FLRA (2C) or Safety Meeting (8A) forms.

REVIEW: [Occupational Health and Safety Act](#): Part 7 Sections 33
[Incident reporting and Investigation Bulletin](#): AB OHS Updated April 2025