

## DOCUMENT IDENTIFICATION

<b>Document Title</b>	Emergency Response	<b>Document No.</b>	HS-018	Page 1 of 3
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## DOCUMENT CLASSIFICATION

<b>Document Type</b>	Policy	<b>Category</b>	Health & Safety
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## DOCUMENT CONTROL

<b>Prepared By</b>	Joint Health & Safety Committee	<b>Effective Date</b>	September 5, 2014
<b>Approved By</b>	Candys Ballanger-Michaud, President & CEO	<b>Supersedes</b>	February 28, 2014
<b>Date Approved</b>	October 11, 2012	<b>Next Review Date</b>	November 2015

## RELATED DOCUMENTATION / POLICIES

### INTERNAL

- Emergency Evacuation Plan
- Floor Plans
- Multi-Year Accessibility Plan for WSN

### EXTERNAL

- Workwell – Element 4.2.c.
- Applicable legislation
- Ontario Fire Code

<b>Policy Statement</b>	Appropriate response to foreseeable emergencies provides for the safety of workers, contractors and visitors.
<b>Purpose</b>	To provide for an effective response should an emergency arises.
<b>Scope</b>	WSN's North Bay Office
<b>Responsibility &amp; Authority</b>	HR Specialist Others as identified within policy

## POLICY

In order to address specific situations where emergencies may arise, the Emergency Plan has been created to address each of the foreseeable conditions requiring response.

The Emergency Plan contains the following sections related to emergency conditions:

## **PRESIDENT & CEO**

1. To ensure the proper number of extinguishers required based on the requirements of applicable codes.
2. To ensure that any modifications that may have affected the correct selection, adequate number, and appropriate location of emergency equipment are evaluated to ensure compliance.
3. Ensure emergency equipment maintainers, emergency equipment inspectors and users are provided with proper training.
4. Approve all individual emergency response plans.

## **HUMAN RESOURCE SPECIALIST**

1. Post and maintain in the workplace a copy of all required Floor Plans and Evacuation Procedure.
2. First Aid station is maintained according to the WSIA – Regulation 1101.
3. Under normal working conditions ensure:
  - a. All emergency exits are free of obstruction – inside and outside.
  - b. Emergency equipment is available for use.
  - c. Access to emergency equipment is not obstructed.
  - d. Workers reporting to this location know the Emergency Evacuation Plan.
4. Ensure that employees requiring an individual emergency response plan have been identified and provided with one.

## **JOINT HEALTH AND SAFETY COMMITTEE & BUILDING MARSHALL**

Monthly Inspections of:

1. First aid stations.
2. Exits and associated roués internal and external.
3. Fire extinguishers
4. “Air Horns”
5. Emergency Lighting
6. Assist or review the preparation of emergency response plans

## **TRAINING**

1. Fire extinguisher training will be conducted on an annual basis and records maintained by Human Resources. Training will consist of both classroom and hands-on training.
2. Fire drills will be held at a minimum once per year.
3. The JHSC and Building Marshall will be instructed in emergency equipment inspection methods.

## EVALUATION

These policy and procedures will be reviewed as changes occur or in accordance with the Occupational Health and Safety document review policy schedule.

## ACRONYMS AND DEFINITIONS

<b>JHSC</b>	Joint Health & Safety Committee
<b>OFC</b>	Ontario Fire Code
<b>RIE</b>	Regulation for Industrial Establishments
<b>OHSA</b>	Occupational Health & Safety Act (Ontario)
<b>WSIA</b>	Workplace Safety & Insurance Act

## CHANGES TRACKING LOG

Revision(s) Date	Revision(s) Made
September 5, 2014	Addition of "individual emergency response plans" – AODA compliance

## REVIEW HISTORY

1. Formatted May 2012.
2. Reviewed by CEO, October 11, 2012
3. Reviewed by JH&SC February 28, 2014
4. Reviewed by JH&SC September 5, 2014