

Document Name: Emergency Preparedness Policy

Document ID: CAMC-0080

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Emergency Preparedness and Response Policy

We are committed to providing a safe work environment for all staff and trade partners. This emergency response plan is intended as a guideline for basic information to assist in the event of an emergency on site. Cantiro will ensure that proper emergency response plan(s) are in place. The main concern in any emergency response situation is the health and safety of employees, suppliers, customers, and the general public. With this plan, the company attempts to anticipate the needed response in the event of an emergency that may endanger the life or health of persons or inflict major damage to the environment or company property. While the plan does not include every conceivable situation, it is intended to supply the basic guidelines necessary to deal with most foreseeable emergencies.

The response to any emergency on-site shall be directed towards:

- Saving Life
- Care for the Injured
- Protection of the Environment
- Limiting Damage to Asset

Clear direction and appropriate communication will assist in a timely resumption of regular operations.

An effective emergency response plan will be designed to minimize the effects of incidents related to an emergency. Every worker on the site must be familiar with the emergency response plan and is expected to participate in emergency response procedures. Proper Emergency Response will be posted for workers to have access to, including the Cantiro Emergency Contact Phone List.

All worksites shall have the required number of First Aiders and first aid supplies to meet legislation. Cantiro in conjunction with all our Trade partners meets this legislation by jointly providing the proper amount based on the type of work that is being done. As part of the initial contract with Cantiro, they supply their first aiders in compliance with the OHS code. All necessary emergency response equipment will be available to workers, and Cantiro shall provide all specialized emergency equipment training to the employees, or special services as required.

An evacuation/fire drill will be held annually, and the results of the drill will be reviewed by management and the Safety Advisor to determine any necessary improvements.

Cantiro will continue to develop and review the emergency response procedures for "types of emergencies" encountered. This review will be addressed every year.

Document Name: Emergency Preparedness Policy

Document ID: CAMC-0080

Version Number: 1

Refer to Master Procedure #:

Version Date: May 17, 2023

This document's effective date is the
"Version Date"



Emergency Preparedness

Section 1 - Objectives of this Emergency Plan

1. To Preserve Life and Prevent Injuries by having a Functional Emergency Plan which includes procedures to respond to most foreseeable incidents.
2. To Prevent Loss of Property.
3. To meet the legal Requirements for an Emergency Plan as laid out in the Alberta Occupation Health and Safety Code.
 - a. As stated in Section 115(1) "An Employer must establish an emergency response plan for responding to an emergency that may require rescue or evacuation."
 - b. Additionally, Section 116 of the Code lays out the fundamental requirements for the contents of an Emergency Plan

How to put it in place:

1. Look at the serious incidents or disasters that may occur. Write these down.
2. Outline a step-by-step procedure for what to do for each of these situations.
3. Make sure your plans fit the worst-case situation. Assign responsibilities and post the Emergency Plan and emergency phone numbers where everyone can find them.
4. Train everyone and do mock drills. Include the Emergency Plan as part of the orientation. Review the plan at regular intervals as the job progresses.
5. Ensure that you have the proper number of first aid personnel and the proper first aid supplies. This can vary from site to site.
6. Ensure all persons on the site receive current Emergency Plan information and training.

Emergency Preparedness and Response Program

Each Cantiro Subdivision and/or Business unit shall follow the written Emergency Response Plan for Construction Sites, appropriate to the hazards of the site, to respond to an emergency that may require rescue or evacuation. Each Emergency Response Plan shall be reviewed and have additions added to reflect all known probable emergency conditions that may arise from within the workplace and from adjacent workplaces.

Emergency Response Planning, Issuing, and Annual Review Guidelines

Emergency Procedures shall be issued and discussed with all new/transferred personnel upon arrival for assignment. Emergency Response Plans shall be established, implemented, reviewed, maintained, and updated annually in conjunction with:

- Health and Safety Committee consultation or the Safety Advisor
- Emergency services department requirements
- Cantiro safety staff and management

Document Name: Emergency Preparedness Policy

Document ID: CAMC-0080

Version Number: 1

Refer to Master Procedure #:

Version Date: May 17, 2023

This document's effective date is the
"Version Date"



- The requirement to ensure the plan is up to date to reflect current circumstances at the workplace.

Section 2 - Evacuation Procedures Planning

The individual site evacuation procedure shall be appropriate to the risk and must be developed and implemented to:

- Notify staff, including the first aid representative of the nature and location of the emergency,
- Evacuate employees safely,
- Check and confirm the safe evacuation of all employees,
- Notify the fire department or other emergency responders, and
- Notify adjacent workplaces or residences which may be affected if the risk of exposure to a substance extends beyond the workplace. Notification of the public must conform with the requirements of other jurisdictions, including provincial and municipal agencies.

Evacuation Procedure (Cantiro Head Office)

Staff

On hearing a continuous whistle (3 loud blows), calmly leave the building immediately by the nearest exit. Close your office door. Escort any visitors/contractors from the building.

- Proceed to the Muster Point
- Stay at the Muster Point and check in with your area's Fire Warden
- Report missing persons or those in difficulty to the Fire Marshall for relaying to the Fire and Rescue Department on arrival.
- Do not re-enter the building until authorized by the Fire Department

Fire Marshall

Cantiro's Head Office uses a Fire Marshall to oversee final counts of employees in the event of an evacuation. Fire Marshalls are expected to be familiar with the area they are responsible for clearing, including all escape routes.

Upon hearing the fire alarm, the Fire Marshall shall:

- Put on a Fire Team 'high vis' vest.
- Exit the building at the nearest evacuation door or emergency exit and proceed to the Muster Point
- Stay at the Muster Point and conduct rollcall with Fire Warden
- Report counts to Fire Department

Document Name: Emergency Preparedness Policy

Document ID: CAMC-0080

Version Number: 1

Refer to Master Procedure #:

Version Date: May 17, 2023

This document's effective date is the
"Version Date"



In the event of an emergency evacuation, a Fire Marshal is responsible to:

1. Ensure the emergency evacuation alarm has been sounded; an alarm may be initiated by smoke detectors, a building operator, or someone activating the emergency evacuation procedure.
2. Ensure 911 has been notified of the emergency.
3. Take a copy of the ERP Fire Package out of the building for the fire department to use as reference. The package will contain maps of the building and grounds, as well as locations of any hazardous materials and Safety Data Sheets (SDS)
4. Supervise the evacuation of the personnel within your department (and the building in general) including:
 - a) Checking their assigned area
 - b) Closing exit door(s) when leaving their area, if safe to do so.
 - c) Guiding employees to the assembly area
5. Assemble the employees under their supervision in the designated area and take attendance to ensure that all employees are accounted for. Receive roll call report results from fire wardens and report if workers are missing to the fire department.
6. Assist in coordinating the efforts of the designated staff with those of the fire department.
7. Provide access and vital information to fire officials (i.e., master keys, service rooms, SDS, etc.) Offer a copy of the ERP Fire Package to the fire department Captain.
8. Ensure that the emergency alarm is not silenced until the fire department has responded, the cause of the alarm has been investigated and you are authorized to silence the alarm by a fire official

Fire Wardens

Cantiro Head Office uses Fire Wardens to assist in the evacuation during an emergency. Fire Wardens are expected to be familiar with the area they are responsible for clearing, including all escape routes.

Fire Wardens play a key role in the effort of eliminating potential fire hazards. This position allows continuous interaction between the workers and management and daily contact with the operations and processes of each department. This characteristic of the job puts the Fire Wardens in the best position to eliminate causes of fire.

It is important that the Fire Wardens continually stress proper fire prevention techniques. The primary objectives of fire prevention include good housekeeping and ensuring fire hazards are dealt with appropriately.

To be effective, the emergency evacuation program must have the understanding and support of every supervisor. It is imperative that Fire Wardens understand the activities of the emergency evacuation program, so they can keep employees updated on fire prevention and evacuation

Document Name: Emergency Preparedness Policy

Document ID: CAMC-0080

Version Number: 1

Refer to Master Procedure #:

Version Date: May 17, 2023

This document's effective date is the
"Version Date"



procedures.

1. Familiarize yourself with all potential fire hazards and take appropriate safeguards.
2. Conduct regular and frequent inspections to ensure a safe and hazard-free environment.
3. Develop a fire-conscious attitude within your department; every employee should adopt this attitude to eliminate fire hazards and promote the use of safe work procedures.
4. Keep well informed of all emergency planning activities and evacuation plans; make sure that changes in the fire protection program are passed on to each employee.
5. Be in complete charge of the accepted emergency evacuation plan.
6. Educate and train all building personnel and occupants in the use of existing fire safety equipment and in the actions to be taken under the emergency evacuation plan.
7. Ensure that a schedule and schematic diagram are posted in each area, outlining emergency exit and fire equipment.

On hearing an intermittent fire alarm (airhorn/ whistle), Fire Wardens should be prepared to leave the building, identifying the whereabouts of those at greater risk (visitors, contractors, persons with limited mobility) and ensuring they are ready to evacuate.

On hearing the continuous signal Fire Wardens should:

- put on a Fire Team 'high vis' vest.
- check all rooms are clear.
- direct occupants to the appropriate evacuation exit then Muster Point
- close doors and windows of areas that have been checked and switch off any heat-generating equipment, if safe to do so.
- proceed to the assembly point and report to the Fire Marshal, reporting the location of any individual(s) requiring assistance.
- where appropriate, assist in managing the flow of evacuees to the assembly point and prevent re-entry to the
- building until given the all-clear by the Fire Marshal

If there is someone trapped in the building:

- If someone is trapped in the building their location should be reported to the emergency responders on scene immediately. If the emergency response unit has not arrived it is advised an informed individual to wait for them at the entrance to the site, so that they can be notified immediately upon their arrival.

If there is a disabled person trapped in the building:

Document Name: Emergency Preparedness Policy

Document ID: CAMC-0080

Version Number: 1

Refer to Master Procedure #:

Version Date: May 17, 2023

This document's effective date is the
"Version Date"



- If there is a disabled person trapped in the building it is recommended that the person be moved to the safest location possible. The Fire Department specified that the stairwell is the best place in case of a fire, for them to wait, if need be, for a firefighter to assist them.
- Follow the same procedure as outlined above for a trapped person.

Employer's Responsibilities

The employer has numerous responsibilities related to fire safety and must ensure that the following measures are incorporated into the fire safety plan.

1. Establishment of emergency procedures to be followed during an emergency.
2. Appointment and organization of supervisory staff to conduct Evacuation Plan
3. Instructions to Fire Wardens so that they are aware of these responsibilities regarding the plan.
4. Holding Emergency Evacuation Drills
5. Control of fire hazards in the building
6. Maintenance of the building facilities provided for the safety of all occupants.
7. Provision of alternate measures for the safety of occupants during the shutdown of fire protection equipment
8. Posting and maintaining a copy of the emergency procedures in each department
9. Assuring those checks, tests, and inspections, as required by the fire code, are completed on schedule and those records are maintained.
10. Preparation and maintenance of diagrams for the fire and emergency systems
11. Keeping a copy of SDS sheets in the appropriate areas of the facility

Emergency Notification

Initial Activation of ERP

In an emergency, any worker on site has the authority to activate the plan to preserve life or property.

Priorities for Notification

Depending on the emergency not all the following need to be notified.

Notify immediately – As required.

1. EMS (911) – Ambulance, Fire, Police
2. Your supervisor

Notify as soon as possible – As required.

OH&S – To be notified by Senior Management/ Safety Advisor

Document Name: Emergency Preparedness Policy

Document ID: CAMC-0080

Version Number: 1

Refer to Master Procedure #:

Version Date: May 17, 2023

This document's effective date is the
"Version Date"



Notifications that can wait until things are under control – As required.

WCB – Must be notified up to 72 hours after the injury. To be notified by senior management and/or the Cantiro Safety Advisor.

Contacting Emergency Services

Any worker can and must contact EMS immediately, as the main priority will be getting qualified and specialized assistance on-site as soon as possible. If in doubt that EMS may be needed, err on the side of caution, and call 911.

Information Requirements for EMS

When calling for an ambulance the following information is usually requested:

- Name of the caller
- Phone number calling from (in case they become disconnected)
- Number of casualties
- Nature of injury or illness
- Location of injury or illness
- Where someone will meet them.

Information Requirements for Fire

When calling for fire assistance the following information is usually requested:

- Name of the caller
- Phone number calling from (in case they become disconnected)
- Location of the fire
- Type of fire
- Fire status
- Related hazards
- Where someone will meet them.

Contacting Alberta OH&S

The following injuries and accidents are to be reported to OH&S as soon as possible. Do not disturb the accident scene.

- a) an injury, illness, or incident that results in the death of a worker,
- b) an injury, illness, or incident in which there is reason to believe the worker has been or will be admitted to a hospital beyond treatment in an emergency room or urgent care facility,
- c) an unplanned or uncontrolled explosion, fire, or flood that causes a serious injury or illness or that has the potential of causing a serious injury or illness,
- d) the collapse or upset of a crane, derrick, or hoist, and

Document Name: Emergency Preparedness Policy

Document ID: CAMC-0080

Version Number: 1

Refer to Master Procedure #:

Version Date: May 17, 2023

This document's effective date is the
"Version Date"



- e) the collapse or failure of any component of a building or structure necessary for the structural integrity of the building or structure.

Contacting WCB

Any injury that results in the following must be reported within 72 hours to WCB by the injured worker's employer.

- Work-related injuries that cause (or are likely to cause) your worker to be off work beyond the day of the injury,
- Injuries that require modified work beyond the day of the injury,
- Injuries that require medical treatment beyond the first day (e.g., physical therapy, prescription medications, etc.),
- Injuries that result in permanent disability (e.g., hearing loss, amputation, etc.), or a
- Fatality

Contacting Alberta Environment

Any spill, release, or emergency that **may** cause, **is** causing, or **has** harmed the environment must be immediately reported to Alberta Environment. Releases can occur quickly or over a prolonged period of time.

To be reportable, the release must be in the environment. For example, a spill that is fully contained within a building, including odors, is not considered a release into the environment. However, if there is any possibility of odors venting from the building into the environment, Alberta Environment should be notified.

If you are uncertain about the potential for adverse effects, report the release.

Class	TDG Class Description	Quantity
1	Explosives (should not be encountered on site)	Any Quantity that could pose a danger to public safety or 50 kg
2	Gases (i.e., Propane, Argon, Acetylene, Oxygen, etc.)	Any quantity that could pose a danger to public safety or any sustained release of 10 minutes or more
3	Flammable liquids (i.e., gasoline, diesel, etc.)	200 L
4	Flammable Solids: Substances liable to spontaneously combust (should not be encountered on site)	25 kg
5.1	Oxidizers (i.e., should not be encountered on site)	50 kg or 50 L
5.2	Organic Peroxides	1 kg or 1 L
6.1	Toxic Substances	5 kg or 5 L

Document Name: Emergency Preparedness Policy

Document ID: CAMC-0080

Version Number: 1

Refer to Master Procedure #:

Version Date: May 17, 2023

This document's effective date is the
"Version Date"



6.2	Infectious Substances (Bodily Fluids, Sewage)	Any quantity that could pose a danger to public safety or 1 kg or 1 L
7	Radioactive elements (should not be encountered on site)	Any quantity that could pose a danger to public safety
8	Corrosives (i.e., paint, paint thinners. Etc.)	5 kg or 5 L
9	Miscellaneous (should never be on site)	25 kg or 25 L

If the release is at or over the quantities for the substance in the Table, *or* the substance is released into a watercourse or into groundwater or surface water, it must be reported to Alberta Environment.

Releases must be reported to Alberta Environment at the **first available opportunity**, as soon as you know, or should know, about the release. Reports can be made by phoning **1-800-222-6514** (a 24-hour toll-free number)

When reporting, you will be asked to provide:

- The location, date, and time of the release
- A description of the circumstances leading to the release
- The type and quantity of substance released.
- The details of any action proposed or taken at the release site.
- A description of the immediate surrounding area

A written report must be submitted to the appropriate Alberta Environment Director within seven days of the immediate report. This report must include:

- The date and time of the release
- The location of the release
- The duration of the release and the release rate
- The concentration, total weight, quantity or amount released.
- A detailed description of the circumstances leading to the release.
- The steps or procedures that were taken to minimize, control, or stop the release.
- The steps or procedures that will be taken to prevent similar releases in the future.
- Any other information is required by the Director.

Written reports can be **faxed to (780) 427-3178** or mailed to:

**Alberta Environment Environmental Response Centre
111 Twin Atria Building
4999 – 98 Avenue
Edmonton, AB T6B 2X3**

Document Name: Emergency Preparedness Policy

Document ID: CAMC-0080

Version Number: 1

Refer to Master Procedure #:

Version Date: May 17, 2023

This document's effective date is the
"Version Date"



Evacuation Procedures – Construction Site

Superintendents

Superintendents are to use the airhorn provided in the company vehicle to initiate an emergency response. When this has been initiated, calmly leave the home immediately by the nearest exit. Close any doors behind you. Escort any visitors/contractors from the homes.

- Proceed to the Muster Point (show home locations)
- Stay at the Muster Point and check in with your area's Fire Warden
- Do not re-enter the building until authorized by the Fire Department
- Contact the Safety Advisor when safe to do so.

Location and Operating Procedures for Emergency Equipment

All Cantiro Superintendents and Assistants carry a first aid kit and a fire extinguisher in their vehicles. Show home locations have a first aid kit, fire extinguisher, and access to running water. While the Office has multiple first aid kits and fire extinguishers with two AED machines.

List of Potential Emergencies

Each Subdivision and the Main Office shall conduct a risk assessment for hazards posed by potential hazardous substances from accidental release, fire, or other such emergencies that could cause an evacuation or rescue and list the potential emergencies for Cantiro operations. Procedures for each of these potential emergencies shall be contained within the Emergency Response Plan. Examples include:

- Electrical Emergencies: Electrocutions,
- Arc Flash Incidents
- Fire
- Gas Leaks/Chemical Spills
- Bomb Threats
- Medical Emergencies
- Explosion
- Workplace Violence
- Vehicle Incidents

Document Name: Emergency Preparedness Policy

Document ID: CAMC-0080

Version Number: 1

Refer to Master Procedure #:

Version Date: May 17, 2023

This document's effective date is the
"Version Date"



Guidance Procedures for Potential Emergencies

Electrical Emergencies

Electrocution

In an electrical emergency, employees must stay calm and think before they act. In order to avoid becoming a victim while helping – call for help first. Do an assessment before acting. If employees try to pull the victim clear, they could also become a path for electricity.

Staff should never approach or touch an electrical conductor that is laying on the ground, it may be energized, or become energized. If possible, the area should be barricaded or guarded to prevent injury.

The emergency response plan must be reviewed with the workers to ensure that if contact occurs, every worker knows what to do. This plan should include:

- Knowing what to do if the equipment becomes energized,
- First Aid
- Public protection
- Notification of authorities.
- Availability and communication with emergency responders
- Medical aid beyond first aid

If a line is down, the mobile equipment operator should leave the machine only as a last resort, if the machine is on fire or another such emergency. If the operator must leave a machine that is in contact with an electrical conductor, the operator must jump clear. – He must NOT, under any circumstances, step down and allow part of his body to be in contact with the ground while any other part of his body is touching the machine.

Because of the hazardous voltage differential in the ground, the operator should jump with his feet together, maintain balance, and shuffle or hop slowly across the affected area. The operator should not take large steps because it is possible for one foot to be in a high-voltage area and the other to be in a lower-voltage area. The difference between the two can kill.

Once safely away from the machine and conductors, the operator has the following responsibilities:

- Protect others by warning them and not allowing them to approach the energized equipment.
- Call the electric utility for help, and to shut off the electric power.
- Notify the supervisor.

Arc Flash Incidents:

Document Name: Emergency Preparedness Policy

Document ID: CAMC-0080

Version Number: 1

Refer to Master Procedure #:

Version Date: May 17, 2023

This document's effective date is the
"Version Date"

CANTIRO

A person need not make physical contact with an energized conductor or be part of the electrical circuit to be injured by electricity. The victim may be several feet away from energized conductors or equipment and be severely injured by the intense thermal energy transfer produced by an electric arc. An arc flash is a fire flash, or arc, that can be produced during an electrical failure or fault.

Arc Blast is a result of the arc flash, and its force is dependent on the amount of short circuit current available and the distance from the arc source. When copper superheats, as is the case when an arc flash occurs, the copper can expand up to 67,000 times. This expansion causes molten copper to be spewed away from the source in a very forceful manner.

The results of these incidents require response plans for the victim to have a severe injury from:

- Being thrown long distances
- Being thrown against immovable objects
- Having severe skin burns from the flash fire
- Possible, eye, mouth, and lung damage from flash fires.
- Possibility of molten metal landing on the victim causing more severe burns.
- Damage from the blast both to workers and to property.



Fire

The discoverer of the fire shall:

- Secure the area on fire,
- Notify Everyone working,
- Notify the Fire Department (Call 911)
- Commence the evacuation of the home or office.
- Notify management and the fire department of the location of the fire.

If the discoverer of the fire has received appropriate training on how to fight a fire, and the fire is small enough (I.e., trash can fire), then they may attempt to extinguish the fire using a portable fire extinguisher, after sounding the alarm, commencing the evacuation and notifying management of the location of the fire.

Document Name: Emergency Preparedness Policy

Document ID: CAMC-0080

Version Number: 1

Refer to Master Procedure #:

Version Date: May 17, 2023

This document's effective date is the
"Version Date"



Too many people have died because they did not know how to fight a fire and tried to do so anyway. If you are not trained, or the fire is too big, close the door sound the alarm, and get out. Let the professional fight the fire.

Employees upon hearing the alarm will immediately evacuate the building according to the emergency evacuation procedure and meet at the designated muster point.

Types of Fires

Class of Fire	Examples of Products	Extinguisher Type	Locations Found
Class A	Wood, Paper	Water, Class ABC	Throughout the Office
Class B	Gasoline, Propane, Diesel	Class ABC (Dry Chem.) of Class BC Note: Do not use Water	Outside building in vehicles
Class C	Charged Electrical Devices	Class ABC or BC (Dry Chemical or CO2)	Throughout the Office
Class D	Flammable Metals	Class D only	None on site

Fire Emergency Response Procedures

Step	Action	Hazards
1) Alert other workers in the area	Sound alarm	<ul style="list-style-type: none">• Smoke• Flames• Decreased visibility
2) Evacuate	Evacuate the area if needed.	<ul style="list-style-type: none">• Smoke• Flames• Decreased visibility
3) Extinguish the fire	Extinguish the fire if able to with available extinguishers.	<ul style="list-style-type: none">• Smoke• Flames• Decreased visibility
4) Added assistance needed to put out the fire	If unable to extinguish the fire with available equipment and personnel immediately notify 911, and the client representative. Give location, type of fire, fire status, related hazards, and where someone will meet them. Get the fire put out.	
5) People to be notified	Notify your supervisor Notify site safety	

Document Name: Emergency Preparedness Policy

Document ID: CAMC-0080

Version Number: 1

Refer to Master Procedure #:

Version Date: May 17, 2023

This document's effective date is the
"Version Date"



5) Documentation.	Fill out an <i>Accident / Incident Investigation</i> report. Get everyone who was there to fill out a <i>Witness Statement Form</i> .	
6) Incident Investigation	Management will designate someone or organize a team to investigate the incident.	
7) Incident follow-up.	Ensure all documentation is completed and all parties have been notified.	

REACT to the Fire

R- Remove people from the affected area.

E- Ensure doors are closed to the area (If Applicable)

A- Activate the Alarm System:

A) Activate the Air Horn located reception desk and with the Safety Advisor

B) If you hear the alarm, go off and move to your designated Muster Point
Immediately

C- Call the Fire department. In Edmonton, the Number is **911**

T- Try to extinguish the fire.

Supervisors to conduct a head count at Muster Point.

To put out a small fire

- 1) Advise the person responsible where you are going.
- 2) Have a second person come with you (also equipped with an extinguisher)
- 3) Ensure that you have the right extinguisher for the job.
- 4) Use the *PASS* Concept:

Pull the Pin

Aim at the base of the Fire

Squeeze the Trigger

Sweep from Side to Side

Always have 2 routes out of the Fire Zone Never turn your
back on an extinguished fire.

And ensure the wind is not blowing the fire toward you.

If you are on Fire:

Document Name: Emergency Preparedness Policy

Document ID: CAMC-0080

Version Number: 1

Refer to Master Procedure #:

Version Date: May 17, 2023

This document's effective date is the
"Version Date"



- **Stop** where you are.
- **Drop** to the floor or ground.
- **Roll** your body to smother the fire.

Portable Fire Extinguisher Use

A portable fire extinguisher is a "first aid" device and is very effective when used while a fire is small. The use of a fire extinguisher by a person who is properly trained can save both lives and property. It is the responsibility of the Tenant to ensure that all employees are familiar with the location and operation of the portable fire extinguisher in the tenant suite.

Using a portable fire extinguisher:

1. Remove the extinguisher from its bracket/cabinet and check the overall condition.
2. Pull the safety pin:
 - a. Determine that the extinguisher works properly (fast, short check by briefly squeezing the handle)
 - b. Carefully approach the fire area (walk, do not run)
 - c. Ensure an escape route is available behind you.
3. Aim the nozzle at the base of the fire.
4. Squeeze the extinguisher handle.
5. Sweep the extinguishing agent across the base of the fire.

Note: If the fire is not extinguished immediately, confine the fire to the smallest possible area, close doors, evacuate the area, and await the arrival of the Edmonton Fire Department.

General

- All workers designated to initiate this plan or respond to emergencies are to be trained in the emergency response procedures, processes, and equipment that are identified in the plans.
- Refresher training and exercises are to be scheduled to ensure the competence of staff in conducting their duties.

Medical – There will be enough first aiders according to the Alberta OH&S Code Schedule 2 Table 5. We will try and have first aiders spread out in various areas to allow for timely assistance.

Rescue – The only foreseeable rescue that would be required will be medical in nature. Call 911 for immediate assistance.

Identification and Location of Emergency Equipment

- First aid kits will be found in the reception area and upstairs in the main kitchen.
- Fire extinguishers will be throughout the office and are marked on the office map.

Document Name: Emergency Preparedness Policy

Document ID: CAMC-0080

Version Number: 1

Refer to Master Procedure #:

Version Date: May 17, 2023

This document's effective date is the
"Version Date"



Location and Use of Emergency Facilities

- The nearest hospital is the Misericordia Hospital at 16940 – 87 Avenue. For emergency transportation to the hospital call 911 for an ambulance
- The nearest fire department will be the City of Edmonton – Call 911 for Emergency, for information you can call the non-emergency number at 780-496-3850

Chemical Spills

Discoverer of the spill

- Warn others in the immediate vicinity that a spill has taken place.
- Attempt to minimize the spill and prevent it from entering any drains or waterways.
- Designate a co-worker to secure the area.
- Notify the company and/or site management/ emergency response.
- Proceed with the Emergency Assembly Area
- Re-enter the area only after the Emergency Coordinator has given an ALL CLEAR

Management shall:

- Cordon off the area
- Reassign employees to other work areas until the site is cleaned up, and evacuate the site if required (Refer to Emergency Evacuation Procedure)
- Attempt to identify the spilled substance.
- Provide first aid and/or medical care.
- Notify appropriate authorities (if the spill is considered a reportable emergency)
- Keep employees informed of progress.
- Have a properly trained contractor commence cleanup.

When reporting, you will be asked to provide:

- The location, date, and time of the release
- A description of the circumstances leading to the release
- The type and quantity of substance released.
- The details of any action proposed or taken at the release site.
- A description of the immediate surrounding area

A written report must be submitted to the appropriate Alberta Environment Director within seven days of the immediate report. This report must include:

- The date and time of the release
- The location of the release

Document Name: Emergency Preparedness Policy

Document ID: CAMC-0080

Version Number: 1

Refer to Master Procedure #:

Version Date: May 17, 2023

This document's effective date is the
"Version Date"



-
- The duration of the release and the release rate
 - The concentration, total weight, quantity or amount released.
 - A detailed description of the circumstances leading to the release.
 - The steps or procedures which were taken to minimize, control or stop the release.
 - The steps or procedures which will be taken to prevent similar releases in the future.
 - Any other information required by the Director.

Gas Leaks

Small Flammable Gas Leak

Small leak: any leak that can be stopped by turning off a gas valve that is not inside the gas cloud.

In the event of a small gas leak the following steps are to be taken:

- Stop work, yell out that you smell gas, and extinguish all sources of ignition.
- Evacuate the building and turn off the gas valve from outside.
- Notify Management immediately.

Large Flammable Gas Leak

Large: any leak that cannot be stopped by turning off a valve

In the event of a large gas leak the following steps are to be taken:

- Stop work, yell out that you smell gas, and extinguish all sources of ignition.
- Evacuate the area, and notify Management, the fire department, and gas company immediately.
- Evacuate other people in the surrounding area and look at factors like wind direction as was for where the gas cloud will go.
- If the leak was a result of what you were doing, fill out an incident report and forward it to the Safety Advisor immediately.

Discoverer shall:

- Notify the Area
- Attempt to turn off the gas flow.
- If unable to turn off the gas flow, secure the area and evacuate the building/site.
- Proceed crosswind or upwind to the muster point.
- If the muster point is upwind or downwind of the gas leak, move to the secondary muster point.
- If there is a fire, follow the emergency fire procedure.
- If there are any injuries, follow the medical emergency procedure.

Document Name: Emergency Preparedness Policy

Document ID: CAMC-0080

Version Number: 1

Refer to Master Procedure #:

Version Date: May 17, 2023

This document's effective date is the
"Version Date"



Management Shall:

- Attempt to have gas flow turned off locally.
- If not possible, have the Gas Company shut off the main gas flow to the site.
- Secure the scene,
- Provide medical treatment as required.

Bomb Threats

- If a threat is received by phone, mail, or other means, get as much information as possible.
- If the threat is received by phone, try to keep the person on the line for as long as possible. Do not hang up the phone, even after the call has been terminated.
- Contact local emergency response personnel by phone or radio.
- If a suspicious device is identified, evacuate the immediate area and notify local emergency response personnel.

If you receive a threat, such as a claim of a bomb, violence against occupants of the building, or destruction of property, or if you observe suspicious materials or packages or see anyone on the premises with a weapon of any kind:

1. CALL 911 IMMEDIATELY. Use a mobile phone to do so whenever possible. Advise the operator of the circumstance of the emergency and STAY ON THE LINE.
2. Do not activate the fire alarm unless directed to do so by the 911 operator or another authority.
3. Do not approach the threat or direct any other occupant to do so.
4. Leave the area of the threat immediately.
5. Whenever possible, communicate the threats to other building occupants and the location of the threat.

Written Threat

If a bomb threat is received in writing, it should be kept, including any envelope or other container. Unnecessary handling must be avoided, and every possible effort must be made to retain possible evidence such as fingerprints, handwriting, paper, and postmark.

If there is a bomb threat in the building:

1. Follow instructions given to you and stay calm.
2. Ask each person who works in your area to search his or her personal work areas.
 - a) Remind everyone not to touch or move a suspicious object and look for anything which does not clearly belong to someone; this could be anything from a seemingly harmless brown paper bag to something more obvious.

Document Name: Emergency Preparedness Policy

Document ID: CAMC-0080

Version Number: 1

Refer to Master Procedure #:

Version Date: May 17, 2023

This document's effective date is the
"Version Date"



3. Search all common areas including washrooms, coffee stations, meeting rooms, file rooms, reception areas, and storage areas.
4. Leave interior office doors open; only leave doors closed if you are responding to a fire or hazardous material leak.

Explosions

Explosions include those caused by leaking gas, faulty heating equipment, or flammable vapors.

- Fall to the ground/floor and take shelter under tables, desks, or other objects to protect against falling debris.
- After the effects of an explosion have subsided, check exits and/or escape routes prior to evacuating the building/site.
- Activate the alarm and contact the local fire department.
- Do not return to the building/site until the company or site management has given the all-clear signal.

Workplace Violence

- Notify management immediately by phone and report the occurrence.
- **Do NOT** attempt to physically intervene. Protect yourself first at all costs.
- Review the Workplace Violence Policy for further instruction.

Overhead Power Lines - Accidental Contact

In case of accidental contact with power lines, the key is to stay calm and think before acting.

- All downed lines can be dangerous - stay away from them.
- Shuffle away with both feet together from a downed line so you don't get shocked.
- If you cannot safely clear the equipment of the line, stay on the equipment until a utility representative says it is safe to get off.
- If a co-worker touches a power line stay clear and call 911. Activate your emergency response plan. Remember to think of your safety first. Touching someone in contact with electricity could shock you as well.
- Keep other workers away from the area to avoid them from encountering the electricity.
- Remember 'the shuffle' and fight the urge to run. The safest way to move away from a downed line is to shuffle with your feet together on the ground.
- When a live wire touches the ground, electricity travels in all directions. Voltage decreases as it travels from the source and electricity could come up one leg and go out the other giving you an electrical shock.

Document Name: Emergency Preparedness Policy

Document ID: CAMC-0080

Version Number: 1

Refer to Master Procedure #:

Version Date: May 17, 2023

This document's effective date is the
"Version Date"



Electrocution

Shock is a leading cause of electrical injury and death. It takes less than 0.1 amps of electricity flowing through your body to cause death.

The average male can perceive electrical flow from 1 milli-ampere (mA - also called milliamps) to 10 mA (0.001 amps - 0.010 amps).

- From 3 - 10 mA the sensation is very painful.
- At 10 mA is the paralysis threshold, where you can't release your hand grip on an object.
- At 30 mA (0.030 amps) is the respiratory threshold which causes a stoppage of breathing and can be fatal.
- At 75 mA (0.075 amps) is the fibrillation threshold where heart action is dis-ordinated. Fibrillation cannot be treated with CPR and at this state, it can be fatal if a defibrillator is not applied within several minutes.

The thresholds for women are slightly less.

In perspective, the lowest circuit in your home is a 15-amp circuit. And 110 - 120 volts; 120 volts can be fatal. It is the amperage that kills, not the voltage.

First Aid

When a victim is no longer in contact with electricity and help has been called check the following:
Breathing - use artificial respiration immediately if the victim is not breathing.

Pulse - check for a pulse and begin CPR, if necessary, Burns - Don't touch burns

Shock - Look for cold clammy skin, rapid pulse, and shallow breathing. Lay the victim down and cover victim them with a blanket to keep them warm. All shock victims should be transported to a recognized medical facility that knows how to monitor and treat electrical injuries.

- If you must work within the safe approach limit, you must get the assistance of the power line owner.
- Mark the location of all overhead power on the plans and drawings.
- All workers must stay clear on any equipment working near power lines.
- Avoid spoil piles under power lines, this reduces the clearances and could create a hazard Excavation next to a power pole can be extremely dangerous. Soil near the base of a pole should not be disturbed without consulting the local utility.
- The local utility company may be able to install "line identification". This is PVC pipe, not for protection, but to make it easier to see.

Document Name: Emergency Preparedness Policy

Document ID: CAMC-0080

Version Number: 1

Refer to Master Procedure #:

Version Date: May 17, 2023

This document's effective date is the
"Version Date"



- The danger with overhead power lines is that there is no protection on the wires. The electricity is looking for a path to the ground, so if you contact the line or get too close you may provide that ground.
- If power lines are contacted or torn down, stay clear at least 10 meters- and call for help. See your emergency contact number for the area.

High-Pressure Gas Line Rupture

Emergency Procedures

EMERGENCY PROCEDURES FOR HIT AND BLOWING/LEAKING NATURAL GAS

PIPELINES

- Clear all people from the vicinity of the natural gas leak.
- Prevent vehicles and bystanders from entering the area until the area is secure.
- Notify all people in the vicinity, such as neighboring buildings as a spark could ignite leaking gas and could affect others close by.
- Shut off or extinguish any source of ignition, including equipment and vehicles, communication equipment, cigarettes, and/or open flames.
- Contact ATCO Gas for help.

ATCO Gas Emergency Numbers:

Edmonton and area (780) 420-5585

Calgary and area (403) 245-7222

For all other areas (800) 511-3447

Remain a safe distance away from the leak while you wait for assistance.

If possible, install red ribbon on barricades as required.

Do not attempt to repair the leak. Allow the natural gas to vent into the atmosphere. (Attempting to repair the leak yourself can result in property damage and serious injury to yourself and others.)

Provincial legislation requires that the person responsible for causing the natural gas release must notify Alberta Environment at the first available opportunity. Call toll-free 1-800-222-6514.

Environmental Spills Environmental Damage Incident

Examples of this type of accident would be oil or diesel fuel spills, damage to creek or riverbeds or banks, damage to drainage and irrigation ditches, etc.

Document Name: Emergency Preparedness Policy

Document ID: CAMC-0080

Version Number: 1

Refer to Master Procedure #:

Version Date: May 17, 2023

This document's effective date is the
"Version Date"



- Assess the hazards at the scene to determine if it is safe for you to proceed with an investigation of the accident. If possible, move or remove any hazards that could be a danger to you or others to make the scene safe. DO NOT touch or move anything that does not pose an immediate danger since this would adversely affect later investigations of the scene.
- If hazardous waste, toxic waste, or dangerous goods are involved in the accident call the RCMP immediately.
- Contact your supervisor.

Safety Advisor to complete Investigation Report Form -

- From a preliminary investigation done by the Supervisor, it must be determined if work should continue or stop. If it is determined that the nature of the accident or incident requires further investigation, then work will stop on all areas until this is done, and a review of the Work Practices and Job Procedures involved have been completed. (Cantiro Safe Work Practices Review and Development) If this review indicates that these work practices should be changed, then the retraining of the employees involved must be done prior to work starting.
- No work to start without authorization from Cantiro.

Other contacts that may be necessary to call are:

Alberta Environment 1-800-222-6514

Energy Resources Board (403) 297-2473

ERCB (403) 297-4117

Natural Disasters

A lot of natural disasters strike without warning. It is very important for us to know what to do in case of a natural disaster.

Earthquake

The most dangerous hazard of an earthquake is that the roof of the building may collapse and cause injuries. The best way to reduce the risk of an injury is to take cover under a heavy table or desk. This would prevent injuries from falling objects and allow airspace in case the roof collapses. Earthquakes are not known as a hazard in the part of the world that we live in but have been mentioned just in case.

Tornado

Taking shelter would be the first approach in order to reduce the risk of injuries and fatalities. Here are some key points to keep in mind:

Document Name: Emergency Preparedness Policy

Document ID: CAMC-0080

Version Number: 1

Refer to Master Procedure #:

Version Date: May 17, 2023

This document's effective date is the
"Version Date"



- Do not stay in a vehicle. Cars, vans, and trucks can be easily blown away by a tornado.
- Stay away from windows.
- Do not use the elevator; this is to avoid getting trapped inside the elevator.
- Move to the lowest floor possible of buildings, houses.

Note: Each workplace is very different and the strategy for each type of natural disaster must be discussed as part of the emergency response plan.

After Natural Disasters

After a natural disaster, take the following steps.

- Check for injuries and identify the first aid-certified employees on the site.
- Perform CPR on people who have stopped breathing.
- Do not move injured people unless they are exposed to life-threatening hazards.
- Check for damages on utility lines such as gas, steam, electricity, or water. Perform appropriate actions to minimize the risk of injuries.

Explosions

In case of an explosion, these are some key aspects:

- Stay calm and leave the building as soon as possible.
- Call 911 and report the incident. Provide the complete address and yard access information to the Fire Department.
- If trapped, tap on a pipe or wall so that the rescuers can hear and locate you.
- Assist others, especially the ones that require special assistance exiting the building and moving to the designated evacuation area.

Pandemic Influenza Introduction

A pandemic is a worldwide outbreak of a communicable disease that affects a large proportion of the population. Concerns exist that a pandemic involving an influenza virus will occur.

Pandemic Influenza occurs when a new influenza virus, with the ability to spread easily from human to human, circulates worldwide. Because most people will have no immunity to the pandemic, infection, illness rates, and number of deaths are expected to be higher than during seasonal epidemics of normal influenza.

Pandemic Influenza is a potential biological hazard that needs to be considered during hazard assessment and emergency planning. When pandemic influenza is identified by the World Health

Document Name: Emergency Preparedness Policy

Document ID: CAMC-0080

Version Number: 1

Refer to Master Procedure #:

Version Date: May 17, 2023

This document's effective date is the
"Version Date"



Organization (WHO) and the Alberta Pandemic Influenza Plan (APIP) is activated, the worksite hazard assessment needs to be repeated to:

- Assess the increased risk of exposure to the pandemic influenza virus in job tasks and put appropriate controls in place.
- Assess workplace hazards due to absenteeism, resulting from illness or caring for ill family members, to establish controls addressing any new hazards or operational changes.

Responsibilities

The Alberta Occupational Health and Safety Act, Regulation, and Code combine to set out the legal requirements that employers and workers must meet to protect the health and safety of yourselves and others. These are minimum requirements.

Employers must ensure, as far as reasonably practical, the health and safety of all workers at their worksite. Workers must take reasonable care and co-operate with the employer to ensure the health and safety of themselves and others."

Other Responsibilities

- Establish policies and procedures dealing with storing, handling, using, and disposing of biohazardous materials.
- Ensure the workers are informed of the health hazards associated with exposure to the biohazardous material.
- Ensure that work exposure to biohazardous materials is kept as low as reasonably practicable/achievable.
- Establish policies and procedures for post-exposure management of workers exposed to biohazardous material.

Identifying hazards

Identifying the hazards relating to pandemic influenza should be part of your overall hazard assessment. This is done on an ongoing basis, involving everyone at the work site. There are several phases that occur before a pandemic virus is identified, once it reaches Phase 6, then a Pandemic is declared. When examining the jobs that have potential or a risk of exposure to the pandemic virus, ask the following questions:

- What job tasks increase potential exposure to the virus?
- Who is potentially exposed to the virus as part of their work?
- How often are workers exposed to the hazard?
- Do work processes increase exposure to the virus?
- When is the greatest risk of exposure?

Other potential hazards related to a Pandemic include:

Document Name: Emergency Preparedness Policy

Document ID: CAMC-0080

Version Number: 1

Refer to Master Procedure #:

Version Date: May 17, 2023

This document's effective date is the
"Version Date"



- Stress – may be related to fear, illness of family, changing job roles etc.
- Fatigue – if workers are required to work extra hours.
- Working Conditions – related to increased or different workloads.

As with other hazards at the worksite, Pandemic hazards need to be controlled, the levels of control include:

- First Choice – Engineering Controls, isolate the hazard through ventilation or barricades.
- Second Choice – Administrative Controls, have policies and procedures that prevent worker exposure such as hand washing and vaccination.
- Third Choice – Personal Protective Equipment – provide protective equipment such as masks, gloves, respirators, etc.

Communication and Training

Clear and open communication channels at all levels of the organization will encourage everyone's support for, and participation in, health and safety activities. It is important to be aware of, differing skills in language, literacy, and culture when communicating health and safety information.

An employer must ensure that a worker who may be exposed to a harmful substance at a worksite.

- Is trained in procedures developed to minimize worker's exposure.
- Understands the procedures.

Emergency Response Planning

Pandemic Planning should be part of the overall workplace emergency response plan. An emergency may be defined as "any situation or occurrence of a serious nature, developing suddenly and unexpectedly, and demanding immediate attention" (Canadian Centre of Occupational Health and Safety, 2004).

An emergency response plan for pandemic influenza considers the hazard assessment for actual and potential exposures in the workplace to the virus and potential consequences and responses due to absenteeism. It is recommended that the emergency response planning:

- Assess risks to the workers and the organization.
- Set priorities and determine organizations and safety-critical functions to maintain business and worker safety in the event of increased absenteeism from the pandemic.
- Establish plans to control exposures in the workplace before a pandemic occurs.
- Build a foundation.
- Establish and communicate policies and procedures for sickness and absenteeism to encourage people to stay home if ill with the virus.

Document Name: Emergency Preparedness Policy

Document ID: CAMC-0080

Version Number: 1

Refer to Master Procedure #:

Version Date: May 17, 2023

This document's effective date is the
"Version Date"



- Plan succession options and cross-train
- Define and communicate the chain of command during the pandemic.
- Plan communication strategies
- Create policies for alternate work arrangements and facilitate work-at-home technology.

Rollover – Heavy Equipment

Working in and around heavy equipment can present a danger to workers who are within a wide range of moving loads or moving parts. Heavy equipment may be subject to rollovers because of how or where the equipment is being used (i.e. Site conditions due to weather, etc.)

Where the possibility of having your equipment roll over, Cantiro must have a safe work procedure that eliminates the possibility of an equipment rollover. Cantiro must have a safe work procedure and the equipment manufacturers' specs must be written, current, and available to review by all workers on the site. The manufacturer's specs will provide further information about the safe use of that piece of equipment. Refer to Part 19 of the OHS Code Explanation guide.

To help prevent an equipment rollover:

- Assess and review site conditions.
- Complete an FLHA to determine the current site hazards (update as conditions change)
- Report to your supervisor any site conditions affecting the safe use and operation of equipment.
- Obtain a copy of the manufacturers specs and ensure the worker has reviewed the information required to operate equipment in a safe manner.
- Use all safety devices in equipment. (i.e., Seat belts and other safety equipment in the equipment)
- Operate equipment in a safe manner.
- Always maintain full control of equipment

If a piece of equipment has a rollover, follow these steps:

- Assess the incident.
 - Is there a worker in the equipment? o Are their other workers in the area?
 - Is the worker able to communicate?
- Protect the area from further hazards if reasonably practicable.
- Determine if there are any spills (oil, diesel, or fuel spills)
- Rescue the operator involved in the rollover.

Always review the site-specific Emergency Response Plan prior to starting work. This plan must be reviewed by all workers.

Document Name: Emergency Preparedness Policy

Document ID: CAMC-0080

Version Number: 1

Refer to Master Procedure #:

Version Date: May 17, 2023

This document's effective date is the
"Version Date"



Property Damage Incident

These are the procedures to be followed in the case where an accident has happened resulting in property damage, not injury damage. If, however, there were personal injuries those procedures would take priority.

- Assess the hazards at the scene to determine if it is safe for you to proceed with an investigation of the accident. If possible, move or remove any hazard(s) that could be a danger to you or others to make the scene safe. DO NOT touch or move anything that does not pose an immediate danger since this would adversely affect later investigations of the scene.
- Contact the police if necessary. (ERP phone #s in every vehicle)
- Contact the Cantiro Safety personnel.
- Contact insurance if necessary.
- The supervisor to complete the Investigation Report -

First Aid Procedures

The purpose of this information is to ensure that for each worksite, equipment, supplies, facilities, qualified first aid attendants, and services are adequate and appropriate for promptly rendering first aid to employees if they suffer an injury at work and ensure transportation of injured employees to medical treatment. This is also to ensure that first aid services and equipment are maintained as per local regulatory requirements at every site.

Responsibilities

The Safety Advisor is responsible for developing first aid plans or procedures for the worksite in accordance with this procedure. The Supervisors are responsible for implementing and maintaining the first aid procedures for each site and for ensuring that all equipment, information, and services laid out in this procedure and other pertinent first aid procedures are available to each worker. They are also responsible for ensuring that each employee is aware of the requirements of the first aid plans or procedures and their responsibilities in each. All employees are responsible for reporting all workplace injuries to management/supervisor and asking for the services of a first aid attendant, if necessary, as soon as practicable following an injury. Each injury must be documented and kept confidential for 3 years.

Procedure

- Report all injuries, no matter how minor, to the supervisor and/or First Aid Attendant as soon as possible.
- Complete an Incident Report
- Know the location of the job site First Aid station or first aid kits. Get treatment for injuries as soon as possible.

Document Name: Emergency Preparedness Policy

Document ID: CAMC-0080

Version Number: 1

Refer to Master Procedure #:

Version Date: May 17, 2023

This document's effective date is the
"Version Date"



- Never move an injured person unless that person is at risk of further injury in their present location.
- Any injury where the skin is broken i.e., Lacerations, cuts, punctures, etc. shall be carefully treated to avoid infection. Do not wait.
- If you are injured, or if you are qualified and assisting someone who has been injured, do not become overly excited. Great haste in applying first aid is often not necessary and can be harmful.
- In most cases of severe bleeding, the first thing to do is apply the cleanest padding available directly to the wound, keeping firm pressure on it until a First Aid person can take over. The possibility of a fractured skull is the exception to this rule.
- Most serious injuries involve shock. Provide warm covering (blanket or jacket) to the injured worker. Do not give the injured person anything to drink. A damp cloth can be used to keep the lips moist.
- When chemicals contact the skin, check the Safety Data Sheet (SDS) before taking any action such as washing the area with water. If fumes, dust, or vapors are inhaled, remove the victim to a location with a fresh air supply.
- In cases where breathing has stopped call for help and start Artificial Respiration or Cardiopulmonary Resuscitation (CPR) immediately. Only persons properly and currently qualified in CPR and Artificial Respiration shall administer the procedure.

Points to Remember

- Call for help immediately.
- Avoid panic.
- Inspire confidence.
- Do no more than necessary until qualified help arrives.
- Restore breathing.
- Stop or slow severe bleeding.

Assessment for First Aid

The Cantiro Safety Advisor or Supervisor will perform a written assessment review and this review will include, but not be limited to, the following areas:

- The number of employees who may require first aid at any time.
- The nature and extent of the risks and hazards in the workplace, including whether the workplace creates a low risk of injury.
- The types of injuries likely to occur.
- Any barriers to first aid being provided to an injured employee.
- The time that may be required to obtain transportation and to transport an injured employee to medical treatment.

Document Name: Emergency Preparedness Policy

Document ID: CAMC-0080

Version Number: 1

Refer to Master Procedure #:

Version Date: May 17, 2023

This document's effective date is the
"Version Date"



- Cantiro must review the first aid assessment within 12 months after the previous assessment and whenever a significant change affecting the prior assessment occurs in the work site.

Posting Requirements

- A list of all qualified first aid attendants, qualifications, and work locations will be posted, revised as needed, and annually, and contained with the site-specific safety plan. On On-Site, this is established by the first aid sticker on Cantiro employees' hard hats.
- The first aid procedures and a telephone list or other instructions for reaching the nearest police, ambulance, fire station, hospital, or physician. Emergency Site Contact lists are to be posted in all Cantiro and site signs also have this information.
- In a conspicuous position at a workplace a written notice which outlines a policy and procedure for the reporting of injuries. This shall be in a manner that meets local regulatory requirements.
- The list of first aid attendants shall be provided to the safety committee or representative.

Availability of First Aid Personnel

- Each worksite shall ensure that the minimum number of qualified first aid personnel is available in accordance with local regulatory requirements. Sites with Trades are required to supply their own first aiders to meet the requirements.
- For Alberta Operations: The number of first aiders at a work site and their qualifications and training comply shall comply with Schedule 2, Tables 5, 6, or 7 of the Alberta OHS Code Part 11.
- The Emergency Response Plan and list of first aid personnel will be made available in new employee orientations and training.

Training

- A training agency, approved by the local province or territory and the Cantiro Safety Advisor or Supervisor, must provide the first aid training to employees for a certificate in emergency first aid, standard first aid, or advanced first aid.
- For Alberta Operations: Each worker who successfully completes the training of an approved training agency must meet the standards for a certificate in emergency first aid, standard first aid, or advanced first aid that are adopted by the Director of Medical Services in consultation with the Joint First Aid Training Standards Board.

Document Name: Emergency Preparedness Policy

Document ID: CAMC-0080

Version Number: 1

Refer to Master Procedure #:

Version Date: May 17, 2023

This document's effective date is the
"Version Date"



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- Each worksite must ensure that designated first aid personnel have successfully completed first aid training by verification of a current first aid certificate.
 - All training of first aid personnel must be properly documented. Cantiro first aid personnel will have a copy of their current first aid certificate placed in their training records file.
 - Each worksite will maintain records in a manner to alert upcoming recertification dates for first aid personnel.
 - Each worksite's first aid training shall also include how the first aid personnel can summon transportation of injured employees.

First Aid Attendant Qualifications

To be qualified as a first aid attendant Cantiro will ensure that the first aid responder candidate:

- Is at least 16 years old or meets the age as established by local provincial or territorial requirements.
- Has successfully completed the first aid training course or first aid examination that was developed or approved by local provincial or territorial regulatory requirements and Cantiro and has a current certification in good standing.
- Must meet the standards for a certificate in emergency first aid, standard first aid, or advanced first aid that is adopted or approved by local provincial or territorial regulatory requirements.
- Meets any other requirements determined by local provincial or territorial regulatory requirements for designation as a first aid attendant.

First Aid Equipment

- Each work site must ensure that first aid services, first aid equipment, and supplies required by local provincial or territorial regulatory requirements are located at or near the work site they are intended to serve, and available and accessible during all working hours.
- The expense of furnishing and maintaining first aid equipment and services is borne by Cantiro for all employees.
- First aid equipment supplies, and facilities must be kept clean. First aid equipment and supplies are maintained in a clean, dry, and serviceable condition, will be in a container large enough so that each item is in plain view, contained in a material that protects the contents from the environment, be readily and easily accessible at any time an employee works in the workplace and be clearly identified as first aid equipment and supplies.
- On a monthly basis the Superintendent or the designated person will conduct an inspection of the first aid supplies to ensure that they meet or exceed the minimum requirements of first aid kits according to local provincial or

Document Name: Emergency Preparedness Policy

Document ID: CAMC-0080

Version Number: 1

Refer to Master Procedure #:

Version Date: May 17, 2023

This document's effective date is the
"Version Date"



territorial regulatory requirements as related to the type, number, and specification of required kits. These inspections shall be documented by ensuring the Vehicle inspection checklist is completed as this form includes inspections of the first aid and fire extinguisher equipment.

- Cantiro shall ensure that anything in the workplace that has been contaminated by blood or bodily fluids is disposed of or cleaned by a competent person in a manner that prevents an employee from being exposed to the blood or bodily fluids.

How to Summon First Aid Services

- Cantiro will ensure that an emergency communication system is in place for workers to summon first aid services. The emergency communication plan will be contained within the Cantiro site-specific Emergency Response for each work site.
- This shall include an effective means for communication between the first aid attendant and the employees served and the first aid attendant's ability to call for assistance. Examples include the telephone, etc. All site employees have access to a cell phone and are the required first aiders on site if the trade partner needs additional help with their own first aiders that they provided for the job.

Records

- Cantiro shall maintain in corporate safety records a list of all first aid incidents for 3 years from the date the record is made.
- Records shall contain an entry for the incident as described by the injured employee, name of the worker, the date, time, and location of its occurrence, when reported, work-related cause, the names of witnesses, the nature and exact location of the injuries to the worker and the date, time and nature of each first aid treatment given with name and qualifications of the person giving first aid.
- Entries regarding any acute illness or injury reported during their work are as soon as is practicably recorded on a form or register that is acceptable to local regulatory requirements.
- All first aid records are to be kept confidential and may not be disclosed except as permitted by local regulatory requirements or otherwise permitted by law.

Schedule 2 First Aid

Table 1 - Low Hazard Work

"Low hazard work" means work at:

Document Name: Emergency Preparedness Policy

Document ID: CAMC-0080

Version Number: 1

Refer to Master Procedure #:

Version Date: May 17, 2023

This document's effective date is the
"Version Date"



- a) Administrative sites where the work performed is clerical or administrative in nature;
- b) Dispersal sites
 - i. Where a worker is based,
 - ii. Where a worker is required to report for instruction, and
 - iii. From which a worker is transported to a work site where the work is performed.

In the OHS Legislation, there is no definition for Medium Hazard Worktable 2 - High Hazard Work

"High-hazard work" means work involving:

- a. Construction or demolition, including.
 - i. Industrial and commercial process facilities,
 - ii. Pipelines and related gas or oil transmission facilities,
 - iii. Commercial, residential and industrial buildings,
 - iv. Roads, highways, bridges and related installations,
 - v. Sewage gathering systems,
 - vi. Utility installations, and
 - vii. Water distribution systems.

OHS Act – First Aid Legislation

*Part 11 – First Aid

Training Standards

177(1)

A person or agency that provides training in first aid must be approved by a Director of Medical Services or a Director if the person or agency is to provide training in first aid to workers under this Code.

177(2)

A person or agency approved under subsection (1) must provide training in first aid to workers in accordance with CSA Standard Z1210-17, *First aid training for the workplace - Curriculum and quality management for training agencies*.

Providing Services, Supplies, Equipment

178(1)

A prime contractor or, if there is no prime contractor, an employer must provide first aiders, first aid supplies, first aid equipment, first aid kits and a first aid room for workers in accordance with the applicable requirements of Schedule 2, Tables 4 to 7.

178(2)

Document Name: Emergency Preparedness Policy

Document ID: CAMC-0080

Version Number: 1

Refer to Master Procedure #:

Version Date: May 17, 2023

This document's effective date is the
"Version Date"



If a first aid room for workers is a temporary or mobile facility, a prime contractor or, if there is no prime contractor, an employer must ensure that the room meets the requirements of Schedule 2, Table 4, except that.

- (a) the room may be used for other services if it is maintained appropriately to provide first aid, and
- (b) where it is not reasonably practicable to provide a supply of hot and cold potable running water, a supply of cold potable water is acceptable.

178(3)

A prime contractor or, if there is no prime contractor, an employer must ensure that each first aid kit required to be provided under Schedule 2, Tables 4 to 7, is equipped in accordance with CSA Standard Z1220-17, *First aid kits for the workplace*.

178(4)

Despite subsections (1), (2) and (3), if there are 2 or more employers involved in the work at the work site and there is no prime contractor, the employers may enter into a written agreement to collectively provide first aiders, first aid supplies, first aid equipment, first aid kits and a first aid room for workers in accordance with the applicable requirements of Schedule 2, Tables 4 to 7.

A prime contractor or, if there is no prime contractor, an employer must

- (a) ensure that first aiders, first aid supplies, first aid equipment, first aid kits and the first aid room for workers required by this Code are

- (i) located at or near the work site they are intended to serve, and

- (ii) readily available and accessible during all working hours,

- (b) ensure that first aid supplies, first aid equipment and first aid kits are

- (i) maintained in a clean, dry and serviceable condition,

- (ii) contained in a material that protects the contents from the environment, and

- (iii) clearly identified as first aid supplies, first aid equipment and first aid kits,

- (c) post, at conspicuous places at the work site, signs indicating how to contact first aiders and the location of first aid supplies, first aid equipment, first aid kits and the first aid room for workers or, if posting of signs is not reasonably practicable, ensure that each worker is made aware of how to contact first aiders and the location of first aid supplies, first aid equipment, first aid kits and the first aid room for workers, and

- (d) ensure that an emergency communication system is in place for workers to summon first aiders.

Document Name: Emergency Preparedness Policy

Document ID: CAMC-0080

Version Number: 1

Refer to Master Procedure #:

Version Date: May 17, 2023

This document's effective date is the
"Version Date"



Medical Emergencies

For this plan, there will be three classifications of medical emergency:

- First Aid
- Medical Assistance
- Fatality

When in a Medical Assistance situation and there is any question that it could be a Fatality, treat the site as if it is a fatality, OHS will need to be contacted.

Discoverer of a medical emergency

- Notify first aiders of the need for assistance. If a medical emergency is of a serious nature, call 911.
- Comfort victim while awaiting the arrival of first aiders and/or ambulance.
- If trained, provide first aid,
- Notify management of any injury and/or medical emergencies as soon as possible.

If you are injured or suffering a medical emergency, you should:

- Notify management or a first aider of the situation, immediately.
- Cooperate with the ambulance's first aiders and/or medical technicians.
- Complete a first aid report as soon as possible after treatment.

First Aiders

- Provide first aid to the extent of your training. Do not exceed your training.
- Comfort the victim.
- Once treatment, do not leave your victim unless your life is in danger.
- Call for assistance if required (if serious situation call 911)
- Have the victim complete first aid or incident report if possible.
- Notify management of all injuries and/or medical emergencies as soon as possible

Management shall:

- Assess the situation and determine if additional medical attention is required.
- if transportation is required to medical treatment or a facility is required
- Provide a driver and a first aider to accompany the victim, or
- Provide an ambulance.
- Shall document injury and/or medical emergency, and
- notify authorities as required.

Document Name: Emergency Preparedness Policy

Document ID: CAMC-0080

Version Number: 1

Refer to Master Procedure #:

Version Date: May 17, 2023

This document's effective date is the
"Version Date"



First Aid incidents include any one-time treatment and subsequent observation of minor scratches, cuts, abrasions, bruises, burns, splinters, etc. These conditions do not require medical care even though a physician or other medical professional may administer treatment.

Step	Action	Hazards
1) Incident occurs.	Remain Calm.	
2) Administer first aid.	In all cases, first aid should be administered by a qualified first aider. Administering self-first aid is only to be done until another first aider is summoned.	<ul style="list-style-type: none">• Initial hazard causing injury.• Bodily Fluids
3) Supervisor Notification of incident.	The incident must be reported to your supervisor. This is done for every first aid treatment no matter of severity.	
4) Documentation.	Ensure that the first aid incident is documented for site records.	

Medical Aid is any medical treatment, other than first aid, which is administered by a medical professional under the standing orders of a doctor.

Step	Action	Hazards
1) Incident occurs.	Remain Calm.	
2) Administer first aid.	The injured person receives immediate first aid treatment by qualified first aider.	<ul style="list-style-type: none">• Initial hazard causing injury.• Bodily Fluids
3) Supervisor Notification of incident.	The incident must be reported to your supervisor. This is done for every first aid treatment no matter of severity.	
4) Transport the injured person to medical care.	Call for an ambulance or transport the injured person using the appropriate mode of transportation, whichever is appropriate. This decision can only be made by a first aider. If in doubt anyone can call 911.	<ul style="list-style-type: none">• Other traffic• Road conditions• Weather

Document Name: Emergency Preparedness Policy

Document ID: CAMC-0080

Version Number: 1

Refer to Master Procedure #:

Version Date: May 17, 2023

This document's effective date is the
"Version Date"

5) Secure the area	The work area where a worker was injured must be secured to protect the area around the accident scene from being disturbed. A person shall not disturb the scene of an accident except as far as is necessary for (a) attending to persons injured or killed, (b) preventing further injuries, and (c) Protecting property that is endangered because of the accident.	
6) Incident Investigation	Management will designate someone or organize a team to investigate the incident.	
7) Resuming work in the area	Work will not resume in this area until authorized by management. This will usually be after the injured worker is released from the hospital, or the management has notified OHS and been given permission to continue. work and disturb the scene by OHS.	
8) Documentation.	Ensure that the medical aid incident is documented for site records.	

An occupational fatality is any work-related injury or illness that results in the death of an employee, regardless of the length of time between injury and death or the length of the illness.

Step	Action	Hazards
1) Incident occurs.	Remain Calm.	
2) Administer first aid.	The injured person receives immediate first aid treatment by themselves or by others. Call 911	<ul style="list-style-type: none">• Initial hazard causing injury.• Bodily Fluids
3) Supervisor Notification of incident.	The incident must be reported to your supervisor. This is done for every first aid treatment no matter of severity.	
4) Suspend work. - This will allow management to concentrate on dealing with the incident.	All activities on site will stop. DO NOT disturb the scene of the accident. No workers will leave the site until it is authorized by management. Some areas may be allowed to continue working if authorized by both WHS and site superintendent.	

Document Name: Emergency Preparedness Policy

Document ID: CAMC-0080

Version Number: 1

Refer to Master Procedure #:

Version Date: May 17, 2023

This document's effective date is the
"Version Date"



5) Secure the immediate area	The work area where a worker was injured must be secured to protect the area around the accident scene from being disturbed. A person shall not disturb the scene of an accident except as far as is necessary in (a) attending to persons injured or killed, (b) preventing further injuries, and (c) Protecting property that is endangered because of the accident.	
6) Employer Notification of Incident.	The supervisor must immediately report the incident to the Safety Advisor. Take photos of the incident scene	
7) OHS and Police Notification	This may be done by management	
8) Documentation.	Fill out an <i>Incident Investigation</i> report. Get everyone who was there to fill out a <i>Witness Statement Form</i> .	
9) Incident Investigation	Management will designate someone or organize a team to investigate the incident.	
10) Incident follow-up.	Ensure all documentation is completed and all parties have been notified.	

Rescue

Due to the nature of our job, rescue should be completed by the fire department. Call 911 and tell them the nature of the problem.

Document Name: Emergency Response Policy

Document ID: CAMC-0080

Version Number: 1

Refer to Master Procedure #:

Version Date: May 17, 2023

This document's effective date is the
"Version Date"

CANTIRO

Number of workers at work site per shift	Close work site (up to 20 minutes)	Distant work site (20 – 40 minutes)	Isolated work site (more than 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 – 4	1 Basic First Aider CSA Standard Z1220-17 Type 3 Intermediate Small First Aid Kit	1 Intermediate First Aider CSA Standard Z1220-17 Type 3 Intermediate Small First Aid Kit 3 blankets	1 Intermediate First Aider CSA Standard Z1220-17 Type 3 Intermediate Small First Aid Kit 3 blankets
5 – 9	1 Basic First Aider 1 Intermediate First Aider CSA Standard Z1220-17 Type 3 Intermediate Small First Aid Kit	2 Intermediate First Aiders CSA Standard Z1220-17 Type 3 Intermediate Small First Aid Kit 3 blankets	2 Intermediate First Aiders CSA Standard Z1220-17 Type 3 Intermediate Small First Aid Kit 3 blankets
10 – 19	1 Basic First Aider 1 Intermediate First Aider CSA Standard Z1220-17 Type 3 Intermediate Small First Aid Kit 3 blankets	2 Intermediate First Aiders CSA Standard Z1220-17 Type 3 Intermediate Small First Aid Kit 3 blankets, stretcher, splints	2 Intermediate First Aiders CSA Standard Z1220-17 Type 3 Intermediate Small First Aid Kit 3 blankets, stretcher, splints
20 – 49	2 Basic First Aiders 1 Intermediate First Aider CSA Standard Z1220-17 Type 3 Intermediate Medium First Aid Kit	3 Intermediate First Aiders CSA Standard Z1220-17 Type 3 Intermediate Medium First Aid Kit	3 Intermediate First Aiders CSA Standard Z1220-17 Type 3 Intermediate Medium First Aid Kit

Document Name: Emergency Response Policy

Document ID: CAMC-0080

Version Number: 1

Refer to Master Procedure #:

Version Date: May 17, 2023

This document's effective date is the
"Version Date"



Vehicle Incidents

1. To minimize the results of an accident, the driver must prevent further damage or injuries and obtain all pertinent information and report it accurately.
 - a. Call for medical aid if necessary.
 - b. Call the police. All accidents, regardless of severity, must be reported to the police.
 - c. Record names and addresses of driver, witnesses, and occupants of the other vehicles and any medical personnel who may arrive at the scene. Take pictures of the scene if possible.
 - d. Complete the Incident Investigation Form located in your vehicle. Pertinent information to obtain includes license number of other drivers; insurance company names and policy numbers of other vehicles; make, model, and year of other vehicles; date and time of accident; and overall road and weather conditions.
2. Provide the other party with your name, address, driver's license number, and insurance information.
3. Immediately report the accident to Safety within 72 hours and provide a copy of the Incident Investigation Form and your written description of the accident.
4. There will be a formal accident review conducted on each accident to determine the cause and how the accident could have been prevented.

Please review Cantiro Asset Policy provided in on ADP.

Document Name: Emergency Response Policy

Document ID: CAMC-0080

Version Number: 1

Refer to Master Procedure #:

Version Date: May 17, 2023

This document’s effective date is the
“Version Date”

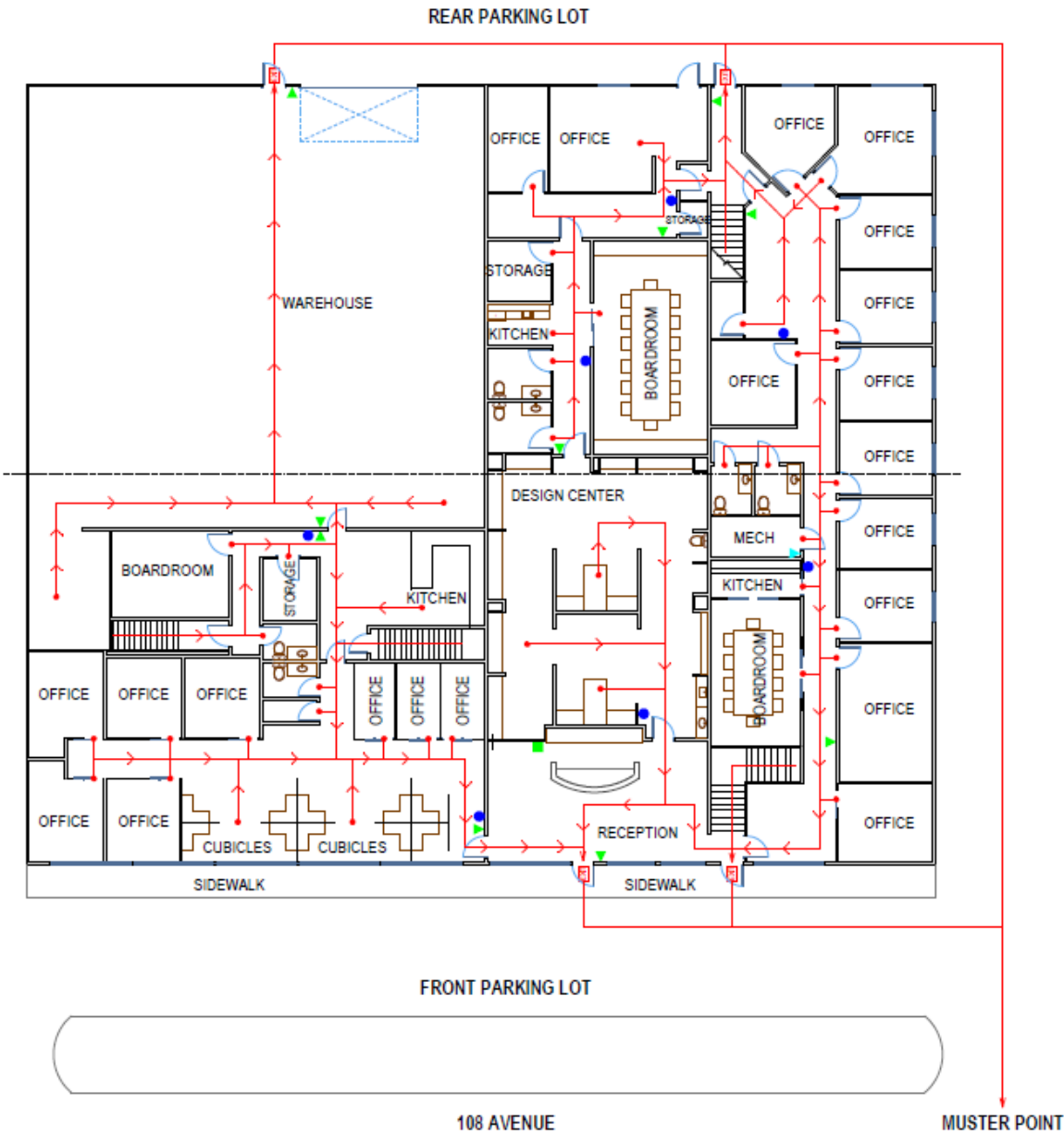


EVACUATION PLAN

17511 - 108 Avenue
Edmonton, Alberta. T5S 1G2
T - (780) 406-6195
F - (780) 406-6197

LEGEND:

- ABC FIRE EXTINGUISHER
- CO2 FIRE EXTINGUISHER
- EXIT PATH
- BREAK POINT
- AED (AUTOMATED EXTERNAL DEFIBRILLATOR)
- YOU ARE HERE



MAIN FLOOR PLAN

Document Name: Emergency Response Policy

Document ID: CAMC-0080

Version Number: 1

Refer to Master Procedure #:

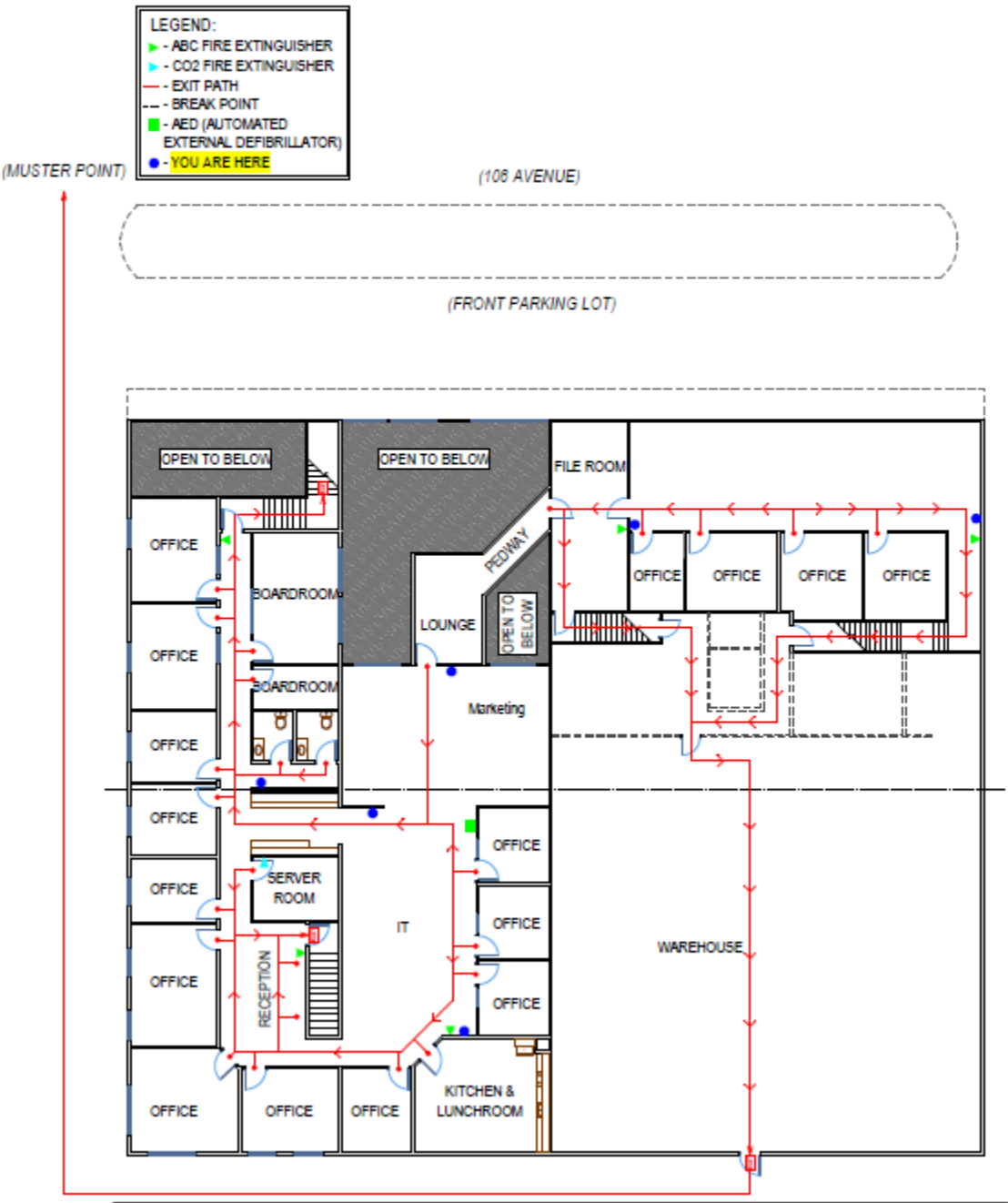
Version Date: May 17, 2023

This document's effective date is the "Version Date"



EVACUATION PLAN

17511 - 108 Avenue
Edmonton, Alberta, T5S 1G2
T - (780) 406-6195
F - (780) 406-6197



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Document ID: CAMC-0080


Version Number: 1

Refer to Master Procedure #:


Version Date: May 17, 2023

This document's effective date is the "Version Date"

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Document Name: EMERGENCY CONTACT LIST / PROCEDURES		
Document ID: CAMC-0110		
Version Number: 1	Version Date: September 20, 2022	
Refer to Master Procedure #:	This document effective date is the "Version Date"	

Company Information			
Prime Contractor:	Cantiro Homes	Head Office Address:	17511 – 108 Avenue NW
City:	Edmonton	Main Phone #:	780-406-6195
Safety Advisor:	Nicole Linman	Phone Number:	780-686-7970

911 – Police -Fire – Ambulance			
Non-Emergency Numbers		Other Contact Numbers	
Police:	780-423-4567	Name:	Tony Pacheco Ph: 780-406-6195
Fire Department:	311	Name:	Ph:
Gas:	780-420-5585	Name:	Ph:
AADAC	1-866-332-2322	Name:	Ph:
Alberta Emergency Management Agency:	1-866-618-2362		
Buried Utilities:	1-800-242-3447		
Dangerous Goods:	1-800-272-9600		
Environmental	1-800-222-6514		
Notice of Serious Incident	1-866-415-8690		
Poison Control:	1-800-332-1414		
Alta Gas (Leduc)	1-866-222-2067		
Fortis Power (Spruce Grove)	1-866-717-3113		

Emergency Response Plan
Muster Point: Cantiro Homes nearest show home(s)

Upon Discovery of Fire:
1. Notify other workers in the area verbally or by air horn.
2. Leave the fire area immediately and contact the site supervisor
3. Call the Fire department at 9-1-1 (from a safe location)
4. Go to muster point, and stay there until instructed to do otherwise.
• Only attempt to extinguish a small fire
• Use the nearest exit

Upon Hearing of a Fire:
1. Turn off equipment
2. Use the nearest exit, do not use man lifts.
3. Close doors behind you where practical.
4. Go to muster point to be accounted for.

Nearest Hospital Location:	See attached subdivision map
Location of Cantiro First Aid Supplies:	Cantiro Site Supervisor Truck
Location of Cantiro Fire Extinguisher:	Cantiro Site Supervisor Truck
Location of Air Horn(s)	Cantiro Site Supervisor Truck

Document Name: Emergency Response Policy

Document ID: CAMC-0080

Version Number: 1

Refer to Master Procedure #:

Version Date: May 17, 2023

This document's effective date is the
"Version Date"

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NEAREST HOSPITALS

NORTH EAST

Northeast Community Hospital
14007-50 Street NW
780-342-4000

NORTH CENTRAL

Royal Alexandra Hospital
10240 Kingsway Avenue NW
780-735-4111

WEST

Misericordia Hospital
16940-97ave NW
780-735-2000

SOUTH CENTRAL

University of Alberta
8440-112 Street NW

SOUTH

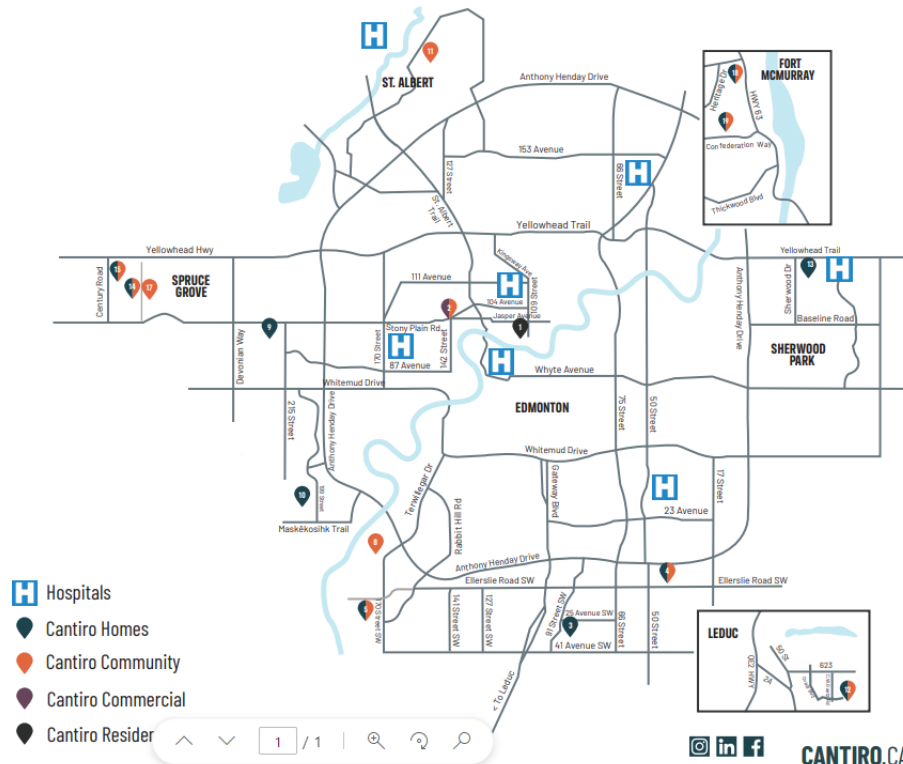
Grey Nuns
1110 Youville Dr. NW
780-735-7000

ST. ALBERT

Sturgeon Community Hospital
201 Boudreau Rd, St Albert
780-418-8200

SHERWOOD PARK

Strathcona Community Hospital
9000 Emerald Drive, Sh Pk.



SAFETY LIVES HERE



Document Name: Emergency Response Policy

Document ID: CAMC-0080

Version Number: 1

Refer to Master Procedure #:

Version Date: May 17, 2023

This document's effective date is the
"Version Date"

Document Revision History

Revision	Rev. Date	Sec/Para Changed	Change Made	Next Review Date
01	May 17, 2023	Whole Document	Policy and Procedures written	As Required