



# IPS ★ ITCS

Industrial Performance Services

Industrial Tubular Catalyst Services

## EMERGENCY ACTION PLAN

V:2023.1

# Emergency Action Plan

January 2023

## **Purpose**

Each IPS★ITCS location shall have a written Emergency Action Plan, appropriate to the hazards of the workplace, in order to respond to an emergency that may require rescue or evacuation.

Each Emergency Action Plan shall be prepared to reflect all known probable emergency conditions which may arise from within the workplace and from adjacent workplaces, the minimum of which will include fire or other emergencies.

The emergency action plan must be available to all employees to review. An emergency action plan must be in writing, kept in the workplace and available to employees for review. However, if a site has 10 or fewer employees the plan may be orally to employees.

## **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 Action Plans shall be established, implemented, reviewed, maintained, and updated annually in conjunction with:

- Client emergency services department requirements.
- IPS★ITCS safety staff and management.
- The requirement to ensure the plan is up to date to reflect current circumstances at the workplace.

The plan is to be reviewed before the job and when conditions warrant and should be used for routine and non-routine emergencies as well as changes in operation, and products or services which warrant new emergencies situations.

## **Reviewing the Emergency Action Plan with Employees**

A review of the emergency action plan should occur with employees:

- When the plan is developed, or the employee is assigned initially to a job.
- When the employee's responsibilities under the plan change.
- When the plan is changed.

## **Procedures for Emergency Evacuation Planning**

The emergency action plan must include procedures for emergency evacuation. An emergency action plan must include at a minimum, procedures for emergency evacuation, including type of evacuation and exit route assignments.

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

- Notify staff, including the first aid attendant of the nature and location of the emergency,
- Evacuate employees safely and procedures to account for all employees after evacuation,
- 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 be in conformity with the requirements of other jurisdictions, including provincial and municipal agencies.

## List of Potential Emergencies

The emergency action plan must include procedures for reporting a fire or other emergency. An emergency action plan must include at a minimum, procedures for reporting a fire or other emergency.

Each location 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 IPS★ITCS operations. Procedures for each of these potential emergencies shall be contained within the Emergency Action Plan. Examples include:

- Fire
- Gas Leaks/Chemical Spills
- Bomb Threats
- Medical Emergencies
- Explosion
- Workplace Violence

## Guidance Procedures for Potential Emergencies

### Fire

- Warn others in the immediate area. Notify the appropriate emergency response personnel by phone or radio and pull the nearest fire alarm if present.
- If nearby staff have been trained, and it is safe to do so, fight the fire using a portable fire extinguisher. Remember, if in doubt get out.
- Evacuate the premises via the nearest exit and proceed to the nearest Emergency Assembly Area.
- Re-enter only after the Emergency Coordinator has given an ALL CLEAR.

Gas Leaks/Chemical Spills - Upon smelling or noticing a gas leak or unusual vapors, or a chemical spill:

- Pull fire alarm (if present) or sound warning and evacuate the premises via the nearest exit
- Proceed to the Emergency Assembly Area
- Contact local emergency response personnel by phone or radio
- Re-enter only after the Emergency Coordinator has given an ALL CLEAR.

If employees are required to control a release of a hazardous substance, to perform clean-up of a spill, or to carry out testing before re-entry, IPS★ITCS shall provide:

- Adequate written safe work procedures and documented training.
- Appropriate personal protective equipment which is readily available to employees and is adequately maintained, and
- Material or equipment necessary for the control and disposal of the hazardous substance.

#### 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.

#### Medical Emergencies

- Call for assistance by phone or radio. Give the exact location and details of the medical emergency.
- If qualified, provide basic first aid, and keep the person comfortable. Do not move the person. Do not leave them unattended.
- Arrange for emergency medical transportation based on the medical planning portion of the site's Emergency Action Plan.

#### Explosions

- Get down on the floor, take shelter under tables or desks, and protect your face and head against flying glass and debris.
- Once it is safe to do so, evacuate the premises via the nearest exit and proceed to the nearest Emergency Assembly Area.
- Re-enter only after the Emergency Coordinator has given an ALL CLEAR.

#### Workplace Violence

- Notify security immediately by phone or radio and report the occurrence.
- Do NOT attempt to physically intervene. Protect yourself first at all costs.

## **Emergency Response Equipment**

### **Listing of Types of Emergency Equipment**

Each site Emergency Action Plan shall identify, list the locations of and provide operational procedures for types of emergency equipment. For off-site locations, available emergency equipment should be identified and reviewed with workers prior to commencing work activities. Examples include:

- Living areas with an audible alarm and a fire hose cabinet.
- Emergency lighting, exit doors, dampers and fire stop flaps.
- First aid kits located throughout the facility and in vehicles.
- Portable fire extinguishers being located throughout the facility and clearly marked.
- Only authorized and trained personnel will operate emergency equipment.

### **Inspection & Maintenance Records**

Maintenance records must be kept, including but not limited to the name of manufacturer, the type of equipment, the date put into service, when and for what purpose the equipment has been used, the date of the last inspection and name of the inspecting person, any damage suffered, and the date and nature of any of maintenance on emergency response equipment.

Ropes and associated equipment must be inspected visually and physically by qualified employees after each use for rescue, evacuation, or training purposes.

The IPS★ITCS designated representative will perform and maintain the IPS★ITCS Emergency Inspection Checklist Form monthly. The checklist shall be maintained for retention in active files for two years and in on-site archives for seven years.

### **Media Response Plan**

IPS★ITCS employees must not be interviewed by anyone unless the Legal Department has given prior approval. In most cases the Legal Department will have an attorney present for such interviews.

Note: If after IPS★ITCS personnel have received approval for an interview from the Legal Department and another party's attorney appears unannounced, you should politely adjourn the interview until the IPS★ITCS Legal Department can be contacted. Personnel must not give any work-related interviews, affidavits, written or recorded statements, or depositions without the express approval from the IPS★ITCS Legal Department.

In the case of interviews of IPS★ITCS employees by non-attorneys, (law enforcement, government officials, media, etc) you must inform the Legal Department before the interview. If the interview is taped or videotaped, you must request a copy of the tape. If the interview is reduced to writing, you must ask for a copy of any notes or statements taken. This procedure is to avoid information being misrepresented.

All media requests should be referred to the IPS★ITCS Chief Operating Officer. Unless requested to do so by the Legal Department, other IPS★ITCS personnel are not to give interviews or make statements to the media. Management prefers that families of personnel involved in an incident receive initial notification from an IPS★ITCS representative and not the media.

## **Training**

IPS★ITCS shall ensure training for Emergency Action Plan is delivered, documented, and prepares the staff and facility for emergency conditions. IPS★ITCS will designate and train employees to assist in a safe and orderly evacuation of other employees. Requirements include:

- All employees must be given adequate instruction in the fire prevention and emergency evacuation procedures applicable to their workplace.
- The designated site representative shall provide the Emergency Action Plan orientation to all new/transferred personnel before they begin work.
- All personnel shall receive a review/update orientation at least annually, or whenever any new/revised information is to be provided.
- The Emergency Action Plan Orientation Check List shall be completed after orientation and the record maintained in the individual's training records.
- IPS★ITCS management shall ensure that contractors/consultants working in areas under the supervision of IPS★ITCS also receive the Emergency Action Plan orientation upon arrival to the area.
- Employees expected to perform duties under the Emergency Action Plan will be trained prior to assuming their roles. This will include simulated rescue or evacuation exercises and regular retraining, appropriate to the type of rescue or evacuation being provided, and training records must be kept.
- A list of trained staff responders shall be posted and maintained indicating their name, response function, their work location and what type of equipment they have been trained for.

## **Location and Use of Emergency Facilities**

IPS★ITCS shall ensure each Emergency Action Plan lists the location and how to use emergency facilities for each work site. For off-site locations, outside services that can aid in the event of an emergency should be identified and reviewed with workers prior to commencing work activities. A list shall be posted in a conspicuous area showing local emergency facilities and how to contact. Examples include:

- Client Emergency Response Department (Initial Responder for All Emergencies If Applicable)
- Local Police, Local Hospital, Poison Center (Poison Response) 1-800-332-1414, etc.

## **Fire Protection & Response**

IPS★ITCS shall ensure each Emergency Action Plan provides fire protection and response planning within each site Emergency Action Plan and is utilized during all phases of work. As a minimum, all shall include the following:

## Protection

- Smoking is not permitted except in designated ‘SMOKING’ areas.
- Facilities shall be designed and maintained in accordance with local fire code and regulations.
- Portable fire extinguishers shall be stationed, inspected, and maintained in accordance with local fire code and regulations. IPS★ITCS personnel shall be trained in their use.
- Flammable and combustible liquids shall be properly stored.
- Employees shall report all fire safety issues to their immediate supervisor.
- Facilities shall be inspected by use of the IPS★ITCS Emergency Inspection Checklist

## Response

In the event of a fire, personnel working in facility will adhere to the following procedure for their work area:

- Warn others in the immediate area. Notify the appropriate emergency response personnel by phone or radio and pull the nearest fire alarm if present.
- If nearby staff have been trained, and it is safe to do so, fight the fire using a portable fire extinguisher. Remember, if in doubt get out.
- Evacuate the premises via the nearest exit and proceed to the nearest Emergency Assembly Area.
- Re-enter only after the Emergency Coordinator has given an ALL CLEAR.

Roads are designated as fire lanes. Vehicles can stop there for unloading, but no parking will be allowed.

## Alarm & Emergency Communication

Each Emergency Action Plan for IPS★ITCS shall contain methods to address alarms and communications in case of an emergency. For off-site locations, the method of emergency notification should be identified and reviewed with workers prior to commencing work activities.

## Alarm System

A system must be in place to alert employees. The alarm system shall be distinctive and recognizable as a signal to evacuate the work area or perform actions designated under the emergency action plan. For sites with 10 or fewer employees in a particular workplace, direct



voice communication is an acceptable procedure for sounding the alarm provided all employees can hear the alarm. Each Emergency Response plan will describe how to activate an alarm and what to do after either activating or hearing an alarm.

Personnel responding to any alarm shall avoid complacency. Every alarm should be treated as an actual incident until proven otherwise. Treating and responding to alarms as a routine happening can result in injuries, fatalities, and destruction of property.

## **Communications**

IPS★ITCS responders and security use telephones, cell phones and radios in conjunction with emergency response.

## **Rescue and Evacuation Procedures**

### **Procedures for Rescue and Medical Services**

Each site Emergency Action Plan shall address who performs rescue services when required. It is the position of IPS★ITCS that all rescue and medical duties are performed by client emergency responders or local governmental responders when on their location. For off-site locations, evacuation procedures and methods of rescue shall be identified and reviewed with workers prior to commencing work activities.

At least one member of a rescue team must be a first aid attendant trained to immobilize an injured employee.

Effective communications must be maintained between the employees engaged in rescue or evacuation and support persons.

### **Procedure for Evacuation**

#### Preparation for Evacuation

Each site Emergency Action Plan shall contain a procedure for evacuation if required.

The IPS★ITCS designated Emergency Coordinator will maintain an active list of all IPS★ITCS and contract emergency responders.

#### Critical Plant Operations Personnel

Staff designated to remain in the facility to shut down or supervise critical operations or equipment will be specifically trained and authorized by management to perform their duties before any evacuation may occur.

#### Evacuation Drills

Evacuation drills shall be conducted at least annually. Before conducting an evacuation drill a pre-drill assessment of the evacuation routes and assembly points shall be conducted. The pre-drill assessment is intended to verify that all egress components (stairs, doors, etc.) are in proper order and that occupants can use them safely.

### Coordination Within a Facility

Emergency training and drills should also be coordinated within an IPS★ITCS facility so that key staff are involved in the planning process and are aware of their responsibilities in an emergency as well as during the drill.

Facility management also needs to be informed of the potential for the interruption in productivity and business operations. Alternatives for the continuity of critical operations need to be considered.

### Procedures to Account for All Employees After Evacuation

The emergency action plan must include procedures to account for all employees after the evacuation. An emergency action plan must include at a minimum procedures to account for all employees after evacuation. Each muster or assembly point will have a blank roster for evacuees to enter their name. All completed rosters will be gathered and checked against a master list of employees assigned or checked in at the facility to verify all employees are accounted for.

### Emergency Evacuation Notification and Routes

In the event of an emergency occurring within or affecting the work site, the Emergency Coordinator makes the following decisions and ensures the appropriate key steps are taken:

- Advise all personnel of the emergency.
- Activate the emergency notification sequence to alert the appropriate responders and initiate emergency notification within the building.
- Evacuate all persons to the identified assembly area and account for everyone including visitors and clients.

All personnel will proceed to the primary safe area immediately located at the identified emergency assembly area for their location.

A copy of escape routes shall be posted in all offices, at all alarm stations and at all exits.

### Sweep Check by IPS★ITCS Designated Responders

- IPS★ITCS trained responders will establish a pattern that will permit covering the area in the shortest time, with a minimum of backtracking.
- When the evacuation alarm rings, stop work immediately, and conduct a sweep of the area. Ask everyone to leave the premises immediately and proceed to the identified emergency assembly area for their location.
- If you encounter smoke or flame, leave that section immediately, finish your sweep and evacuate the building by activating fire alarm pull stations. Remember, if in doubt get out.
- If anyone refuses to leave, note their name and location, and advise the client emergency services personnel.
- Meet the client emergency services personnel and advise them of your sweep or an area of smoke or flame that you were unable to check. Assist with head count and evacuation if required.
- Ensure that everyone stays at the emergency assembly area until the Emergency Coordinator has given an all clear to re-enter the building.
- In the event of inclement weather, the client will make arrangements to have buses either as temporary shelter or to transport personnel to another location.

### Evacuation or Drill Evaluation

Following an evacuation or drill a response review shall be conducted and documented by the IPS★ITCS Emergency Coordinator and lessons learned share with the appropriate responders and staff using the IPS★ITCS Evacuation Report.

## **Emergency Response Program Management**

Contact information will be provided to employees who need additional information pertaining to the plan or to their respective duties. The IPS★ITCS site manager may be contacted by employees who need more information about the plan or an explanation of their duties under the plan.

For the purpose of this Emergency Action Plan guidance the Emergency Coordinator will be designated by the IPS★ITCS site manager. His/her alternate will be the IPS★ITCS Site Safety Supervisor or otherwise designated by the site manager.

Employees performing rescue or evacuation must wear personal protective clothing and equipment appropriate to the hazards likely to be encountered.

### Duties

## **IPS★ITCS Emergency Coordinator**

The IPS★ITCS Emergency Coordinator ensures that:

- Evacuation drills are conducted on an annual basis.
- Inspections of facilities are performed monthly.
- All necessary repairs of components for evacuation paths are completed.
- Plans for the modification of any part of an evacuation path are reviewed.
- An up-to-date list of Fire Wardens is maintained.
- Radios and reflective vests and other response equipment are available.

During an evacuation or evacuation exercise, the IPS★ITCS Emergency Coordinator:

- Coordinates activities in accordance with either local authorities or the client Security and ERT as required.
- Coordinates Fire Wardens and informs them the nature of the emergency via handheld radios.

Following an evacuation or evacuation exercise, the IPS★ITCS Emergency Coordinator:

- Notifies Fire Wardens that it is safe to re-enter the building.
- Prepares a report following an evacuation (actual or drill).
- Reports to management for follow up or corrective actions.

## **IPS★ITCS Site Safety Supervisor**

Assist the IPS★ITCS Emergency Coordinator when requested.

## **Fire Wardens**

- Be equipped with radios and reflective vests. The equipment is to be handed into the IPS★ITCS Emergency Coordinator and reissued to the next oncoming Fire Warden for the designated area.
- Be familiar with exits and muster stations for their responsible area.
- Direct residents safely out of the building to the designated muster station or to an alternate location.
- Sweep their effected area, ensuring that the alarms are properly functioning and that residents evacuate safely.
  
- In order to account for all employees after evacuation the fire wardens or designated personnel shall complete a head count and reconcile the evacuees with the attendance or daily housing report at the assigned muster station or alternate location.
- Radio unaccounted for personnel to Security.
- Notify personnel that they may re-enter the building when permission has been given by the appropriate authorities.

## **Residents, Contractors & Visitors**

- All employees, users, contractors, and visitors will follow the instructions of the Fire Wardens, Security, ERT, Safety Personnel, managers and supervisors when asked to evacuate the building.
- Know the two safest and most direct evacuation routes from their work area(s).
- Know the designated evacuation assembly point for the building.

### IPS★ITCS Emergency Inspection Checklist

Department:	Location:	Date of Inspection:
Inspected by:	Title:	Ext:

**This form is to be used monthly.**

	N/A	Yes	No
<b>EGRESS</b>			
Is every means of egress arranged and clearly marked, so that the way to safety is unmistakable at all times?			
Are exits signs lit?			
Are there sufficient exits for the prompt escape of all employees in case of fire or other emergencies?			
Are doors that aren't exits that could be mistaken as one, clearly marked "Not an Exit"?			
Do exit doors swing out?			
Are means of egress at least 28 inches at any point and adequate width for the number of people?			
Are egresses kept clear of obstructions and materials at all times?			
Is there proper lighting for emergency exiting? (i.e. during a power failure)			
Are at least two exits by separate ways of travel available for each occupant?			
Is the minimum width of any exit way no less than 28 inches?			
Are furnishings and decorations so placed that they will not obstruct the exits, the access thereto, or the egress there from, or the visibility thereof?			
Are explosive and highly flammable furnishings or decorations prohibited?			
<b>EMERGENCIES/EVACUATION</b>			
Are evacuation maps posted in readily accessible places?			
Do employees know where their muster point is located?			
Do employees know area hazards, the nearest exit and alternate routes of escape?			
Do employees know the preferred means of reporting emergencies?			
Do employees know the site emergency number(s)?			
Is the site emergency number posted on or by the phone?			
Do employees know what signal indicates evacuation?			
Can all personnel perceive the employee alarm?			
Do employees with special assistance needs been addressed?			
Employees questioned know where the emergency shut off is for the natural gas			
<b>FIRE PROTECTION</b>			
Are fire hydrants accessible?			
Are fire hydrants inspected yearly and records maintained to show the date?			

<b><u>This form is to be used monthly.</u></b>	<b>N/A</b>	<b>Yes</b>	<b>No</b>
Are control and operating valves locked open or electronically supervised?			
Are fire hoses maintained and periodically tested?			
Are combustible materials kept away from ignition sources?			
Are standpipe and hose system components visually inspected quarterly?			
Is the accumulation of flammable and combustible materials controlled so they do not contribute to fire emergency?			
All product, supplies, merchandise etc not piled within 18" of Sprinkler heads			
No Combustibles within three feet of Hot Water Tank, Space Heaters and/or Electrical panels			
All Compressed Gas Cylinders tied or chained to eliminate tipping			
<b>DETECTION AND ALARM SYSTEMS</b>			
Are detection systems installed and maintained?			
Are all trouble alarms and fire signals investigated?			
Do detection/alarm systems shut down or reverse HVAC systems for smoke control?			
Do detection/alarm systems close smoke or fire doors?			
Do detection/alarm systems activate local alarms?			
Are alarm and PA systems periodically tested?			
<b>PORTABLE FIRE EXTINGUISHERS</b>			
Does everyone know where the nearest fire extinguisher is stored?			
Has the area fire extinguisher been maintenance tested within the last year and tagged to show the date?			
Are fire extinguishers accessible and the proper type for the fire hazard?			
Are employees trained in how to use fire extinguishers?			
Is there a fire extinguisher mounted within 75 ft of any point in an area?			
Are the extinguishers clean and well cared for?			
Is the seal and lock pin in place?			
Clear access to extinguishers? Not blocked			
Is the extinguisher location plainly marked, so as to be visible at a distance?			
Is the extinguisher class marked on the extinguisher?			
<b>FIRST AID / MEDICAL SUPPLIES</b>			
Are first aid supplies stocked, clean, accessible and sanitary?			
Are there eye/body wash facilities near injurious corrosive materials?			
Is a person or persons adequately trained to render first aid available in the near proximity to the workplace?			
Are AEDs present and operators trained?			
Condition of First Aid Kits Acceptable			
Are employees/subcontractors familiar with the incident/accident reporting process?			

**This form is to be used monthly.**

N/A	Yes	No
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Do employees/subcontractors know where accident/incident forms are located?

Date of last inspection of sprinkler system (required yearly) \_\_\_\_\_

Comment/Actions:

### IPS★ITCS Evacuation Report

This form is to be used to record all emergency evacuations (including drills).

#### **Building Details**

Building Name \_\_\_\_\_ Number of Floors (including ground) \_\_\_\_\_  
 Designated Muster Station \_\_\_\_\_ Person Completing Form \_\_\_\_\_

#### **Evacuation Details**

Evacuation Date/Time: \_\_\_\_\_ / \_\_\_\_\_ Evacuation Drill Yes  No

Trigger for Evacuation: Fire Alarm Activated \_\_\_ Drill \_\_\_ ERT \_\_\_ Security \_\_\_

Emergency Situation:

\_\_\_\_\_

\_\_\_\_\_

Condition:

Staff Only \_\_\_ All Occupants \_\_\_ After Hours \_\_\_ Unoccupied \_\_\_ Weather \_\_\_\_\_

Number of Evacuees \_\_\_\_\_ Elapsed Time to Evacuate \_\_\_\_\_ minutes

Evacuation was orderly with no panic Yes  No   
 Mobility-impaired persons present (sight, hearing, physical, etc.)? Yes  No   
 The majority of evacuees went to the mustering points? Yes  No   
 Were the building occupants notified of this drill? Not a drill  Yes  No

#### **Emergency Control Organization**

Emergency Coordinator \_\_\_\_\_ Deputy Emergency Coordinator \_\_\_\_\_

Emergency Coordinators were stationed at the proper emergency control point?  
 Yes  No   
 All Fire Wardens reported to the Emergency Coordinator? Yes  No

If not, who did not report in? \_\_\_\_\_  
 All Fire Wardens were identifiable (vests, hard hats, flash lights)? Yes  No   
 Control of external building exits achieved? Yes  No   
 Did the Fire Wardens perform their duties correctly? Yes  No   
 Evacuation maps and emergency procedures posters are up-to-date? Yes  No

#### **Building Fire & Emergency Equipment**

- Was the evacuation signal audible throughout the building? Yes  No
- Automatic closing fire doors closed when the fire alarm activated? Yes  No
- Card access doors automatically released when the fire alarm activated? Yes  No
- Fire doors and emergency exits unobstructed? Yes  No



### Emergency Response Members

*Client:* Maintenance  Security   
*IPS★ITCS:* Emergency Coordinator  HSE   
*Emergency Response Team:* Fire Brigade  Ambulance  Police   
*Other:* \_\_\_\_\_

### IPS★ITCS Action Sheet

Issue(s)	Action(s) Required	By Whom	By When	Sign Off/Date

#### Records

- Keep the original in your Emergency Response folder and monitor to ensure all action items completed as soon as possible.
- Report delays to senior management.
- Copies shall be distributed in accordance with the IPS★ITCS Site Emergency Action Plan.

### Emergency Action Plan Orientation Check List

Employee Name \_\_\_\_\_ Department \_\_\_\_\_

Hire/Transfer Date \_\_\_\_\_ Orientation Date \_\_\_\_\_

- Emergency Procedures
- Evacuation route(s) from assigned work area
- Evacuation from an unfamiliar area
- Location of Emergency Assembly Areas
- Receiving and following instructions during an emergency
- ALL CLEAR and re-entry procedure
- Reporting hazards and/or substandard conditions
- Advising anyone who may require assistance during an emergency evacuation
- Location of Emergency Equipment (i.e. Fire Extinguishers, etc.)

Employee Signature:

\_\_\_\_\_

Orientation Conducted by:

\_\_\_\_\_

Job Position/Title:

\_\_\_\_\_

### Sample Emergency Action Plan Core Requirements

<b>Potential Emergencies (Based On Hazard Assessment)</b>	The following are identified potential emergencies: <ul style="list-style-type: none"> <li>• Fire</li> <li>• List others</li> </ul>	
<b>Emergency Procedures</b>	In the event of a fire occurring within or affecting the work site, the Emergency Coordinator (or deputy) makes the following decisions and ensures the appropriate key steps are taken: <ul style="list-style-type: none"> <li>• advise all personnel</li> <li>• pull the fire alarm to alert the nearest fire station and initiate all fire alarms within the building</li> <li>• evacuate all persons to a safe point in the assembly area and account for everyone including visitors and clients</li> </ul>	
<b>Location Of Emergency Equipment</b>	Emergency equipment is located at: <ul style="list-style-type: none"> <li>• Fire Alarm – List</li> <li>• Fire Extinguisher – List</li> <li>• Fire Hose - List</li> </ul>	
<b>Workers Trained in The Use of Emergency Equipment</b>	(1) _____ (2) _____ (3) _____ (4) _____	
<b>Emergency Response Training Requirements</b>	Type of Training <ul style="list-style-type: none"> <li>• Use of fire extinguishers</li> <li>• Practice fire drills</li> </ul>	Frequency <ul style="list-style-type: none"> <li>• Orientation and annually</li> <li>• At the call of site management</li> </ul>
<b>Location And Use of Emergency Facilities</b>	The nearest emergency services are located at: <ul style="list-style-type: none"> <li>• List facilities</li> </ul>	

<b>Fire Protection Requirements</b>	<ul style="list-style-type: none"> <li>List all site fire protection requirements.</li> </ul>
<b>Alarm And Emergency Communication Requirements</b>	<ul style="list-style-type: none"> <li>Pulling the fire alarm automatically alerts the fire department and initiates an alarm within the building</li> <li>The fire alarm signal is (describe sound and pattern)</li> </ul>
<b>First Aid</b>	<p>First aid supplies are located at:</p> <ul style="list-style-type: none"> <li>List</li> </ul> <p>First Aiders are:</p> <ul style="list-style-type: none"> <li>List all names</li> </ul> <p>Transportation for ill or injured workers is by (describe). The contact number or radio channel is (describe).</p>
<b>Procedures For Rescue and Evacuation</b>	<p>In case of fire:</p> <ul style="list-style-type: none"> <li>Advise all personnel</li> <li>Pull the fire alarm</li> <li>Evacuate all persons to a safe point in the staff parking lot and account for everyone including visitors and clients</li> <li>Assist ill or injured workers to evacuate the building</li> <li>Provide first aid to injured workers if required</li> <li>Call emergency response personnel to arrange for transportation of ill or injured workers to the nearest health care facility if required.</li> </ul>
<b>Designated Rescue and Evacuation Workers</b>	<p>The following workers are trained in rescue and evacuation (or describe client rescue organization):</p> <p>(1) _____</p> <p>(2) _____</p> <p>(3) _____</p> <p>(4) _____</p>
<p>Completed on: _____</p> <p>Signed: _____</p>	



# Competency Assessment

No.	Questionnaire	C/NYC
Q1		
A1		
Q2		
A2		
Q3		
A3		
Q4		
A4		
Q5		
A5		

Enclosed Attachments	
Risk Assessment	<input checked="" type="checkbox"/>
Environmental Aspect and Impact	<input checked="" type="checkbox"/>
Training and Competency	<input checked="" type="checkbox"/>
Measure and Evaluation Tools	<input checked="" type="checkbox"/>

# Competency Checklist

To be filled out by Trainer and signed by Employee, Assessor and Supervisor before being returned to the HSEQT Manager for recording purposes.

Procedure	Competency	Date	Competent YES / NO	Employee Signature

(Please tick appropriate box)

This employee is competent in performing the job.


This employee has not attained the competency level.

\*

\* *If the employee has not attained all competency levels, the General Manager must assess the action to be taken, provide an extension of training or alternative action as listed below.*

Alternate action to be taken: \_\_\_\_\_

Signed By	Employee:		Date:	
	Trainer:		Date:	
	Assessor:		Date:	
	Regional Manager:		Date:	

# Environmental Aspects and Impacts

## Identified Environmental Aspects and Impacts

The following table is a summary of the likely environmental aspects and impacts that may be identified during site inspections. The significance of each impact needs to be assessed using the Risk Assessment Model.

Activity	Aspect	Impact
<b>Purchasing &amp; Administrative Work</b>	Consumption of goods	Conservation of natural resources
	Consumption of energy (eg. Electrical equipment and facilities)	Release of greenhouse gases and atmospheric pollution; Consumption of natural resources; Habitat loss
	Generation of waste (eg. Paper)	Consumption of space for waste disposal; Habitat loss
<b>Climate Control</b>	Consumption of energy	Release of greenhouse gases and atmospheric pollution; Consumption of natural resources; Habitat loss
	Generation of noise	Disturbance to community; Habitat loss
<b>Cleaning of – offices / vehicles</b>	Storage, use and release of chemicals	Contamination of air, water or soil; Risk to human health
<b>Transport (Fleet vehicles / staff travel)</b>	Consumption of energy	Release of greenhouse gases and atmospheric pollution; Consumption of natural resources; Loss of habitat at all stages of generation; Light pollution
	Consumption of goods (eg. Oil)	Consumption of natural resources; Generation of waste; Habitat loss; Biodiversity impacts
	Generation of waste (eg. Oil)	Consumption of space for waste disposal; Potential contamination of water or soil; Habitat loss
	Exhaust emission	Release of greenhouse gases and atmospheric pollution
	Use of dangerous goods (eg. Batteries)	Potential contamination of air, water or soil; Risk to human health
	Generation of noise	Disturbance to community; Habitat degradation
<b>Operations</b>		

Sample only.  
To be filled in



# Risk Assessment



Risk Assessment // insert name here

<p>Step No: Logical sequence</p>	<p>Sequence of Basic Job Steps documented in the Procedure, Work Instruction and project plans. Break down Job into steps.</p> <p>Each step should be logical and accomplish a major task.</p>	<p>Potential Safety &amp; Environmental Hazards/Impacts at the site of the Job</p> <p>Identify the actual and potential health and safety hazards and the environmental impacts associated with each step of the job.</p>	<p>Risk Rating</p> <p>Refer to the risk matrix or HSEQT.PRO. Risk Mgt</p>	<p>Recommended Corrective Action or Procedure</p> <p><i>Determine the corrective actions necessary to reduce the risk to as low as reasonably practical (ALARP) refer to HSEQ.PRO.Risk Mgt. The risk must be reduced or controlled to ALARP before work commences.</i></p> <p>Document who is responsible for implementing the controls to manage each hazard identified.</p>	<p>Risk Rating refer to the risk matrix or HSEQT.PRO.Risk Mgt</p>
1.					
2.					
3.					
4.					
5.					

# Audit



<b>Process:</b> insert// <b>Procedure:</b> Insert //		Date:	Audited by:	
		Location of Audit:	Area Mgr/Supervisor:	
Item	Question	Evidence Sited	Comments	Conformance Score 0,3,5
1.				
2.				
3.				
4.				
5.				
6.				
7.				
AUDITOR'S SIGNATURE:		CONFORMANCE SCORE:     / 25		0 – Non-Conformance 3 – Continuous Improvement Opportunity 5 – Total Conformance
SAFETY REP'S SIGNATURE:		CONFORMANCE %:		