



EMERGENCY PREPAREDNESS & RESPONSE

Section 11.0

April 1, 2021

Guidelines

Canadian Plains Energy Services (CPES) will ensure the development of Emergency Response Plans (ERP's) at all business unit offices and active worksites to ensure a rapid and well-planned response to situations that require emergency evacuation and transportation of injured employees, to the nearest medical attention or facility.

General

A major responsibility of any injury and loss prevention program is to plan ahead for the actions to be taken for many different kinds of emergencies. There will be no time for planning details when the emergency occurs! Advance planning is the key.

Emergency plans will consider 4 major categories: people, equipment, the environment, and materials. These plans will be as flexible as possible, able to cope with changing situations, and be capable of expansion or revision should conditions indicate the need.

Emergency Preparedness/Response Plan

Purpose

To provide for prompt and effective response to emergency situations in order to reduce losses and the consequences of natural and man-made disasters.

Scope

This emergency plan applies to all employees, contract employees, guests, and visitors to CPES work sites during normal operation hours, unless noted below:

- Employees working outside of normal operation hours will be responsible for carrying out all appropriate activities in the plan
- Employees traveling to the work site

This plan includes/covers the following areas:

- Emergency Contact List
- Site & Fire Emergencies
- Natural Disasters
- Travel Emergencies
- Robbery & Theft

Reporting

The primary reporting point for any emergency is your supervisor. To the best of your ability, provide the following information:

- Location
- Type of emergency
- Extent of injuries (if any)
- Current situation
- Assistance required



References

- Alberta Occupational Health & Safety Act, Code & Regulations - Emergency Preparedness and Response
- CF-S-33 Incident Notification Guideline
- CF-S-54 (A through E; ERP template (province-specific))
- CF-S-35 ERP Exercise Form
- CF-S-09 Incident Report
- CF-S-62 Significant Near Miss Report



The following situations have the potential to require that an Emergency Response Plan be implemented:

Fire

Advanced Preparation

- The Site Manager will inspect all work sites to survey the adequacy, and state of fire fighting equipment such as extinguishers, shutdown controls and alarms.

Response

- The person first noticing a hazardous condition (fire, gas, leak, or explosion) will immediately notify the people in the surrounding area and ensure notification of the site supervisor/PM.
- If the fire is small enough, and the person has been trained in fire extinguisher use, the fire may be put out. If in doubt, EVACUATE!
- The Supervisor will then notify the site owner, and summon the appropriate response/resources

Evacuation

- Upon hearing the announcement of the emergency, all personnel, unless actually involved in controlling the fire or leak, will evacuate the site to the designated muster point.
- Supervisors will perform a head count of personnel in their areas to ensure that everyone has evacuated safely.

On-scene Control Center

- The supervisor on site shall assume control of evacuated personnel and the emergency response.

This individual will:

- Assign individuals to stand near the road to direct emergency responders.
- Assign personnel to provide emergency first aid where required.
- Upon arrival of the emergency responders, advise them of the situation.

All Clear / Return to Work

- After authorization by the emergency responders, the on-scene supervisor will allow personnel to return to the site or building, remove vehicles or machines, or begin clean-up activities.
- Directions including what can and will be done must be absolutely clear. However, nothing is to be touched or disturbed until the incident investigator has completed an on-site report and has been able to take photographs (if applicable).



General Fire Safety

- Portable fire extinguishers are provided in adequate numbers and type and are located throughout our facilities, in vehicles, on equipment, and at work sites.
- Fire extinguishers shall be mounted in readily accessible locations.
- Fire extinguishers are recharged regularly, and the date of the last inspection noted on their tag.
- All employees shall be periodically instructed in the use of extinguishers and fire protection procedures.
- Notify the Site Manager if there is any damage to fire protection equipment.
- Planning for fire safety takes into account the special fire hazards for our specific operating areas, the protection of property, and most important the safety of all employees.
- Non-combustible or fire rated materials and construction practices suitable to the assigned uses of buildings and facilities are utilized.
- Suitable fire extinguishers are strategically placed to provide unrestricted access.
- All employees shall conduct their operations in such a way as to minimize the possibility of fire. This means applying rules such as keeping combustibles separated from ignition sources, smoking only in designated areas, and avoiding needless accumulations of combustible materials.

Fire Exits

- Fire exits shall be of sufficient number to allow for rapid evacuation of all personnel.
- Exit doors shall never be locked so as to prevent someone from opening the door from inside the building.
- Exits shall be kept clear of obstructions to allow easy exit of the building and to prevent tripping at the doors.

Natural Disasters

(Tornado, heavy thunderstorm, blizzards, ice storm)

Notification

- Anyone hearing of a natural disaster warning or situation should advise the supervisor.



Response

- If appropriate, the senior supervisor should have the warning relayed throughout the entire company.
- If thunderstorms, snowstorms, pose a hazard, the Site Manager will consider early dismissal of all personnel.

Robbery/Theft/Stolen Equipment

- As with injuries or illness, anticipation and preparation are essential to preventing physical losses.
- Reports of robbery, theft or lost equipment should be made first to the supervisor, and then to local authorities.
- Reimbursement for personal losses will be at the discretion of the President, based on the facts surrounding the loss.

Regulations

Alberta Occupational Health & Safety Act, Code & Regulations – Part 7: Emergency Preparedness and Response, Part 10: Fire & Explosion Hazards



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Section 11.2

April 1, 2021

First Aid

Canadian Plains Energy Services (CPES) shall supply training and supplies to all employees to ensure that in the event they need first aid treatment, it will be provided as rapidly as possible and by qualified first aiders, in full compliance with applicable legislation.

GUIDELINES

- First aid kits and required contents will be maintained in a serviceable condition.
- First aid kits will be readily available on job sites.
- There will be one First Aid Kit in every service truck and each machine (minimum of an Alberta #2).
- In shop areas there will be a First Aid Station located in a central designation that will be easily accessible (the first aid kit will be a minimum of an Alberta #2).
- First Aid Stations will be well marked.
- Eye wash stations will also be available in shop locations and in field locations as required, each will be clearly marked.
- First Aid requirements will be followed according to Regulatory requirements.
- Only those with First Aid Certification shall administer first aid.
- Before work commences on a worksite, arrangements must be in place to transport injured workers from the work site to the nearest health care facility. Use of onsite ECV, ground or air ambulances (e.g. STARS).
- Emergency washing facilities will be provided where hazardous irritating or corrosive substances are used.
- The employer will assess the risk of exposure to hazardous irritating or corrosive substances in the workplace and communicate those risks to the workers.
- The employer will ensure that the workers who may be required to use emergency washing are trained in the use of the equipment.
- Employer will maintain a list of names and work locations of each first aider and post it in a conspicuous location at the workplace.
- Designated first aiders are listed on Emergency Response Plans, identified at tailgate meetings and during pre-job evaluations. In addition, first aiders are readily available to assist with injured workers.
- CPES will ensure that the requisite number of first aiders are available according to legislation.
- According to CPES's training matrix, field employees will have or receive Standard First Aid training.
- An employer must ensure that anything in the workplace that has been contaminated by blood or bodily fluids, be disposed of or clean by a competent person.
- All workers must immediately report all incidents (including near misses) regardless of their severity, to their supervisor.

RECORD RETENTION

- The employer will ensure that any illness or injury suffered by a worker in the course of the workers work is promptly recorded and that the records are retained for five years from the date the record is made.

DEFINITIONS

"Acute illness or injury" means a physical injury or sudden occurrence of an illness that result in the need for immediate care.

"Advanced first aider" means a person who holds a certificate in Advanced First Aid from a training agency or who is an Emergency Medical Responder (E.M.R.) or Emergency Medical Technician (E.M.T.).

"Close work site" means a work site that is **not more than 20 minutes' travel** time from a health care facility under normal travel conditions using the available means of transportation.

"Distant work site" means a work site that is **more than 20 minutes', but less than 40 minutes'**, travel time from a health care facility under normal travel conditions using the available means of transportation.

"Emergency first aider" means a person who holds a certificate in Emergency First Aid from a training agency.

"Emergency Medical Responder" means a graduate of a training course at the Emergency Medical Responder (E.M.R.) level who is a member of the Alberta College of Paramedics.

"Emergency Medical Technician" means a graduate of a training course at the Emergency Medical Technician (E.M.T.) level who is a member of the Alberta College of Paramedics.

"Emergency Medical Technician-Paramedic" means a graduate of a training course at the Emergency Medical Technician-Paramedic (E.M.T.-P.) level who is a member of the Alberta College of Paramedics.

"First Aid" means the application of accepted principles of treatment to sustain life, prevent a condition from becoming worse and to promote recovery using available equipment, supplies, facilities and services to provide immediate and temporary care to an injured or ill worker.

"First Aider" means a person who is designated by an employer to provide first aid to workers at a work site and who is an emergency first aider, standard first aider or advanced first aider.

"Health care facility" means a **hospital, medical clinic or physician's office** that has the capability of dispensing emergency medical treatment 24 hours a day.

"High Hazard Work" (Table 2) means work involving the following activities:

- (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.
- (b) Operation and maintenance of
 - (i) food packing or processing plants,
 - (ii) beverage processing plants,
 - (iii) electrical generation and distribution systems,
 - (iv) foundries, (v) industrial heavy equipment repair and service facilities,
 - (vi) sawmills and lumber processing facilities,
 - (vii) machine shops, (viii) metal fabrication shops,
 - (ix) gas, oil and chemical process plants,
 - (x) steel and other base metal processing plants, and
 - (xi) industrial process facilities not elsewhere specified;
- (c) Woodland operations
- (d) Gas and Oil well drilling and servicing operations
- (e) Seismic operations
- (f) Detonation of explosives

"Isolated work site" means a work site that is **more than 40 minutes' travel time** from the work site to a health care facility under normal travel conditions using the available means of transportation.

"Low Hazard Work" (Table 1) means work at the following:

- (a) Administrative sites where the work performed is clerical or administration 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.

"Standard first aider" means a first aider who holds a certificate in Standard First Aid from a training agency.

"Training Agency" means a person or organization that enters into an agreement with the Director of Medical Services to deliver first aid training that meets standards that the Director of Medical Services adopts in consultation with the Joint First Aid Training Standards Board, for certificate in Emergency First Aid, Standard First Aid or Advanced First Aid.

Alberta Schedule 2 – Table 7

Number of Workers at Site per Shift	Close Work Site – Less than 20 minutes from hospital	Distant Work Site – 20 - 40 minutes from hospital	Isolated Work Site – MORE THAN 40 minutes from hospital
1	Type P First Aid Kit	Type P Kit First Aid Kit	Type P Kit First Aid Kit
2 – 4	1 Emergency First Aider No.1 First Aid Kit	1 Standard First Aider No.2 First Aid Kit 3 Blankets	1 Standard First Aider No.2 First Aid Kit 3 Blankets
5 – 9	1 Emergency First Aider 1 Standard First Aider No.2 First Aid Kit	2 Standard First Aiders No.2 First Aid Kit 3 Blankets	2 Standard First Aiders No.2 First Aid Kit 3 Blankets
10 - 19	1 Emergency First Aider 1 Standard First Aider No.2 First Aid Kit 3 Blankets	2 Standard First Aiders No.3 First Aid Kit 3 Blankets, Stretcher, Splints	2 Standard First Aiders No.3 First Aid Kit 3 Blankets, Stretcher, Splints
20 -49	2 Emergency First Aiders 1 Standard First Aider No.2 First Aid Kit 3 Blankets	3 Standard First Aiders No.3 First Aid Kit 3 Blankets, Stretcher, Splints	3 Standard First Aiders No.3 First Aid Kit 3 Blankets, Stretcher, Splints
50 -99	2 Emergency First Aiders 2 Standard First Aiders No. 3 First Aid Kit 3 Blankets	2 Emergency First Aiders 3 Standard First Aiders No.3 First Aid Kit 3 Blankets, Stretcher, Splints	4 Standard First Aiders 1 Advanced First Aider No.3 First Aid Kit 3 Blankets, Stretcher, Splints
100 - 199	2 Emergency First Aiders 2 Standard First Aiders 1 Advanced First Aider First Aid Room	4 Standard First Aiders 1 Advanced First Aider First Aid Room	4 Standard First Aiders 1 Advanced First Aider First Aid Room
200 or more	2 Emergency First Aiders 2 Standard First Aiders 1 Nurse or 1 EMT-P Plus: 1 Standard First Aider for each additional increment of 1 to 100 workers First Aid Room	4 Standard First Aiders 1 Nurse or 1 EMT-P Plus: 1 Standard First Aider for each additional increment of 1 to 100 workers First Aid Room	4 Standard First Aiders 1 Advanced First Aider 1 Nurse or 1 EMT-P Plus: 1 Standard First Aider for each additional increment of 1 to 100 workers First Aid Room

A No. 1 Kit Consists of the following:

- 10 – antiseptic cleansing towelettes, individually packaged
- 25 – sterile adhesive dressings, individually packaged
- 10 – 10 cm x 10 cm sterile gauze pads, individually packaged
- 2 – 10 cm x 10 cm sterile compressed dressings, with ties, individually packaged
- 2 – 15 cm x 15 cm sterile compressed dressings, with ties, individually packaged
- 2 – 75 mm conform gauze bandages
- 3 – cotton triangular bandages
- 5 – safety pins – assorted sizes
- 1 – pair of scissors
- 1 – pair of tweezers
- 1 – 25 mm x 4.5 m roll of adhesive tape
- 1 – 75 mm crepe tension bandage
- 1 – resuscitation barrier device with a one-way valve
- 4 – pairs of disposable surgical gloves
- 1 – first aid instruction manual (condensed)
- 1 – inventory of kit contents
- 1 – waterproof waste bag

A No. 2 Kit consists of the following:

- 10 – antiseptic cleansing towelettes, individually packaged
- 50 – sterile adhesive dressings, individually packaged
- 20 – 10 cm x 10 cm sterile gauze pads, individually packaged
- 3 – 10 cm x 10 cm sterile compressed dressings, with ties individually packaged
- 3 – 15 cm x 15 cm sterile compressed dressings, with ties individually packaged
- 1 – 20 cm x 25 cm sterile abdominal dressing
- 2 – 75 mm conform gauze bandages
- 4 – cotton triangular bandages
- 8 – safety pins – assorted sizes
- 1 – pair of scissors
- 1 – pair of tweezers
- 1 – 25 mm x 4.5 m rolls of adhesive tape
- 2 – 75 mm crepe tension bandages
- 1 – resuscitation barrier device with a one-way valve
- 6 – pairs of disposable surgical gloves

- 1 – sterile, dry eye dressing
- 1 – first aid instruction manual (condensed)
- 1 – inventory of kit contents
- 1 – waterproof waste bag

A No. 3 Kit consists of the following:

- 24 – antiseptic cleansing towelettes, individually packaged
- 100 – sterile adhesive dressings, individually packaged
- 50 – 10 cm x 10 cm sterile gauze pads, individually packaged
- 6 – 10 cm x 10 cm sterile compressed dressings, with ties, individually packaged
- 6 – 15 cm x 15 cm sterile compressed dressings, with ties, individually packaged
- 4 – 20 cm x 25 cm sterile abdominal dressings, individually packaged
- 6 – 75 mm conform gauze bandages
- 12 – cotton triangular bandages
- 12 – safety pins – assorted sizes
- 1 – pair of scissors
- 1 – pair of tweezers
- 2 – 25 mm x 4.5 m rolls of adhesive tape
- 4 – 75 mm crepe tension bandages
- 1 – resuscitation barrier device with a one-way valve
- 12 – pairs of disposable surgical gloves
- 2 – sterile, dry eye dressings, individually packaged
- 1 – tubular finger bandage with applicator
- 1 – first aid instruction manual (condensed)
- 1 – inventory of kit contents
- 2 – waterproof waste bags

A Type P Kit consists of the following:

- 10 – sterile adhesive dressings, assorted sizes, individually packaged
- 5 – 10 cm x 10 cm sterile gauze pads, individually packaged
- 1 – 10 cm x 10 cm sterile compress dressings, with ties, individually packaged
- 5 – antiseptic cleansing towelettes, individually packaged
- 1 – cotton triangular bandage



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First Aid

- 1 – waterproof waste bag
- 1 – pair of disposable surgical gloves

References

- Alberta Occupational Health & Safety Act, Code & Regulations - Part 11 - First Aid and Schedule 2.
- British Columbia OHS Act, Code & Regulations Part 3 and Schedule 3A – Table 5 & 6
- Saskatchewan OHS Act, Code & Regulations Part V and Table 9 & 10
- Manitoba Workplace Safety and Health Act Regulations Part 5 - First Aid
- Manitoba Workplace Safety and Health Act Regulations Part 21 – Emergency Washing Facilities

APPROVED:



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