

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.

All workers will be provided training on emergency response through the Strike New Worker Orientation and Site-Specific Orientation. Relevant emergency procedures are to be reviewed with workers before work begins. The Emergency Response Plan must be updated and communicated whenever changes to operations, equipment, and/or personnel occur.

CPES will ensure that the necessary materials, resources and means of communication are readily available to notify and respond to an emergency event.

All media communication will be coordinated through the corporate spokesperson (President or authorized delegate).

1.0 General

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

2.0 Purpose

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

3.0 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

4.0 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

5.0 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:

6.0 Fire

Advanced Preparation

- The Site Supervisor or their representative will inspect all work sites to survey the adequacy, and state of firefighting equipment such as extinguishers, shutdown controls and alarms.

7.0 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. The priority is the safety of all workers, never put yourself at risk and evacuate immediately if there is any risk
- The Supervisor will then notify the site owner, and summon the appropriate response/resources

8.0 Evacuation

- Upon hearing the announcement of the emergency, all personnel, unless actively 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.
- If any workers are unaccounted, this must be conveyed to any responding parties.

Incident Coordinator

- The individual designated on the site ERP shall assume control of evacuated personnel and the emergency response.
- Perform a formal review of the Emergency Response Plan after an emergency.

This individual will:

- Assign individuals to stand near the road to direct emergency responders.
- Assign trained personnel to provide emergency first aid where required.
- Upon arrival of the emergency responders, advise them of the situation.
- Make the decision about the appropriate response support (911, third party ambulance, etc.) as per the ERP.

9.0 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 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).
- Generally, all permits will be void following a muster, verify any required permits are in place prior to returning to work.

10.0 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 require an annual third party inspection, and a monthly inspection. The date of the inspections should be noted on their tag see SWP 05 Fire Extinguisher for more information.
- All employees shall be periodically instructed in the use of extinguishers and fire protection procedures.

- Notify the Site Supervisor 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.

11.0 Fire Exits

- Fire exits shall be of sufficient number to allow for rapid evacuation of all personnel as per the local requirements.
- Exit doors shall never be locked from the inside 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.

12.0 Natural Disasters (Tornado, heavy thunderstorm, blizzards, ice storm)

Notification

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

13.0 Process Release (H₂S, Natural Gas, Etc.)

- Stop work immediately.
- Initiate emergency communication (radio, air horn, site alarms, etc.).
- Shut down all equipment (if safe to do so) and proceed to the emergency muster point as per site instructions (i.e., cross wind).
- Initiate Site-Specific Emergency Response plan to ensure all workers are accounted for and appropriate rescue measures are implemented.

14.0 Motor Vehicle Incidents

- All vehicles are to be equipped with emergency equipment as per the Vehicle Safety Equipment Requirements of HSEMS Section 21.
- Before traveling to the site, all drivers should have the site emergency contact information available.
- Vehicle incident response and investigation will be completed as per HSEMS Section 10 Motor Vehicle Incident.

15.0 Workplace Violence

- All incidents of violence, threats, or harassment must be reported and investigated as per HSEMS Section 14 Discrimination, Violence & Harassment.
- When working after hours or alone in offices, consider locking all access doors.
- Any instances of workplace violence must be reported to the Area/Project Manager immediately.
- CPES will report all instances of violence and threats of violence to the local authorities.

16.0 Medical Emergencies

- Medical events will be responded to according to HSEMS Section 10 Incident Management, Investigation & Follow Up.
- In the event of a medical emergency, a CPES Supervisor or their designate will ensure the individual receives appropriate medical attention, or an appropriate emergency contact can take over care.

17.0 Hazardous Materials Incidents: Leaks or Spills

- All spills and leaks should be reported and investigated according to HSEMS Section 10 Incident Management.
- Product SDS will be consulted prior to any cleanup activities to verify all required PPE, safety measures, notifications, and safe disposal requirements are met.

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.
- CPES employs the 30/30 rule, see SWP 66 Lightning for more information.

18.0 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.

19.0 First Aid Guidelines

- Only those with First Aid Certification shall administer first aid.
- CPES will maintain a list of names and work locations of each certified first aiders to verify compliance with the relevant jurisdictional requirements.
- 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.
- 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. All Incidents must be documented and investigated as per HSEMS Section 10.
- In the event of an injury that requires treatment above first aid, transportation to the nearest health care facility will be provided.

20.0 Emergency Equipment

- Prior to work beginning at any location, review the location of the work, the size of the workforce, and the nature of the work to establish the requirements for emergency response equipment.
- First aid kits will be readily available on job sites as per the relevant provincial regulations (see References for more information).
- Rescue equipment (where required) shall be maintained and inspected according to the manufacturer's specifications.
- Ensure vehicle is fitted with required emergency equipment as per HSEMS Section 21.4.
- In shop areas and work areas, there will be a First Aid Station located in a central location that will be easily accessible.
- First Aid Stations should be well-marked.
- Eye wash stations will also be available in shop locations and in field locations as required, each will be clearly marked.
- Fire extinguishers shall be of the type appropriate to the work and the material (generally ABC) and will be positioned in accessible locations.

- Were practicable, all vehicles and equipment will have fire extinguishers equipped.
- During wildfire season (April until October), review all local regulations to ensure all required equipment is in place.

21.0 Emergency Drill

- Emergency response drills are essential for ensuring employees are prepared to respond in the event of an emergency.
- Emergency response testing can be either via an implementation drill or through a tabletop exercise.
- Exercises should be recorded on CF-S-35, the results of the exercise should be analyzed for opportunities for improvement.
- Where CPES is not the site Owner/Prime Contractor emergency drills should be coordinated with the Prime Contractor.
- Emergency drill frequency should be outlined in the Site-Specific Safety Plan, at a minimum drills should be completed annually or following changes to the plan.

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.

22.0 References**CPES Health, Safety and Environment Management System**

- Section 10 – Incident Investigation and Control
- Section 14 - Discrimination, Violence & Harassment.
- Section 21 – Fleet Safety and Journey Management

CPES Safe Work Manual

- SWP 05 Fire Extinguisher
- SWP 66 Lightning

****Please note, these tables are current at the time of writing and are intended for reference only, always verify current requirements prior to work beginning****

Albert OHS Code
Part 11 – First Aid
Schedule 2 – Table 7 – First Aid Requirements for High Hazard Work:

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 blankets	3 Intermediate First Aiders CSA Standard Z1220-17 Type 3 Intermediate Medium First Aid Kit 3 blankets, stretcher, splints	3 Intermediate First Aiders CSA Standard Z1220-17 Type 3 Intermediate Medium First Aid Kit 3 blankets, stretcher, splints

British Columbia OHS Code

Schedule 3-A Minimum Levels of First Aid (Note BC Code Requires an Assessment of First Aid Requirements be completed).

High Hazard - Less than 20 minutes from Hospital:

Number of Workers per Shift	Supplies, Equipment, and Facility	Level of First Aid Certificate for Attendant
1	Personal First Aid Kit	
2-15	Level 1 First Aid Kit	Level 1 Certificate
16-30	- Level 2 First Aid Kit - Dressing Station	Level 2 Certificate
31-300	- Level 2 First Aid Kit - First Aid Room	Level 2 Certificate
301- or more	- Level 2 First Aid Kit - First Aid Room	2 Attendants, Each with Level 2 Certificates

High Hazard - More than 20 minutes from Hospital

Number of Workers per Shift	Supplies, Equipment, and Facility	Level of First Aid Certificate for Attendant	Transportation
1	Personal First Aid Kit		
2-5	Level 1 First Aid Kit	Level 1 Certificate	
6-10	- Level 1 First Aid Kit - ETV Equipment	Level 1 Certificate with Transportation Equipment	ETV
11-30	- Level 3 First Aid Kit - Dressing Station - ETV Equipment	Level 3 Certificate	ETV
31-50	- Level 3 First Aid Kit - First Aid Room - ETV Equipment	Level 3 Certificate	ETV
51-200	- Level 3 First Aid Kit - First Aid Room - Industrial Ambulance Equipment	Level 3 Certificate	Industrial Ambulance
201 or more	- Level 3 First Aid Kit - First Aid Room - Industrial Ambulance Equipment	2 Attendants, each with Level 3 Certificates	Industrial Ambulance

**Manitoba Regulation Workplace Safety and Health Regulation
Part 5 First Aid**

TABLE 1		
	Close Workplace	
Number of workers per shift	Low hazard work	Other work
1-10	—	—
11-40	1 Basic	1 Intermediate
41-100	1 Basic	2 Intermediate
101-199	2 Basic	2 Intermediate
200 or more	3 Basic	3 Intermediate

TABLE 2		
	Distant workplace	
Number of workers per shift	Low hazard work	Other work
1-10	—	1 Basic
11-40	1 Basic	1 Intermediate
41-100	1 Basic	2 Advanced
101-199	2 Basic	2 Advanced
200 or more	3 Basic	3 Advanced

TABLE 3		
	Isolated Workplace	
Number of workers per shift	Low hazard work	Other work
1-10	1 Basic	1 Intermediate
11-40	1 Basic	1 Advanced
41-100	2 Basic	2 Advanced
101-199	2 Basic	3 Advanced
200 or more	3 Basic	4 Advanced

Saskatchewan Occupational Health and Safety Regulations

Part 5 First Aid workplace first aid risk assessment (Note Saskatchewan Code Requires an Assessment of First Aid Requirements be completed).

Table 9 - Summary of First Aid Personnel Requirements:

No. of Workers	Low Risk	Moderate Risk	High Risk
2 - 25	• Class A attendant	• Class A attendant	• Class A attendant
26 - 50	• Class A attendant	• Class B attendant	• Class A attendant • Class B attendant
51 - 100	• Class A attendant	• Class A attendant • Class B attendant	• Class A attendant • Class B attendant • 1 person with a license to practice
100 +	• 2 Class A attendants	• 2 Class A attendants • 2 Class B attendants	• 2 Class A attendants • 2 Class B attendants • 1 person with a license to practise