



SAFETY MANUAL

EMERGENCY POLICY

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On each job site the Manager and/or Supervisor will gather information such as the location of the nearest hospital, fire station, and first aid station so as to help minimize travel time for treatment for all employees.

This information is to prevent confusion during an emergency situation, for both supervisors and managers who will be aware of the various procedures to follow on each job site should an accident occur.

All employees are to be aware of the action required, but should follow the instructions of their supervisor.

An 'emergency' is defined as an unplanned, sudden or unexpected event or situation that requires immediate action to prevent harm, injury or illness to persons or damage to the service's environment. It is a risk to an individual's health and safety.

It is understood that there is a shared legal responsibility and accountability between, and a commitment by, all persons to implement EMSL's Emergency Policy, procedures and practices. The service also complies with Occupational Health and Safety (OHS) National Standards and best practice recommendations from recognised authorities.

EVACUATION DRILLS

Evacuation drills will take place twice annually, to be conducted in the spring & fall. The drills will be conducted by the Safety Manager & Safety Administrator or designate for locations other than head office. Drill scenarios will vary and will not take place on the same day of the week or time of day. Drill times will only be communicated to the Safety Manager and delegate, all other employees will be unaware in order to have the most accurate human response in the case of an emergency.

All drills will be recorded electronically and in a binder by the Safety Manager or delegate.

To commence a fire drill at each location, notify the alarm company & set the test alarms.

DEALING WITH THE EMOTIONAL AND PSYCHOLOGICAL IMPACT OF AN EMERGENCY

Emergencies involve more than a physical response to an unexpected or sudden event or situation. They have an emotional and psychological impact on people, which can affect individuals for an extended period after the emergency.



SAFETY MANUAL

EMERGENCY POLICY

EMSL is committed to the overall health of our employees, physically and mentally. Where an emergency occurs, EMSL will help employees find the aftercare needed in order to deal with the mental or emotional stress associated with that emergency. Costs for counselling services, etc. will be covered as per our employee benefits package.

Services may be provided through Alberta Blue Cross. Arrangements can be made for personal counselling services at 1(800) 663-1142.

Board Chairman

Bob Knickle

A large, complex handwritten signature in black ink, consisting of several overlapping loops and lines, positioned above a horizontal line.

Date Reviewed:

Alan 26/18



SAFETY MANUAL

HEAD OFFICE

FIRE – Policy, Response Plan & Procedure

POLICY

Fire protection and Prevention shall embrace all measures relating to safeguarding human life, preserving property and continuing operations in Electric Motor Service.

Our Fire Loss Control Program Policy intends to ensure that employees shall, at all times, know the location of fire extinguishers, fire-fighting devices, and be properly trained in how to operate them in order to respond to fires in the correct manner.

Our effective Fire Loss Control Program includes the following objectives:

1. To prevent loss of life and personal injury
2. To protect property
3. To provide uninterrupted operations
4. To prevent the opportunity for fire

RESPONSE PLAN

<p>Location of Emergency Equipment</p>	<ol style="list-style-type: none"> 1. Fire Extinguishers/See site map Shop <ul style="list-style-type: none"> - 9 Fire Extinguishers Upstairs Office Area <ul style="list-style-type: none"> - 2 Fire Extinguishers Downstairs Office Area <ul style="list-style-type: none"> - 3 Fire Extinguishers 2. Fire Alarm: Front entrance 3. Air Horns: <ul style="list-style-type: none"> - Reception, Shop Manager’s Office & Shipping 	
<p>Emergency Response Training Requirements</p>	<p>Type of Training</p> <ol style="list-style-type: none"> 1. Use of Fire Extinguishers 2. Practice Fire Drills 	<p>Frequency</p> <ol style="list-style-type: none"> 1. Orientation 2. Twice a year
<p>Location and Use of Emergency Facilities</p>	<p>The nearest Emergency Services are:</p> <ol style="list-style-type: none"> 1. Fire Station: Edmonton Fire Department 15 5120 97 St NW 911 - Emergency 311 – General Inquiry 2. Ambulance: EMS Station – Calgary Trail 5425 Calgary Trail NW 911 - Emergency 780-342-1172 - General 3. Police: Edmonton Police Service 104 Youville Dr E Northwest 	



SAFETY MANUAL

HEAD OFFICE

FIRE – Policy, Response Plan & Procedure

	911 - Emergency 780-426-8200 - General 4. Hospital & OIS Clinic: See "Nearest Medi Center & Hospital" Information
Fire Protection Requirements	1. Sprinkler System
Alarm and Emergency Communication Requirements	1. When the fire alarm is set off it automatically alerts the fire department and initiates the alarm within the building. 2. The fire alarm signal is intermittent sharp beeps
First Aid	First Aid Boxes, etc. 1. Upstairs Women's Bathroom 2. Shop Machinist Washroom First Aid Attendants 1. See First Aid Attendant Memo

PROCEDURE

Steps

1. **CALL 911**
2. In the case of a fire, the fire alarm will sound.
3. Employees are to shut down all energized equipment and to leave the building immediately
4. Employees must never enter a building when the fire alarm is sounding, head directly to the muster station by walking around the building.
5. Employees assemble at the designated muster station and stay there until further notice. (See site map)
6. The Safety Representative will take roll call with the in and out sheets provided by the receptionist.
7. All employees must remain at the Muster Point until dismissed by Management or the Emergency Response crew with instructions to re-enter the building or leave the property.

APPROVED BY

NAME (PRINT & INITIAL)

Apr 27/18

DATE REVIEWED



SAFETY MANUAL

HEAD OFFICE

Alberta Emergency Response Numbers

04

Emergency Response Numbers

Dangerous Goods 1-800-272-9600
Emergency Services 911
- Police
- Ambulance
- Fire
Edmonton Police Service 780-423-4567
Non-Emergency
Gas & Electricity Services 1-800-668-5506
ATCO Group
Grey Nuns Hospital 780-735-7000
*1100 Youville Drive W
Northwest
Edmonton, T6L 5X8*
Occupational Health & Safety 780-415-8690
Hazardous Material Spills 911
Poison & Drug Information 1-800-332-1414
Service

EMSL Emergency Numbers

Bob Knickle *Board Chairman* 780-905-9490
Dave Ash *Controller* 780-990-9170
David Steeves *Assistant Controller* 780-717-4549
Randy Erickson *General Manager* 780-990-9102
Raj Varma *Shop Supervisor* 780-445-9859

Board Chairman

Date

Reviewed:

Mar 26/18



SAFETY MANUAL

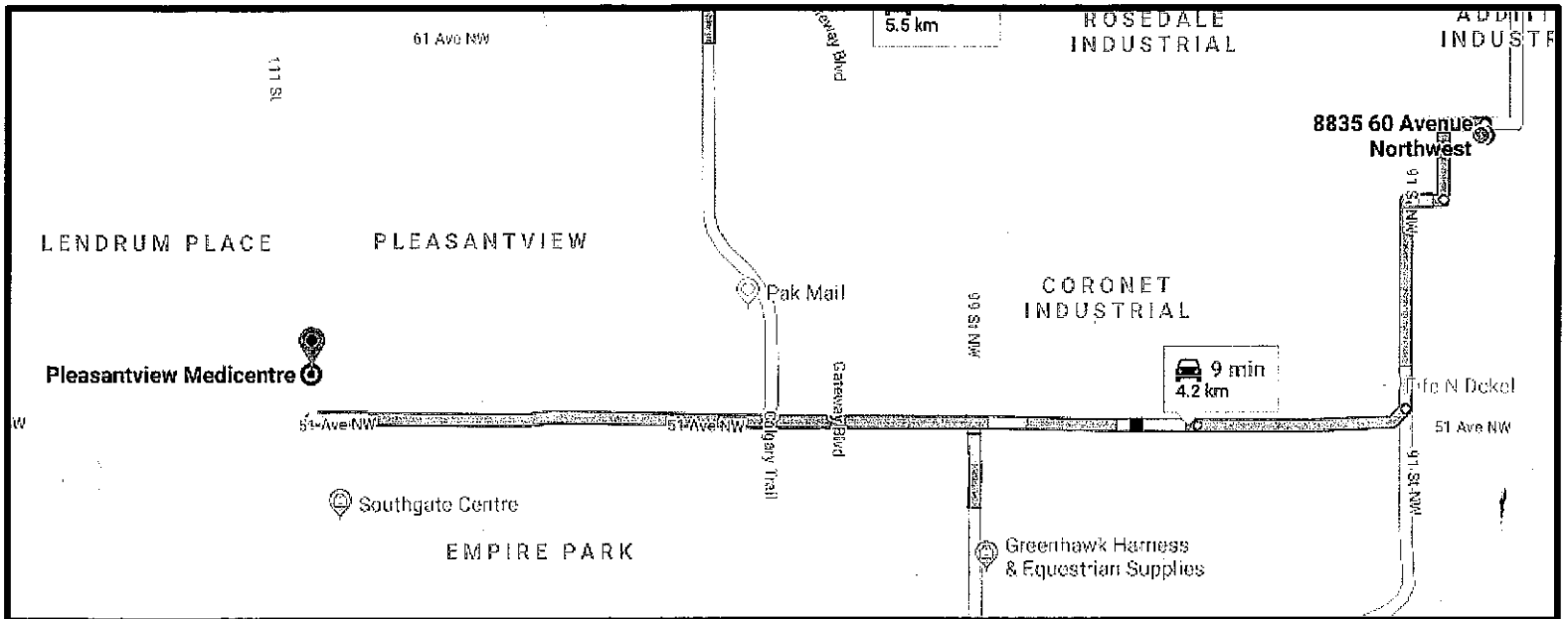
HEAD OFFICE

Nearest Medical Center & Hospital

The nearest medical centre is **Pleasantview Medicentre**

Pleasantview Medicentre (inside Rexall)
11076-51 Avenue NW
Edmonton, AB,
T6H 0L4
(780) 436-8071

Hours of Operation
Monday to Friday: 8:00am – 10:00pm
Weekends and Stat Holidays: 9:00am – 4:00pm
OIS Hours: Weekdays 8:00am – 4:00pm



Directions

1. Head **West** on 60 Avenue toward 90 Street NW
60 Avenue turns into 90 Street
2. Turn **Right** onto 58th Avenue NW
3. Turn **Left** onto 91 Street NW S
4. Take the 1st **Right** onto 51 Avenue NW
Continue on 51 Ave, passing Gateway Blvd and Calgary Trail
5. Continue straight to stay on 51 Ave NW



SAFETY MANUAL

HEAD OFFICE

Nearest Medical Center & Hospital

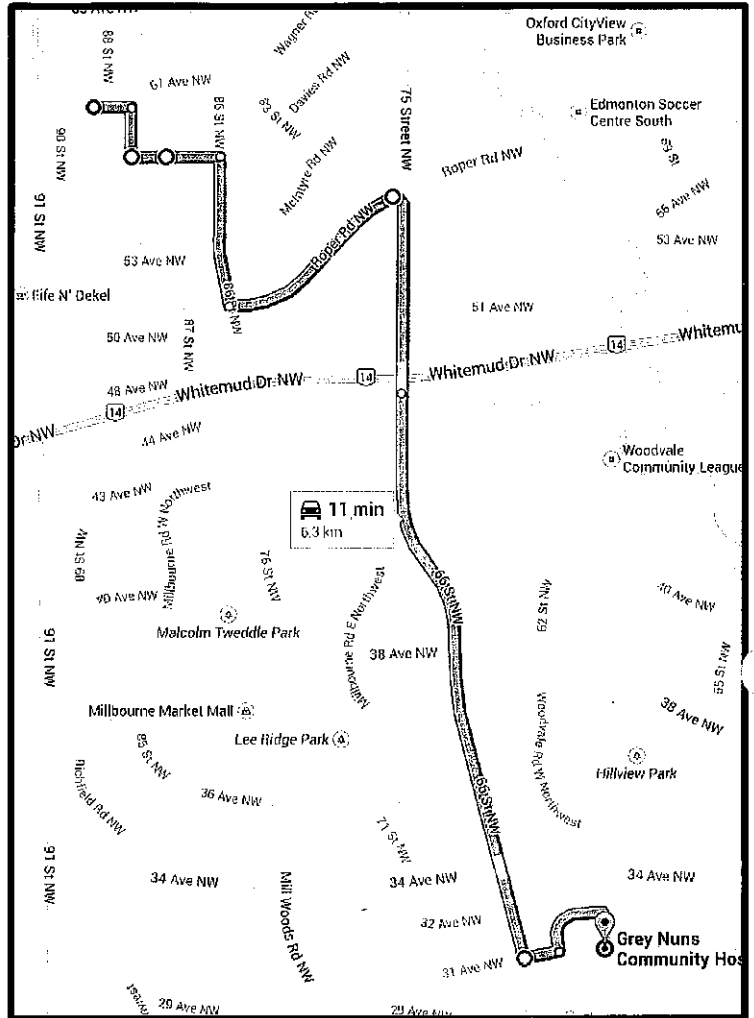
The nearest hospital is the **Grey Nuns Community Hospital**

Grey Nuns Community Hospital
1100 Youville Drive W Northwest
Edmonton, AB
T6L 5X8

(780) 735-7000

Directions

1. Head **East** on 60 Ave NW toward 88 Street NW
2. Turn **Right** onto 87a Street NW
3. Take 1st **Left** onto 58 Ave NW
4. Turn **Right** onto 86 Street NW
5. Turn **Left** onto Roper Road NW E
6. Turn **Right** on 75 Street NW
75 Street turns into 66 Street
7. Turn **Left** onto 31 Ave NW
8. Take 1st **Left** onto Youville Drive W Northwest



Board Chairman

Date

Reviewed:

Mar 29/18



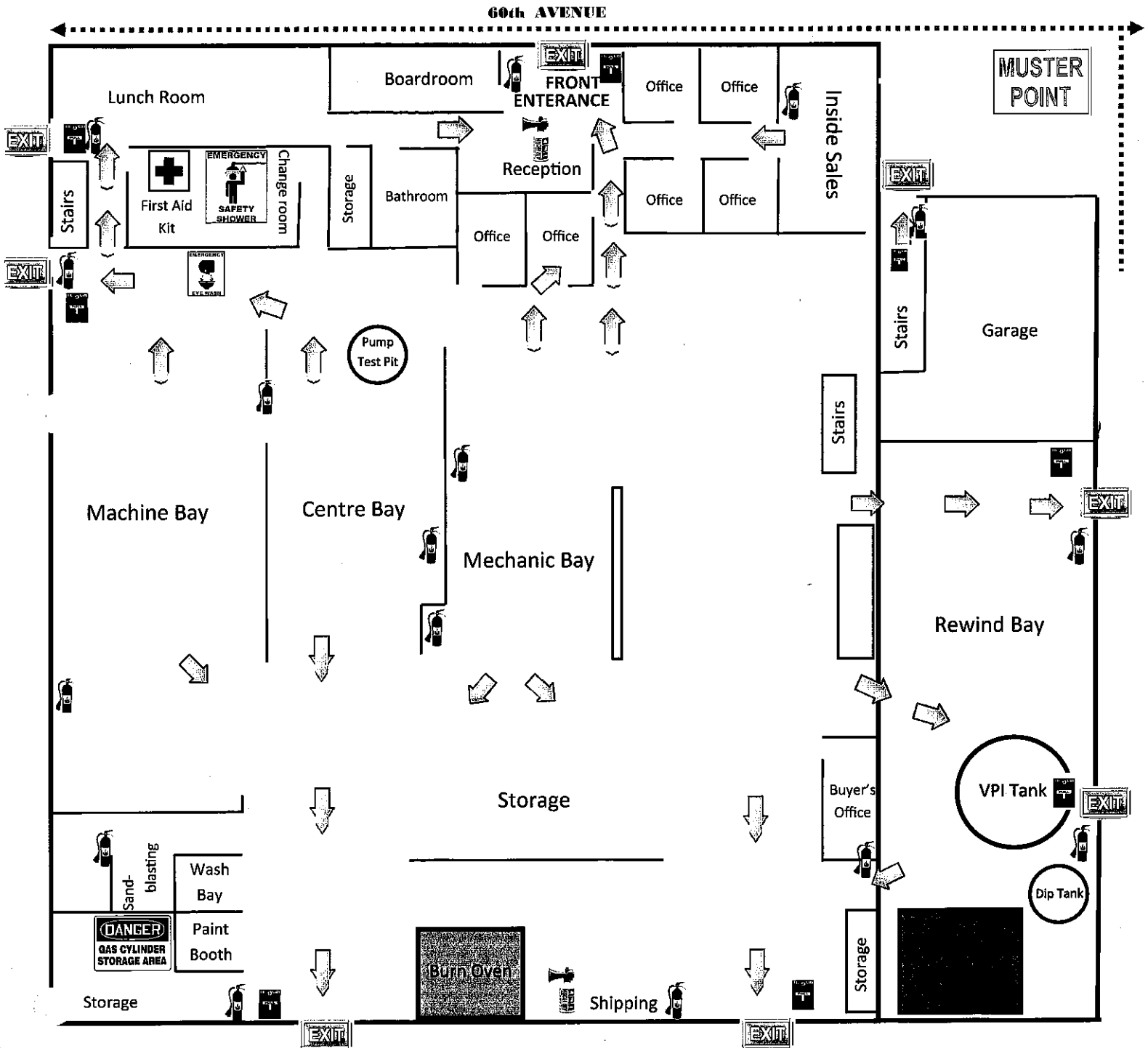
Emergency Exits & Fire Extinguishers

First Floor

80

When you hear the Fire Alarm...

1. **Stop** what you are doing and calmly make your way to the nearest exit.
2. Head to the **Muster Point** which is located in the North East Corner of the property.
3. Wait for Management to complete Roll Call. **DO NOT LEAVE** the muster point until dismissed by Management or until the building is deemed clear to re-enter.



Fire Extinguisher
 Emergency Exit
 Towards Emergency Exit
 Proceed with Caution
 Pull Station



Emergency Exits & Fire Extinguishers

Second Floor

If you hear the Fire Alarm...

1. **Stop** what you are doing and calmly make your way to the nearest exit.
2. Head to the **Muster Point** which is located in the North East Corner of the property.
3. Wait for Management to complete Roll Call. **DO NOT LEAVE** the muster point until dismissed by Management or until the building is deemed clear to re-enter.



Fire Extinguisher

Emergency Exit

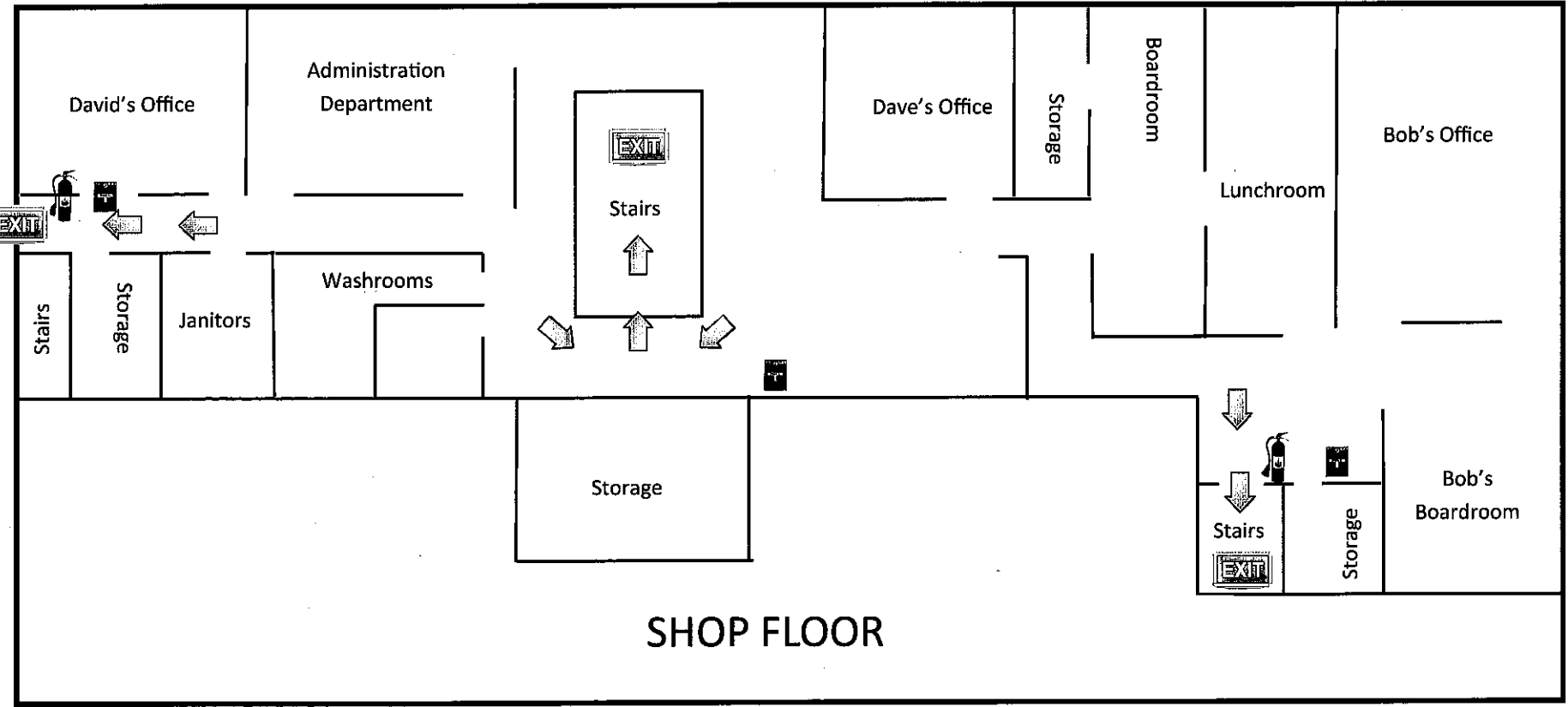


Pull Station

60th AVENUE

MUSTER POINT

← Towards Emergency Exit





SAFETY MANUAL

DAVIES ROAD

FIRE – Policy, Response Plan & Procedure

POLICY

Fire protection and Prevention shall embrace all measures relating to safeguarding human life, preserving property and continuing operations in Electric Motor Service.

Our Fire Loss Control Program Policy intends to ensure that employees shall, at all times, know the location of fire extinguishers, fire-fighting devices, and be properly trained in how to operate them in order to respond to fires in the correct manner.

Our effective Fire Loss Control Program includes the following objectives:

1. To prevent loss of life and personal injury
2. To protect property
3. To provide uninterrupted operations
4. To prevent the opportunity for fire

RESPONSE PLAN

Location of Emergency Equipment	<ol style="list-style-type: none"> 1. Fire Extinguishers/Hose: See site map Warehouse <ul style="list-style-type: none"> - 2 Fire Extinguishers Upstairs Office Area <ul style="list-style-type: none"> - 2 Fire Extinguishers Downstairs Office Area <ul style="list-style-type: none"> - 2 Fire Extinguishers 2. Air Horns <ul style="list-style-type: none"> - Front Office Area, Shipping 	
Emergency Response Training Requirements	Type of Training <ol style="list-style-type: none"> 1. Use of Fire Extinguishers 2. Practice Fire Drills 	Frequency <ol style="list-style-type: none"> 1. Orientation 2. Twice a year
Location and Use of Emergency Facilities	The nearest Emergency Services are: <ol style="list-style-type: none"> 1. Fire Station: Edmonton Fire Department 15 5120 97 St NW 911 - Emergency 311 - General Inquiry 2. Ambulance: EMS Station - Calgary Trail 5425 Calgary Trail NW 911 - Emergency 780-342-1172 - General 3. Police: Edmonton Police Service 	



SAFETY MANUAL

DAVIES ROAD

FIRE – Policy, Response Plan & Procedure

	104 Youville Dr E Northwest 911 - Emergency 780-426-8200 - General 4. Hospital & OIS Clinic: See "Nearest Medi Center & Hospital" Information
Alarm and Emergency Communication Requirements	1. When the fire alarm is set off it automatically alerts the fire department and initiates the alarm within the building. 2. The fire alarm signal is intermittent sharp beeps
First Aid	First Aid Boxes, etc. 1. Bathroom First Aid Attendants 1. See First Aid Attendant Memo

PROCEDURE

Steps

1. **CALL 911**
2. In the case of a fire, sound the alarm panel located at the front door by pressing & holding the two buttons beside the flame icon on the keypad. If you are unable to reach the alarm panel, sound the air horns.
3. Employees are to shut down all energized equipment and to leave the building immediately
4. Employees assemble at the designated muster station and stay there until further noticed. (See site map)
5. Each supervisor will be responsible for taking a **roll call** following the evacuation, to ensure that all their workers are accounted for.
6. Each supervisor shall report the results of the roll call to management or the Prime Contractor.
7. All employees must remain at the Muster Point until dismissed by Management. When Emergency Response crews arrive they must dismiss personnel or say it is okay to re-enter the facility.

APPROVED BY

NAME (PRINT & INITIAL)

Apr 27/18

DATE REVIEWED



SAFETY MANUAL

DAVIES ROAD

Alberta Emergency Response Numbers

Emergency Response Numbers

Dangerous Goods 1-800-272-9600
Emergency Services 911
- Police
- Ambulance
- Fire
Edmonton Police Service 780-423-4567
Non-Emergency
Gas & Electricity Services 1-800-668-5506
ATCO Group
Grey Nuns Hospital 780-735-7000
*1100 Youville Drive W
Northwest
Edmonton, T6L 5X8*
Occupational Health & Safety 780-415-8690
Hazardous Material Spills 911
Poison & Drug Information 1-800-332-1414
Service

EMSL Emergency Numbers

Bob Knickle *Board Chairman* 780-905-9490
Dave Ash *Controller* 780-990-9170
Marc Baptist *Branch Manager* 780-498-2175
David Steeves *Assistant Controller* 780-717-4549

Board Chairman

Date

Reviewed:

Hea 26/18



SAFETY MANUAL

DAVIES ROAD

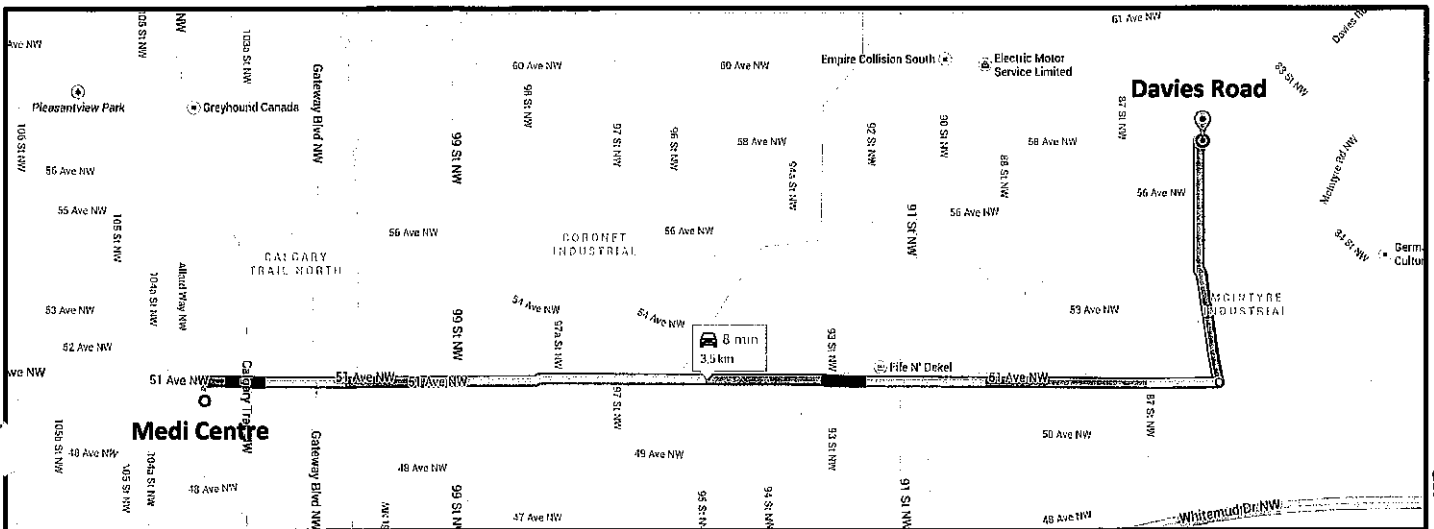
Nearest Medical Centre & Hospital

The nearest medical centre is **Calgary Trail Medical Centre**

Calgary Trail Medical Centre
#1, 10407 - 51 Avenue NW
Edmonton, AB,
T6H 0K4

Hours of Operation
Monday to Friday: 8:00am - 10:00pm
Weekends and Stat Holidays: 9:00am - 10:00pm
Fastrack Hours: Weekdays 8:00am - 3:00pm
OIS Hours: Weekdays 9:00am - 5:00pm

(780) 436-8071



Directions

1. Head **west** on Davies Road NW toward 86 Street NW
2. Take the 1st **left** onto 86 Street NW
3. Take the 3rd **right** onto 51 Avenue NW
4. Take a **left** on Allard Way

The Medical Centre is on your right, beside the Dairy Queen



SAFETY MANUAL

DAVIES ROAD

Nearest Medical Centre & Hospital

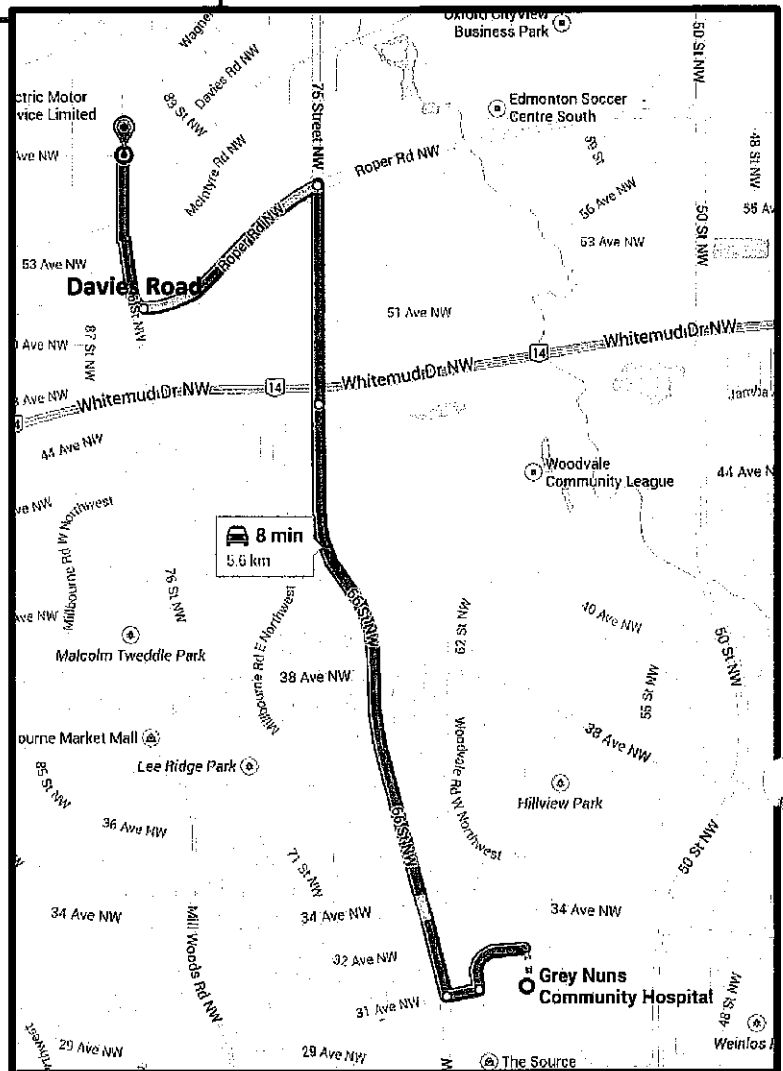
The nearest hospital is the **Grey Nuns Community Hospital**

Grey Nuns Community Hospital
1100 Youville Drive W Northwest
Edmonton, AB
T6L 5X8

(780) 735-7000

Directions

1. Head **West** on Davies Road toward 86 Street
2. Turn **Left** on 86 Street NW
3. Turn **Left** onto Roper Road NW E
4. Turn **Right** on 75 Street NW
75 Street turns into 66 Street
5. Turn **Left** onto 31 Ave NW
6. Take 1st **Left** onto Youville Drive W Northwest



Branch Chairman

Date

Reviewed:

Mar 26/18

DATE REVIEWED: _____

03/02/18 *QTB*



Emergency Exits & Fire Extinguishers

Pump Shop - Davies Road

If you hear the Fire Alarm...

1. **Stop** what you are doing and calmly make your way to the nearest exit.
2. Head to the **Muster Point** which is located in the North West Corner of the property.
3. Wait for Management to complete Roll Call. **DO NOT LEAVE** the muster point until dismissed by Management or until the building is deemed clear to re-enter.



Fire Hose



Emergency Exit

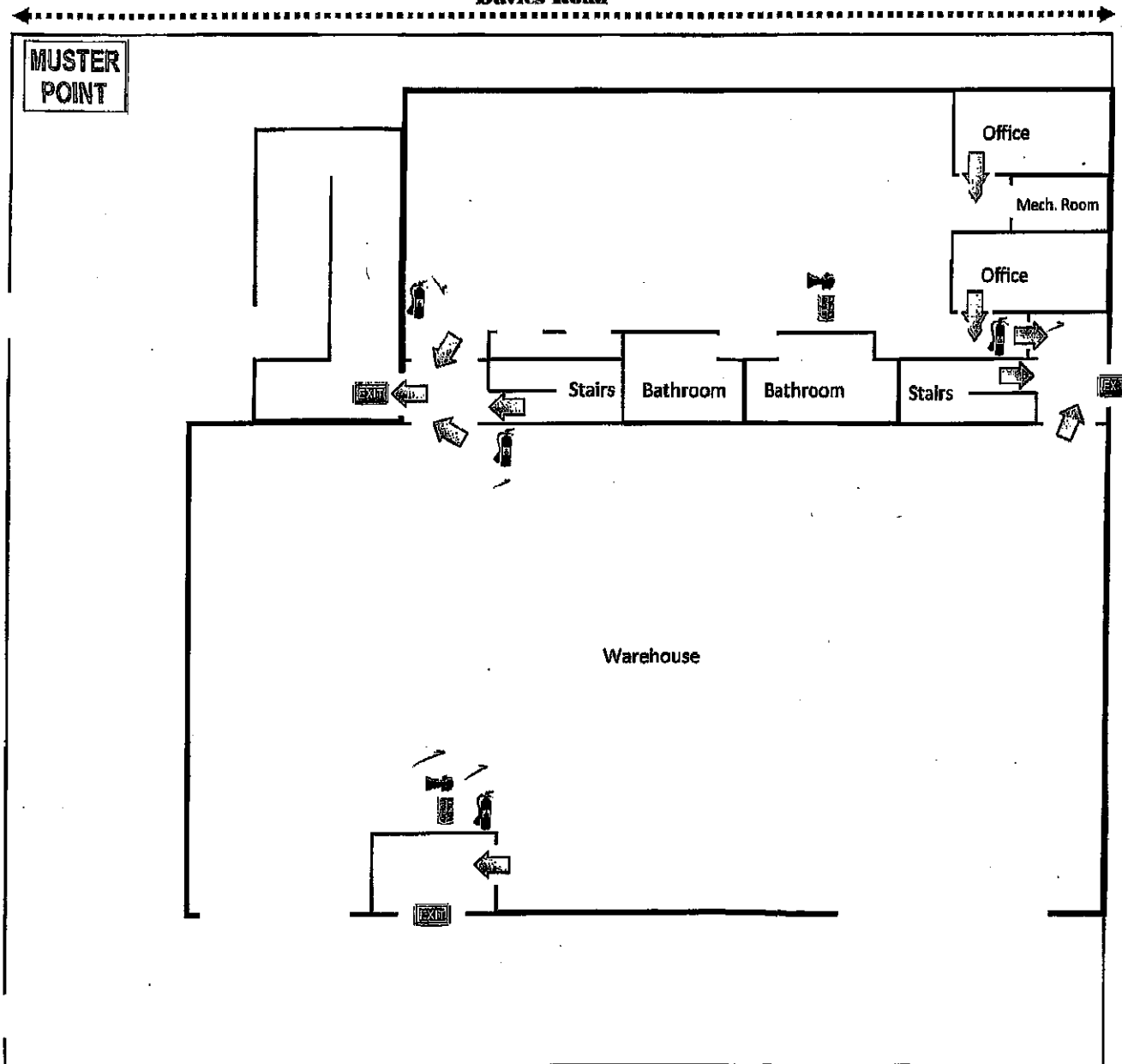


Towards Emergency Exit



Fire Extinguisher

Davies Road



DATE REVIEWED: _____

03/02/18
JWB



Emergency Exits & Fire Extinguishers

Pump Shop - Davies Road - Second Floor

If you hear the Fire Alarm...

1. **Stop** what you are doing and calmly make your way to the nearest exit.
2. Head to the **Muster Point** which is located in the North West Corner of the property.
3. Wait for Management to complete Roll Call. **DO NOT LEAVE** the muster point until dismissed by Management or until the building is deemed clear to re-enter.



Fire Hose



Emergency Exit

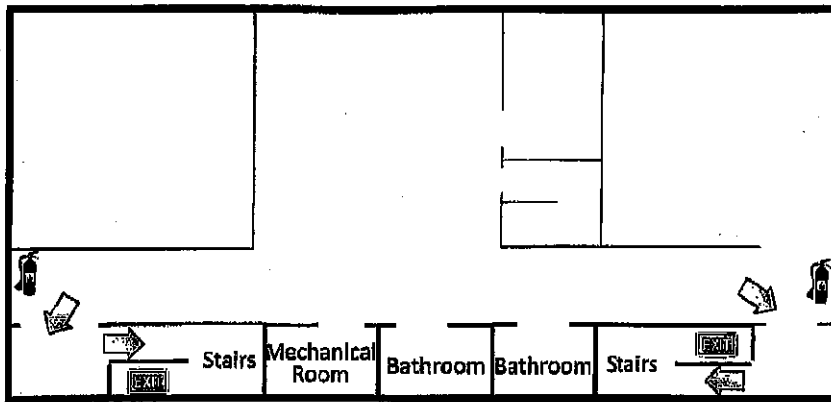


Towards Emergency Exit



Fire Extinguisher

Davies Road





SAFETY MANUAL

CALGARY

FIRE – Policy, Response Plan & Procedure

POLICY

Fire protection and Prevention shall embrace all measures relating to safeguarding human life, preserving property and continuing operations in Electric Motor Service.

Our Fire Loss Control Program Policy intends to ensure that employees shall, at all times, know the location of fire extinguishers, fire-fighting devices, and be properly trained in how to operate them in order to respond to fires in the correct manner.

Our effective Fire Loss Control Program includes the following objectives:

1. To prevent loss of life and personal injury
2. To protect property
3. To provide uninterrupted operations
4. To prevent the opportunity for fire

RESPONSE PLAN

<p>Location of Emergency Equipment</p>	<ol style="list-style-type: none"> 1. Fire Extinguishers/Hose: See site map Shop <ul style="list-style-type: none"> - 6 Fire Extinguishers Upstairs Office Area <ul style="list-style-type: none"> - 1 Fire Extinguisher Downstairs Office Area <ul style="list-style-type: none"> - 2 Fire Extinguishers 2. Fire Alarm: Front entrance 3. Air horn at shipping 	
<p>Emergency Response Training Requirements</p>	<p>Type of Training</p> <ol style="list-style-type: none"> 1. Use of Fire Extinguishers 2. Practice Fire Drills 	<p>Frequency</p> <ol style="list-style-type: none"> 1. Orientation 2. Twice a year
<p>Location and Use of Emergency Facilities</p>	<p>The nearest Emergency Services are:</p> <ol style="list-style-type: none"> 1. Fire Station: Southview Fire Station No. 23 2727 26 Ave SE 911 - Emergency 311 - General Inquiry 2. Ambulance: AHS EMS Station 3 1807 Macleod Trail SE 911 - Emergency 	



SAFETY MANUAL

CALGARY

FIRE – Policy, Response Plan & Procedure

	<ul style="list-style-type: none">3. Police: Calgary Police Service – District 1 1010 26 Ave SE 911 - Emergency 403-428-6100 - General4. Hospital & OIS Clinic: See “Nearest Medi Center & Hospital” Information
Fire Protection Requirements	<ul style="list-style-type: none">1. Sprinkler System
Alarm and Emergency Communication Requirements	<ul style="list-style-type: none">1. Call 911
First Aid	<p>First Aid Boxes, etc.</p> <ul style="list-style-type: none">1. On shop wall near office entrance <p>First Aid Attendants</p> <ul style="list-style-type: none">1. See First Aid Attendant Memo

PROCEDURE

Steps

1. **CALL 911**
2. In the case of a fire, the fire alarm will sound.
3. Employees are to shut down all energized equipment and to leave the building immediately
4. Employees assemble at the designated muster station and stay there until further noticed. (See site map)
5. Each supervisor will be responsible for taking a **roll call** following the evacuation, to ensure that all their workers are accounted for.
6. Each supervisor shall report the results of the roll call to management or the Prime Contractor.
7. All employees must remain at the Muster Point until dismissed by Management. When Emergency Response crews arrive they must dismiss personnel or say it is okay to re-enter the facility.

Board Chairman

Date

Reviewed:

Apr 27/18



SAFETY MANUAL

CALGARY

Alberta Emergency Response Numbers

05

Emergency Response Numbers

Dangerous Goods 1-800-272-9600

Emergency Services 911

- Police
- Ambulance
- Fire

Calgary Police Service 403-266-1234
Non-Emergency

Gas & Electricity Services 1-800-668-5506
ATCO Group

Hospital 403-943-3000
Rockyview General Hospital
7007 14 St SW
Calgary, AB, T2V 1P9

Occupational Health & Safety 1-866-415-8690

Hazardous Material Spills 911

Poison & Drug Information 1-800-332-1414
Service

EMSL Emergency Numbers

Bob Knickle *Board Chairman* 1-780-905-9490

Randy Erickson *General Manager* 1-780-990-3752

Dave Ash *Controller* 1-780-990-9170

David Steeves *Assistant Controller* 1-780-717-4549

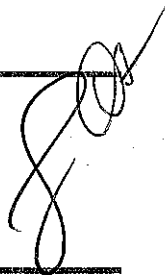
Penny Harrison *Senior Sales Rep* 403-471-6773

Board Chairman

Date

Reviewed:

Una 26/18



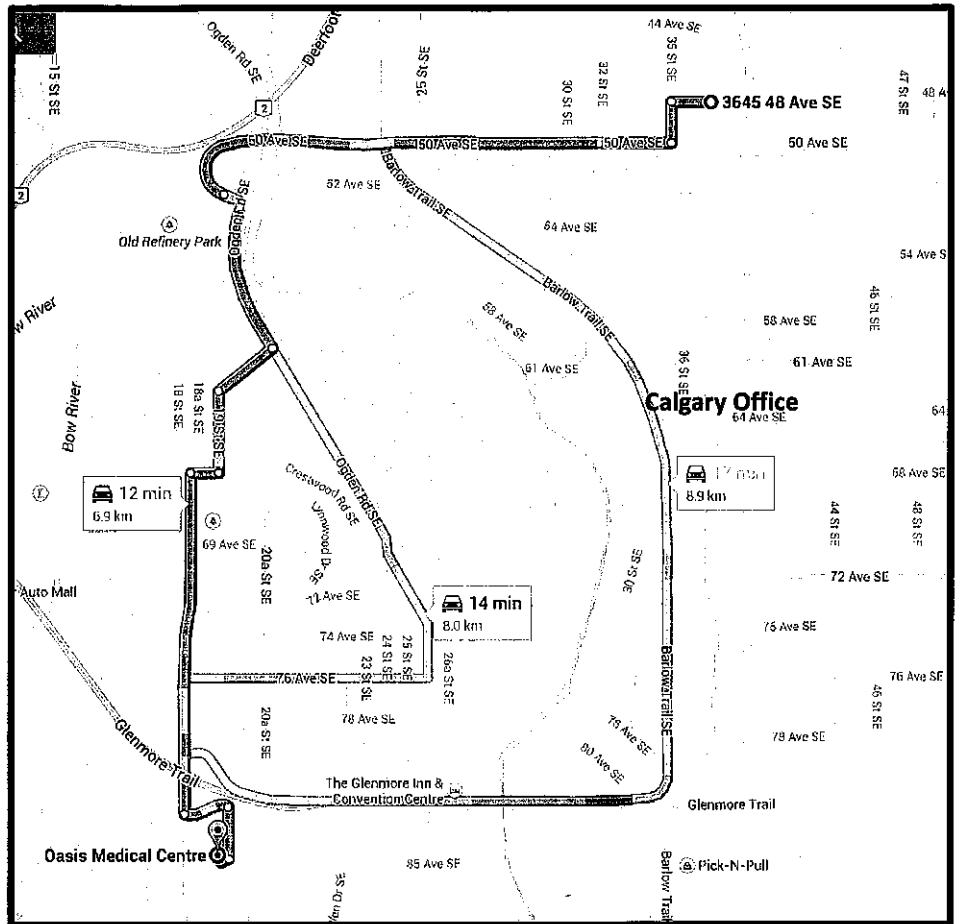
The nearest medical centre is **Oasis Medical Centre**

Oasis Medical Centre	Hours of Operation
8338 18 Street SE #216	Monday to Friday: 9:00am – 4:00pm
Calgary, AB, T2C 4E4	Saturday: 10:00am – 2:00pm
403-236-2344	Sunday: Closed

Directions

1. Take 35 St SE to 50 Ave SE.
2. Turn **Right** onto 50 Ave SE and follow until it turns into Ogden Rd SE.
3. Turn **Right** on Millican Rd SE.
4. Turn **Left** onto 19 St SE.
5. Turn **Right** onto 66 Ave SE and immediately **Left** onto 18 St SE.
6. Follow 18 St SE **South** until you cross Glenmore Trail.
7. Take your first **Left** after you cross the overpass, staying to the right to exit onto Rivercrest Dr SE.
8. Turn **Right** into Riverbend Centre

It is beside the Riverbend Animal Clinic.





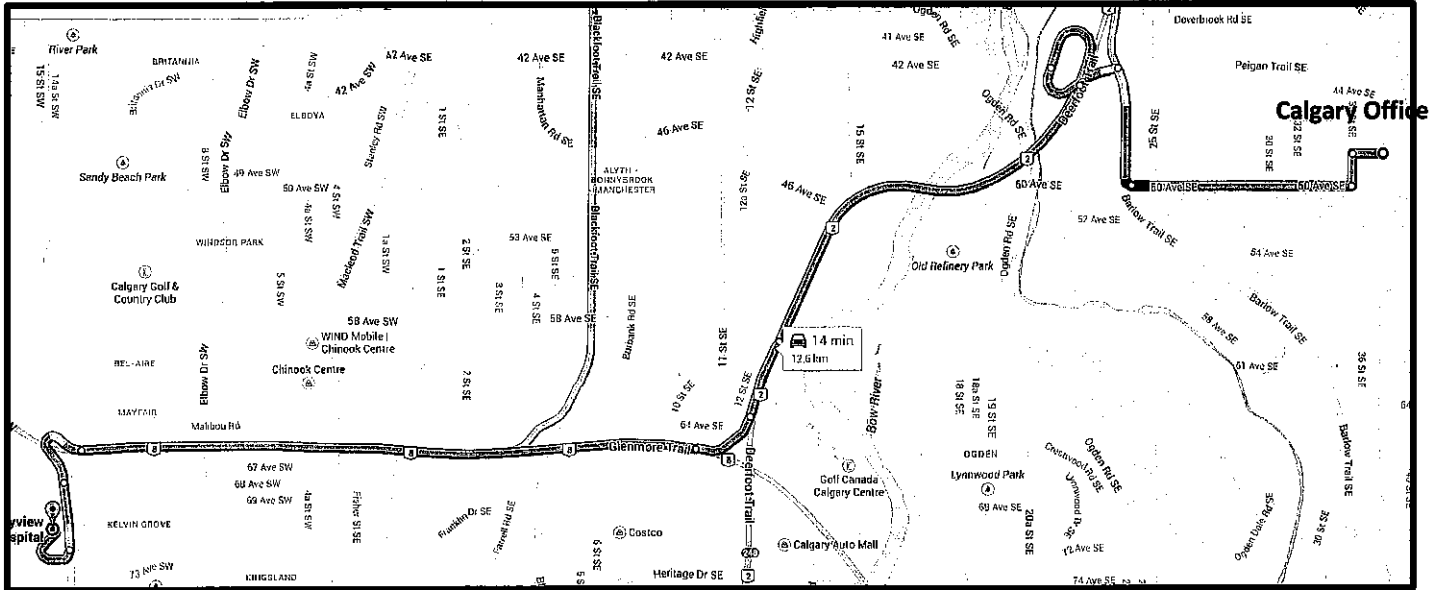
SAFETY MANUAL

CALGARY

Nearest Medical Centre and Hospital

The nearest hospital is the **Rockyview General Hospital**
Rockyview General Hospital
7007 14 St SW
Calgary, AB, T2V 1P9

(403) 943-3000



Directions

1. Take 35 St SE to 50 Ave SE.
2. Turn **Right** onto 50 Ave SE.
3. Turn **Right** onto Barlow Trail SE.
4. Turn **Left** onto Peigan Trail SE and exit **South** onto Deerfoot Trail.
5. Follow Deerfoot Trail exiting **West** onto Glenmore Trail.
6. Follow Glenmore Trail SW, heading **South** onto 14 St SW.
7. Turn **Right** onto 75 Ave SW.

Board Chairman

Date

Reviewed:

Mar 26 / 18



SAFETY MANUAL

CALGARY

Nearest Medical Centre and Hospital

Handwritten signature

The nearest medical centre is **OIS Wellpoint Health - Foothills**

Wellpoint Health - Foothills
3716 61 Ave. SE # 202,
Calgary, AB, T2C 1Z4

Hours of Operation
Monday to Friday: 8:00am – 5:00pm
Saturday & Sunday: Closed

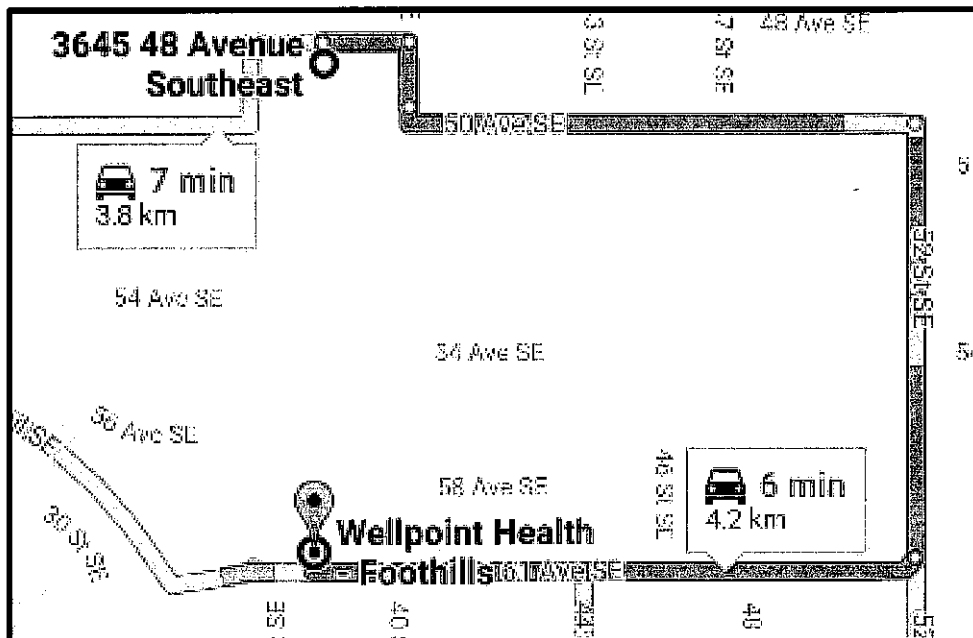
403-236-8400

Directions

1. Head east on 48 Ave SE toward 35b St. SE.
2. Turn **Right** onto 36 St. SE S and continue to 50 Ave. SE.
3. Turn **Left** onto 50 Ave SE and continue to 52 St. SE.
4. Turn **Right** onto 52 St. SE and continue to 61 Ave SE.
5. Turn **Right** onto 61 Ave. SE

Wellpoint Health is located on the north end of the east building in the strip mall.

Calgary Office





SAFETY MANUAL

CALGARY

Nearest Medical Centre and Hospital

The nearest hospital is the **South Health Campus Hospital**

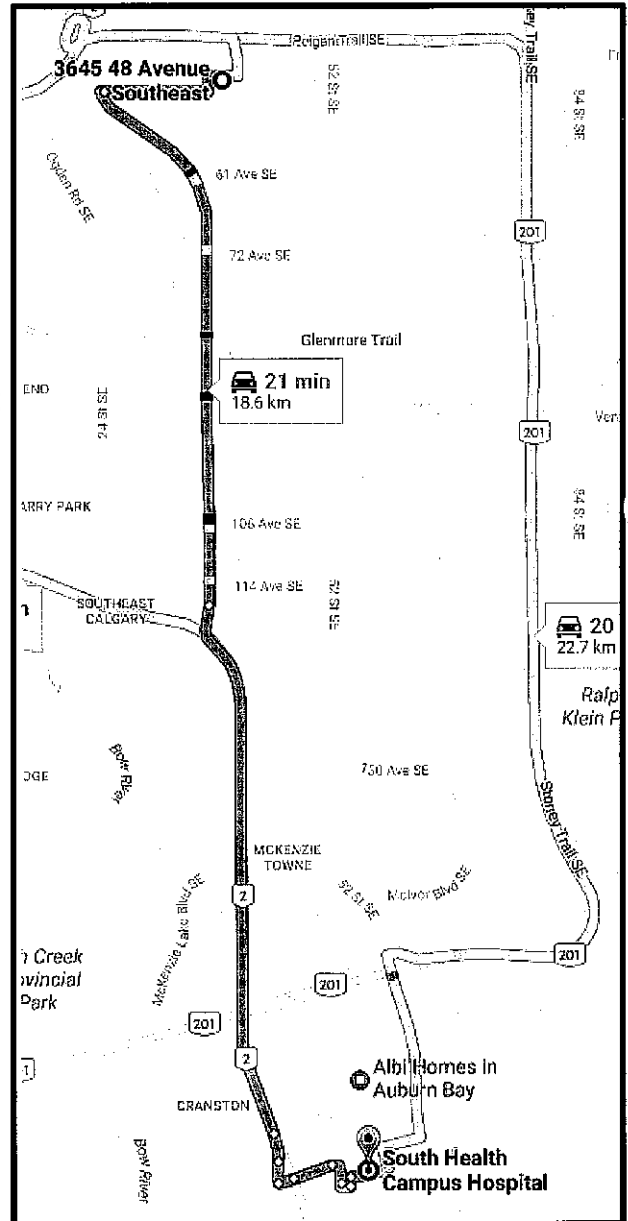
South Health Campus Hospital
4448 Front St. SE
Calgary, AB. T3M 1M4

Calgary Office

(403) 956-1111

Directions

1. Take 35 St. SE to 50 Ave. SE.
2. Turn **Right** onto 50 Ave. SE.
3. Turn **Left** onto Barlow Tr. SE S and continue **South** for 8.7 km.
4. When Barlow Trail splits, keep to the **left** fork, merging onto Deerfoot Tr. South.
5. Follow Deerfoot Trail exiting onto Seton Way SE.
6. Turn **East** onto Seton Way SE.
7. Continue on Seton Way SE. Drive to Front St. SE.



Board Chairman

Date

Reviewed:

Mar 26/18

DATE REVIEWED: Mar 2/18

P. Harrison

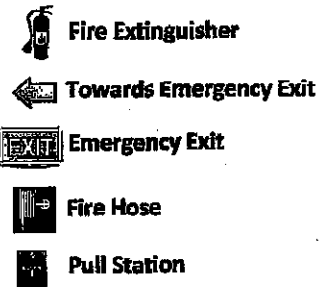
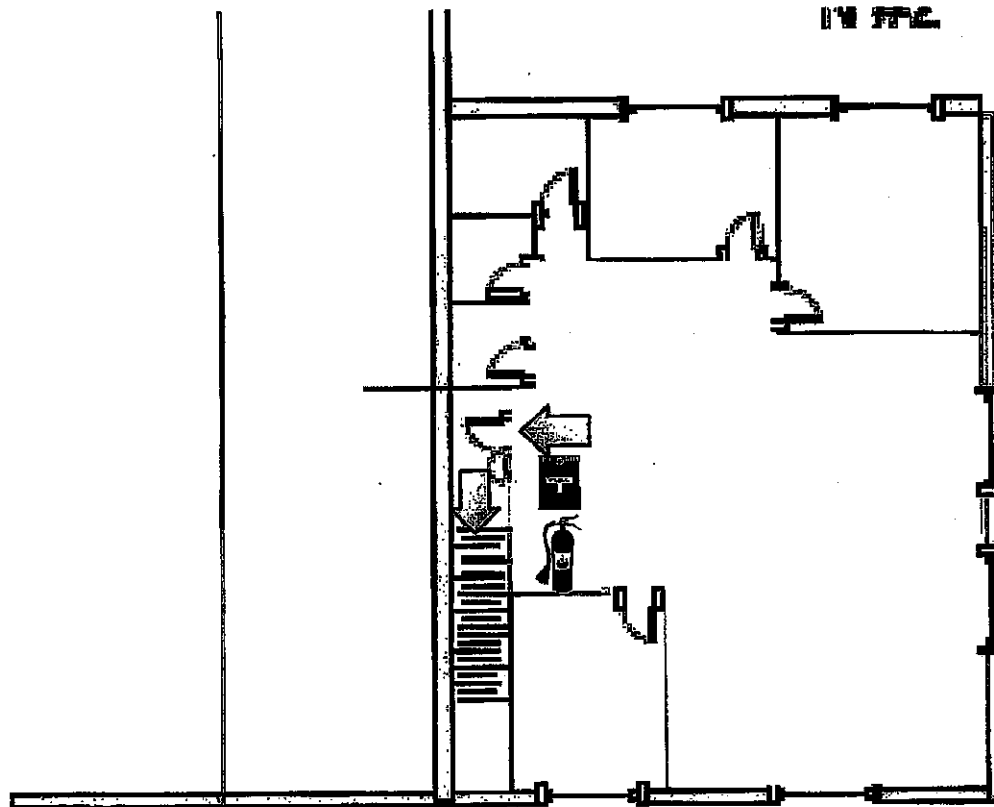


Emergency Exits & Fire Extinguishers

Upstairs

If you hear the Fire Alarm...

1. **Stop** what you are doing and calmly make your way to the nearest exit.
2. Head to the **Muster Point** which is located in the East side of the building, by the Fire Hydrant.
3. Wait for Management to complete Roll Call. **DO NOT LEAVE** the muster point until dismissed by Management or until the building is deemed clear to re-enter.



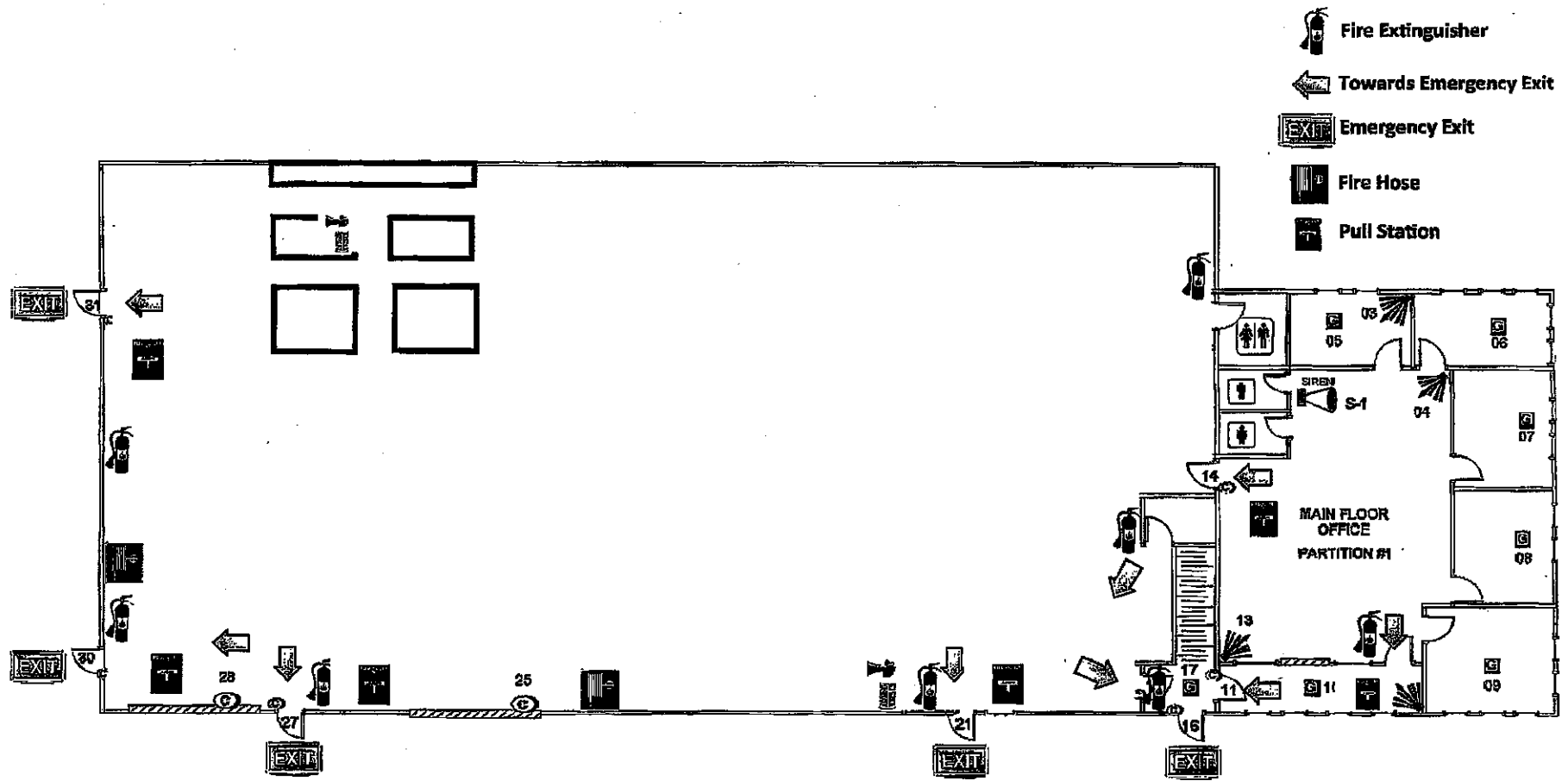


Emergency Exits & Fire Extinguishers

Downstairs

If you hear the Fire Alarm...

1. **Stop** what you are doing and calmly make your way to the nearest exit.
2. Head to the **Muster Point** which is located in the East side of the building, by the Fire Hydrant.
3. Wait for Management to complete Roll Call. **DO NOT LEAVE** the muster point until dismissed by Management or until the building is deemed clear to re-enter.





SAFETY MANUAL

FORT MCMURRAY

FIRE – Policy, Response Plan & Procedure

POLICY

Fire protection and Prevention shall embrace all measures relating to safeguarding human life, preserving property and continuing operations in Electric Motor Service.

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4. To prevent the opportunity for fire

RESPONSE PLAN

Location of Emergency Equipment	<ol style="list-style-type: none"> 1. Fire Extinguishers/Hose: See site map Shop <ul style="list-style-type: none"> - 4 Fire Extinguishers Upstairs Office Area <ul style="list-style-type: none"> - 2 Fire Extinguishers Downstairs Office Area <ul style="list-style-type: none"> - 1 Fire Extinguisher 2. Air Horns One located at shipping desk front shop, one located on lead wire shelf near rewind 3. Alarm Panel Located at the front door 	
Emergency Response Training Requirements	Type of Training <ol style="list-style-type: none"> 1. Use of Fire Extinguishers 2. Practice Fire Drills 	Frequency <ol style="list-style-type: none"> 1. Orientation 2. Twice a year
Location and Use of Emergency Facilities	The nearest Emergency Services are: <ol style="list-style-type: none"> 1. Fire Station: Fire Hall 5 200 Airport Rd. 911 - Emergency 780-792-5500 - General Inquiry 2. Ambulance: St. John Ambulance 20 Riedel St. 911 - Emergency 780-743-0991 - General 	



SAFETY MANUAL

FORT MCMURRAY

FIRE – Policy, Response Plan & Procedure

	<ol style="list-style-type: none"> 3. Police: Royal Canadian Mounted Police 150 MacLennan Crescent 911 - Emergency 780-788-4000 - General 4. Hospital & OIS Clinic: See "Nearest Medi Center & Hospital" Information
Alarm and Emergency Communication Requirements	<ol style="list-style-type: none"> 1. When the fire alarm is set off it automatically alerts the fire department and initiates the alarm within the building. 2. The fire alarm signal is intermittent sharp beeps
First Aid	<p>First Aid Boxes, etc.</p> <ol style="list-style-type: none"> 1. Upstairs Men's Bathroom 2. Back Warehouse Washroom <p>First Aid Attendants</p> <ol style="list-style-type: none"> 1. See First Aid Attendant Memo

PROCEDURE

Steps

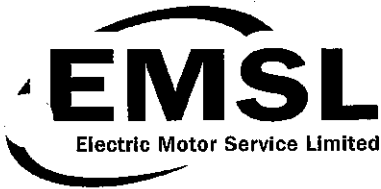
1. **CALL 911**
2. In the case of a fire, sound the alarm panel located at the front door by pressing & holding the two buttons beside the flame icon on the keypad. If you are unable to reach the alarm panel, sound the air horns.
3. Employees are to shut down all energized equipment and to leave the building immediately
4. Employees assemble at the designated muster station and stay there until further noticed. (See site map)
5. Each supervisor will be responsible for taking a **roll call** following the evacuation, to ensure that all their workers are accounted for.
6. Each supervisor shall report the results of the roll call to management or the Prime Contractor.
7. All employees must remain at the Muster Point until dismissed by Management. When Emergency Response crews arrive they must dismiss personnel or say it is okay to re-enter the facility.

Board Chairman

Date

Reviewed:

Aug 27/18



SAFETY MANUAL

FORT MCMURRAY

ALBERTA EMERGENCY RESPONSE NUMBERS

Emergency Response Numbers

Dangerous Goods 1-800-272-9600

Emergency Services 911

- Police
- Ambulance
- Fire

Fort McMurray Police Service

Non-Emergency

Gas & Electricity Services 1-800-668-5506

ATCO Group

Hospital

Occupational Health & Safety

Hazardous Material Spills 911

Poison & Drug Information 1-800-332-1414
Service

EMSL Emergency Numbers

Bob Knickle *Board Chairman* 1-780-905-9490

Randy Erickson *General Manager* 1-780-990-9102

Dave Ash *Operations Manager* 1-780-990-9170

David Steeves *Assistant Controller* 1-780-717-4549

Board Chairman

Date

Reviewed:

Mar 26/18



SAFETY MANUAL

FORT MCMURRAY

Nearest Medical Centre and Hospital

The nearest medical centre is **Northside Medical Clinic**

Northside Medical Clinic
15345 97 St.
Fort McMurray, AB, T5X 5V3

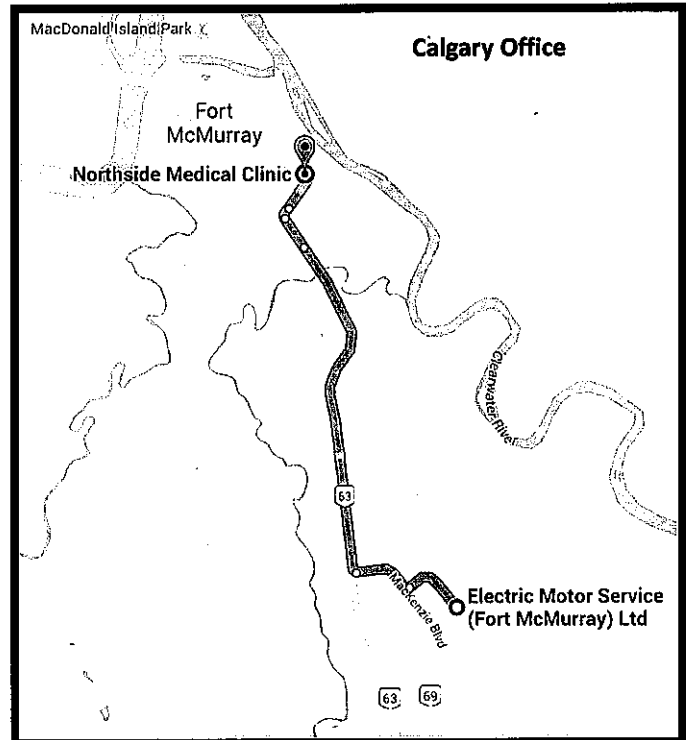
780-457-6060

Hours of Operation
Monday to Friday: 9:00am – 9:00pm
Saturday: Closed
Sunday: 10:00am – 5:00pm

Directions

1. Head **Northwest** on Mackay Crescent toward MacLean Rd.
2. Turn **Right** onto MacKenzie Blvd.
3. Turn **Right** onto AB-63 N.
4. Take the exit toward Hospital St.
5. Turn **Right** onto Hospital St.
6. Continue **Straight** to stay on Hospital St.
7. Turn **Left** onto Franklin Ave.

Destination will be on the right beside the Shoppers Drug Mart.





SAFETY MANUAL

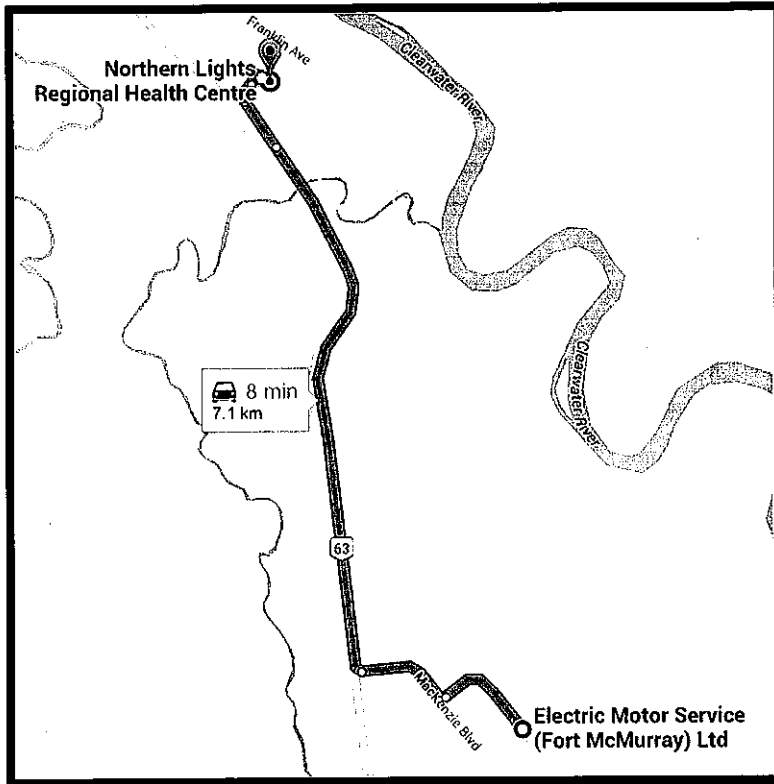
FORT MCMURRAY

Nearest Medical Centre and Hospital

(Handwritten initials)

The nearest hospital is the **Northern Lights Regional Health Centre**

Northern Lights Regional Health Centre



7 Hospital St
Fort McMurray, AB, T9H 1P2

780-791-6161

Directions

1. Head **Northwest** on Mackay Crescent toward MacLean Rd.
2. Turn **Right** onto MacKenzie Blvd.
3. Turn **Right** onto AB-63 N.
4. Take the exit toward Hospital St.
5. Turn **Right** onto Hospital St.

Destination will be on the right.

Board Chairman

(Handwritten signature)

Date

Reviewed:

(Handwritten signature and date: Mar 26/18)



Emergency Exits & Fire Extinguishers

Ft. McMurray

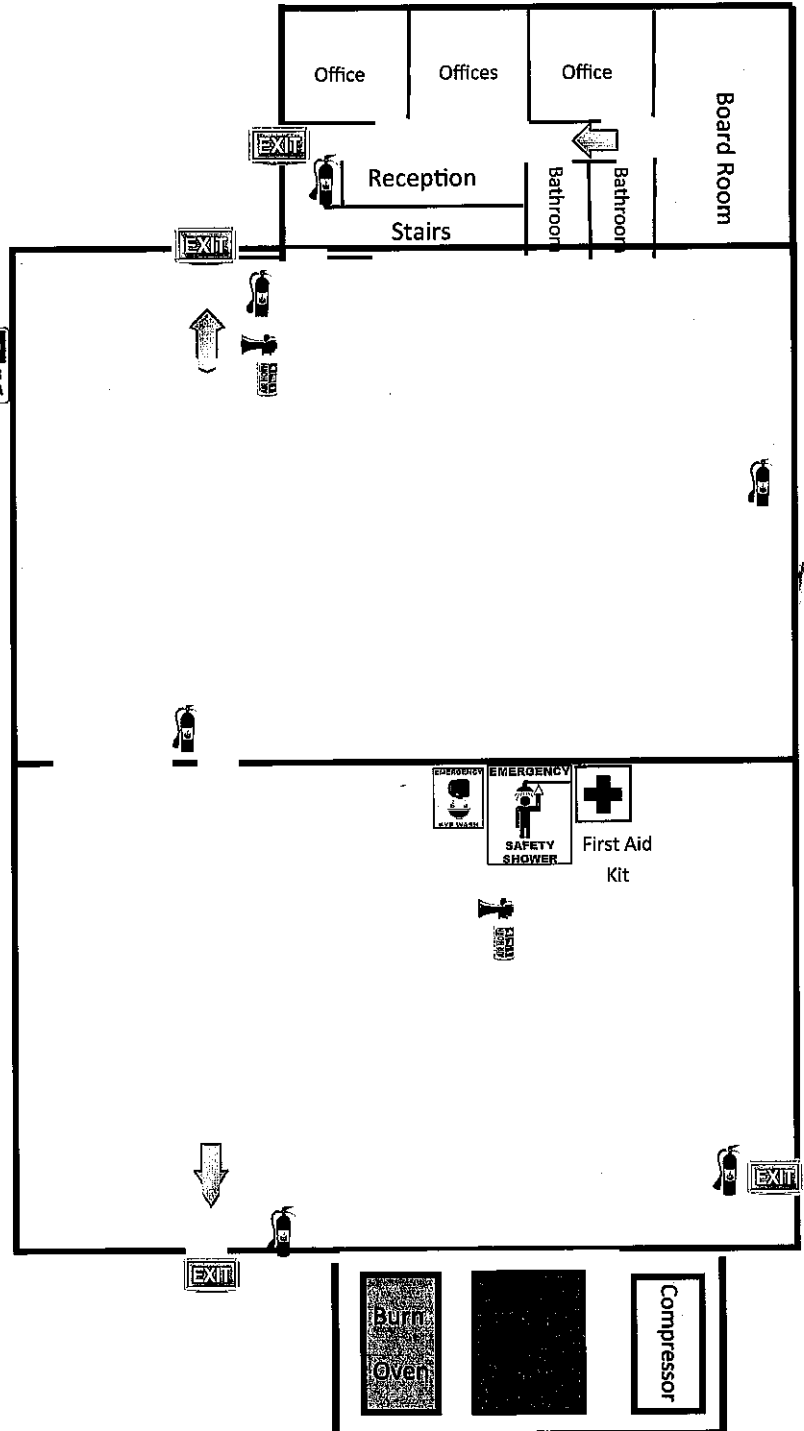
- you hear the Fire Alarm...

1. **Stop** what you are doing and calmly make your way to the nearest exit.
2. Head to the **Muster Point** which is located in the North East Corner of the property.
3. Wait for Management to complete Roll Call. **DO NOT LEAVE** the muster point until dismissed by Management or until the building is deemed clear to re-enter.

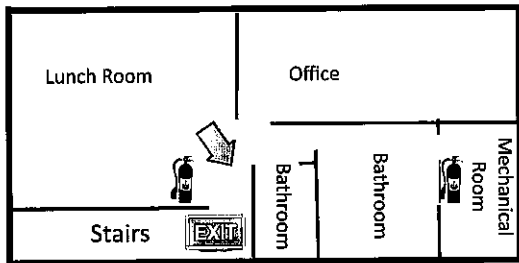
First Floor

MUSTER POINT

⚠ DANGER
GAS CYLINDER
STORAGE AREA



Second Floor



Fire Extinguisher



Emergency Exit



Towards Emergency Exit



Proceed with Caution

DATE REVIEWED: March 5/18 *[Signature]*



Emergency Exits & Fire Extinguishers

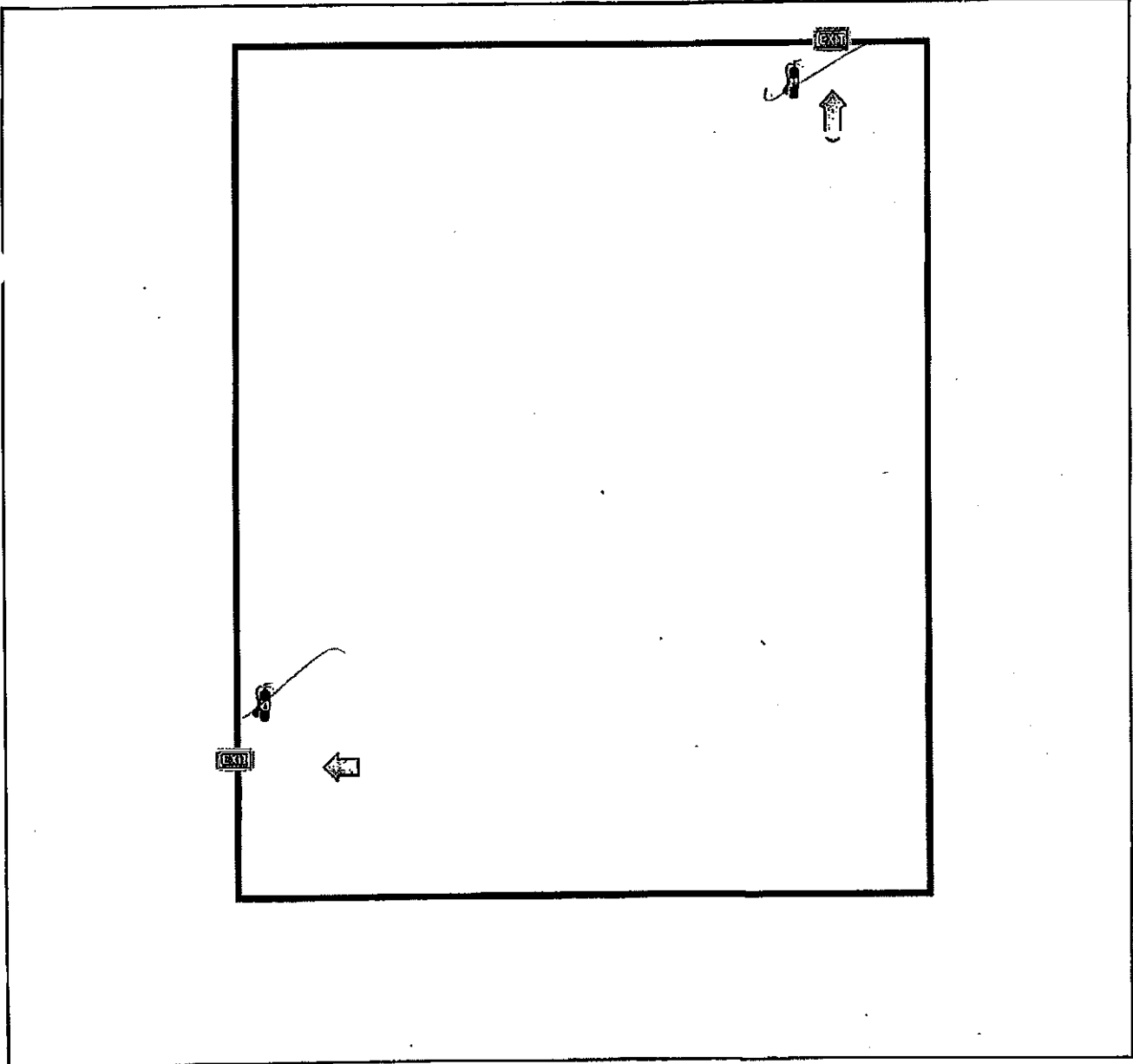
Century Machine

If you hear the Fire Alarm...

1. **Stop** what you are doing and calmly make your way to the nearest exit.
2. Head to the **Muster Point** which is located in the North West Corner of the property.
3. Wait for Management to complete Roll Call. **DO NOT LEAVE** the muster point until dismissed by Management or until the building is deemed clear to re-enter.

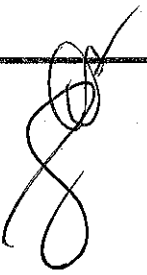
Emergency Exit Towards Emergency Exit Fire Extinguisher

NORTH





EMERGENCY MEDICAL RESPONSE / MAN - DOWN DRILL PROCEDURE



Emergency Medical Response Plan - (Man-Down)

An Emergency Medical Response or "Man Down Drill" is a simulated emergency affecting one or more individual(s) who need immediate medical intervention. It involves life-threatening situations that can occur in the shop or office area. This drill should be practiced once a year with documented response time, attendance list, names and titles of first aid responders and the roles and responsibilities of all participants. Documented notes should also contain observations of appropriate and inappropriate staff response to the drill and help identify solutions to improve emergency response times. Critiques of the drill will be shared with all staff. Any staff members who cannot attend the drill will be required to review the documented critiques.

Only follow these instructions if & when a man down procedure has been issued

PROCEDURE

1. If you witness an accident or person(s) injured, ensure the accident scene is safe and there is no further danger to you or the injured person.
2. Do not move the injured person(s) if there is a high risk of further injury.
3. Keep calm and do not leave the injured person(s) unattended unless you are alone and need to get to a phone to call 911.
4. Continuously shout out loud and clear "Man-Down" to alert others around you of the emergency and to have them sound the Emergency Man-Down Air Horn.
5. Use Aerosol - Powered Horn to alert 1st Aiders and other employees of Man-Down Emergency. (There are 2 Air Horns located on the shop floor. One air horn is located at the front of the shop near the shop supervisor office and one is located in the back of the shop next to the Buyers office.
6. Sound AP Horn three (3) sharp blasts, each blast followed by Two (2) second delay.
7. As soon as the emergency air horn has been deployed a designated first aider must report to that person that initiated the emergency alarm so that they can receive information as to who is hurt, where they are located and their condition, if known
8. If asked, Call 911
9. The First (1st Aider) on the scene will control the scene and will be responsible for delegating a (First Aider, Supervisor or worker) to alert reception of the man down emergency. When called upon to assist, all employees must comply with requests from those individuals in charge of the scene.



EMERGENCY MEDICAL RESPONSE / MAN - DOWN DRILL PROCEDURE

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10. The 1st Aider will assess the situation and report critical information to Emergency Medical Service (EMS) and to the shop Supervisor. The first aid responder will determine the degree of injury or injuries and treat according to the severity.
11. Locate the closest accessible gate to the incident site (This information should be given to the 911 emergency operators). If ambulance transportation is required to transport a victim, the manager or supervisor will designate someone, whom is very familiar with the area, to meet the ambulance at the main entrance gate. This designated person will take 911 personnel to the incident site.
12. Any employee who has information that an attending 1st Aider or Emergency Medical Service person should know about, prior to providing 1st Aid or Medical Treatment, that employee should provide that information immediately.
13. Do not crowd around or disturb anything in the area where a man down event has occurred. An incident investigation will be conducted and critical evidence needed to determine root cause of the incident could be compromised or destroyed. Any employee who witnessed the incident or has knowledge of any contributing factors related to the incident must provide a detailed statement.
14. Anyone not authorized to assist in the medical emergency MUST avoid the scene and proceed in an orderly process to the nearest exit and gather in the main lunchroom. Only eye witnesses to the incident, first aid responders, the shop supervisor and managers are permitted to stay at the scene.
15. A management representative will be responsible for taking attendance and will work with management or the supervisor to ensure all evacuees are accounted for. Either a first aider or someone else appointed to assist with controlling the scene will help convey and discuss information as it is known. They may also be responsible for gathering information from people that were around the area at the time of the incident
16. Employees assembled inside the main lunchroom must stay there until further notice.
17. Either management or the supervisor will provide everyone with information of what happened and advise them of when they are permitted to return to their workstations.
18. EMSL believes in supporting the health and safety of our employees. If the man down incident poses any mental trauma to other workers EMSL has employee and family assistance available through Blue Cross for those workers. If these services are needed then contact Alberta Blue Cross and arrange personal counselling services. Contact number -1 (800) 663-1142. Consult Benefits Booklet for additional info.



EMERGENCY MEDICAL RESPONSE / MAN - DOWN DRILL PROCEDURE



To help assist with the Man down Drill procedure key people will share specific roles and responsibilities;

Position / Title	Roles and Responsibilities
First Aider(s)	<ul style="list-style-type: none"> - The number of First Aiders available will determine the number of first aiders responsible for assisting in the man-down drill - First on the scene controls the assessment of the injured person - Depending on the situation - 1 or more person(s) will attend to the injured person(s) - 1 person will delegate someone to call 911 and to initiate the man down procedure <p>Provide information to Emergency crew or designated point contact person assisting with the scene such as;</p> <ul style="list-style-type: none"> - Address of the building - Where in the building did the incident occur - Best access route to the scene (Front back or East/West side door) - The name of the point contact person - The name of the injured worker - The nature of the injury, If known - Whether or not the worker is conscious <p>1 person will be responsible for relaying information from the scene to other first aiders, members of management and emergency crew</p>
Manager	<ul style="list-style-type: none"> - Manages and participates in managing the emergency and the impact on the business and the company employees - May prompt or initiate certain actions to ensure continuity as the EMR plan unfolds. This could include communication with employees, family media, emergency responders, OH&S, police services and other key stakeholders. - Communicate regularly with others throughout the EMR plan to ensure coordination and maintain lines of communication - If needed, document any and all critical information pertaining to the situation - Responsible for helping control the scene, including but not limited to, evaluating the area, initiating an incident investigation, collecting evidence, recording witness statements.
Shop Supervisor	<ul style="list-style-type: none"> - If shop supervisor isn't available senior management will take over these assigned responsibilities. - Responsible for helping control the scene, evacuating the area. Initiate incident investigation, collect evidence, get witness statements
Administrator	<ul style="list-style-type: none"> - Takes attendance of personnel evacuated from the scene, if needed - Provides assistance wherever needed. - Contact Emergency counselling services if needed

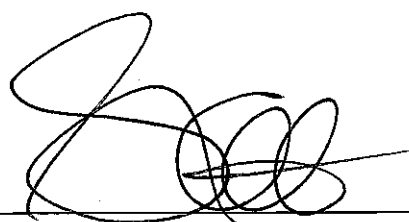


EMERGENCY MEDICAL RESPONSE / MAN - DOWN DRILL PROCEDURE

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	<ul style="list-style-type: none">- Helps evaluate the effectiveness of the EMR plan. Help provide feedback to senior management, shop supervisors and employees- Provide management with Emergency Contact information from the injured person(s) and their next of kin- Assist with assembling all necessary documentation pertaining to the situation
Receptionist	<ul style="list-style-type: none">- Sound air horn by reception if an air horn has been sounded in the shop to notify office staff of a man down incident- Bring the yellow Emergency binder, attendance sheet & visitor log book with you to the lunch room- Depending on the severity or circumstances of the incident, help control visitors from entering & exiting the building when a medical emergency is in effect

Board Chairman



Date

Reviewed:

Mar 26/18

General Guidance Following a Fatality Accident

Dealing with the death of one or more employees is a traumatic event, and there are a number of things to consider after the initial emergency response has begun. The following is a guide on what is required by law; it also provides other information to assist through this difficult situation. This procedure assumes that an emergency medical response has been provided and that emergency crews and law enforcement have been alerted to the scene.

Controller's Responsibilities:

1. Notify the company executives/owners.
2. Determine who within the organization is "in charge" of the accident scene and who will serve as the official company contact for information.
3. Direct the designate in charge to complete a thorough incident investigation report including photographs of the scene.
4. Notify OH&S as soon as possible.
5. Determine who will notify immediate family members and confirm that it will be done with tact and good judgement
6. Keep in contact with WCB & Blue Cross.
7. Remind employees, supervisors & managers of Blue Cross counselling services.
8. Prepare a plan to notify all management and employees about the situation.
9. Prepare for the possibility of media inquiries. Designate an authorized person to speak to the media and make sure all employees know that this is the only person authorized to provide statements to the media.
10. Stay in contact with the family members of the accident victim. Offer counseling assistance and help, explain any benefits that may be provided. Consider sending condolence cards, flowers, or assisting with meals to help them through the difficult first few days).

Shop Supervisor and All Manager's Responsibilities:

1. Preserve the accident scene and all pertinent physical evidence or until OH&S or designated law enforcement has completed their investigation.
2. Participate in incident investigation.
3. Collect names and contact information of all witnesses including fellow employees, management or the general public. Consider releasing workers to go home after they have provided their statement. Be sensitive to the emotional impact that this accident may have on a witness.



SAFETY MANUAL

CRITICAL INCIDENT STRESS MANAGEMENT

4. Remind employees of Blue Cross counselling services.
5. Continue to be watchful of employees for signs that they may need counseling assistance.

Worker's Responsibilities:

1. Provide a witness statement if required.

Safety Representative's Responsibilities (In Addition to Worker's Responsibilities):

1. Complete necessary WCB paperwork.

Board Chairman _____

Date: _____