

OSSGA Emergency Rescue Preparedness Guideline

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The Health and Safety Committee of the Ontario Stone Sand and Gravel Association has prepared the following guideline that can be used to enhance the workplace response to situations where a personal injury has occurred. The goal of the guideline is to enable the companies to identify common rescue situations that could possibly occur, consider how to respond to those situations, and identify the external resources that can assist in the response or rescue. By being prepared, extraction of the person from the situation and medical assistance can be provided as quickly as possible after an incident has occurred so the extent and severity of the injury can be reduced and potentially the life of the individual saved.

The following guideline is intended to be generic and, as such, must be fine-tuned to the needs of individual operating sites depending upon the nature of the aggregate operation and its location, the equipment utilized, and the potential hazards that exist in the workplace. It is not intended to replace Emergency Response Plans that have been prepared by the site to deal with a number of hazardous situations, but rather to assist an operation to identify rescue situations where personal injury could be involved and to consider procedures, information and equipment that may be needed to react to that situation. The Occupational Health and Safety Act requires that employers take every precaution reasonable in the circumstances for the protection of the worker.

Step 1 - Identify generic situations/hazards at the site that may require rescues:

Examples:

- Engulfment/Stockpiles/Bins/Hoppers
- Falls from height
- Confined space
- Drowning, Water/Ice rescue
- Caught in, Pinched, Pinned by
- Collision or Rollover
- Electrical
- Fire / Smoke Inhalation
- Natural Hazards (including lightning, flooding, etc.)

Under current legislation, it is the responsibility of the employer to ensure that the individual workplace is prepared for and has the capability of providing rescues using on-site resources (company and/or contracted equipment and trained personnel) for “Falls from Height” and for “Confined spaces” and to test such provisions annually. For other situations, a combination of on-site resources and external providers can be used to provide emergency response to an injury situation.

Step 2 - Determine what type of equipment is needed to react to the particular emergency:

Examples:

- Ladders, Ladder trucks
- Aerial lifts
- Jaws of life
- Lift bags/jacks
- Medical services (first aid, stretcher, defibrillator, MSDS info, injured worker transport, etc)
- Self Contained Breathing Apparatus, PPE, Life ring, Pumps
- Emergency shoring device or other specialized tools
- Emergency lighting
- Fire extinguishing equipment

Each potential rescue situation should be analyzed and the equipment needed to undertake the rescue procedure should be identified. The sourcing of that equipment, whether resident on the site or available on a timely basis from an external provider (first responders, commercial organizations, neighbouring industry), should be considered.

Step 3 - Establish Information needed for Gap Analysis

A) On-site Emergency Preparedness:

It is mandatory under the Regulations that each operating site must have on-site rescue plans and appropriate rescue equipment available and tested annually, for incidents that may arise due to falls from height or in confined spaces. The on-site emergency preparedness must deal with these situations.

Consider the following:

- Training of employees in required rescue procedures
- Will there be enough employees on site to undertake the rescue in non-operating hours?
- What equipment (if any) is available at the site?
- Communication devices e.g. phones (land line for 911), satellite phone, CBs
- What is the first aid capability of the site?
- Consider development of a site response team
- Develop an Emergency Preparedness Plan document for the site.
- Are contractors working on the site aware of the Plan?
- Designate a gathering point(s) for personnel not involved in the rescue process
- Detailed directions to site from major traffic arteries (Fire and EMS will request municipal address and nearest main intersection roads)
- GPS coordinates if Air Ambulance assistance could be required

B) External Emergency Service Providers:

In some situations, a workplace can request emergency assistance from a number of other sources in a geographic area.

Examples:

- Fire Department
- Ambulance/EMS

- Police
- Electric Utilities (confined space rescues)
- Other Aggregate Producers with mutual agreement
- Other Industries – mining, chemicals, manufacturers
- CANUTEC – hazardous materials advice, supplier contact,
- Hazmat contractors
- Armed Forces Bases
- Municipal Services (e.g. OVERT in Durham)

In order to rely upon effective assistance from external service providers, a workplace will need to contact each of the providers and obtain some basic information from them. The following questions should be asked of each provider, and because personnel change over time, it should be reviewed annually with the service provider:

- Will they offer assistance to handle certain emergency situations (is it within their service mandate to assist?)
- Can you enlist their help by offering training areas on your site or offer reciprocal help? ...creating partnerships is important!
- What type of rescues/emergencies can they assist in? (read list of situations to each provider, be prepared to give examples of on-site confined spaces or engulfment hazards)
- What level of emergency care can local hospital / clinic provide (or will long distance patient transport be required)?
- What is their response time to mobilize and reach your site? (the employer must anticipate the gap time in the response and provide interim measures)
- What is their contact info? (911, phone number)
- Do they know where to go when they respond? (do they need site location/layout, person to meet them at the gate, would a tour of the site be of benefit)
- What information do they need to have about the emergency? (e.g. nature of the situation, time of occurrence)
- Do they need (or can you provide) confirmation that the site is secured from a safety perspective when they first enter the property?
- What equipment (if any) is available at the site that can assist them? (water, electrical connections, loaders, lifting equipment, communication devices)

Who do you contact?

It will vary from area to area who you should contact to get the information listed above. For fire departments, it is suggested that you ask for the Fire Chief. In areas of volunteer fire departments, the Chief may be the only full time employee. For ambulance and EMS services, call the GM/Director/Chief of EMS in your Region (i.e. Halton, Durham, Simcoe etc.)

Do not call 911 for information on service providers. This number is to be used for emergency purposes only!!

Do you know how 911 functions?

- Almost all of Ontario is covered by 911 services (over 95%)

- The 911 service is managed locally by upper or lower tier municipalities (Regions or Cities)
- The 911 operator, upon receiving a call, will determine the type of emergency and redirect the call to the appropriate emergency service dispatcher (ambulance, fire, or police)
- If combined services are required (for example a fire resulting in injuries) then the call is directed to a tiered dispatcher first.
- In either case, the dispatcher will then ask more detailed questions about the nature of the emergency and the location of it and will dispatch aid accordingly.
- Through advance preparedness, the caller can save precious time by accurately describing the emergency, the location of the site, and being familiar with the type of help that will soon be on its way.

Step 4 - Other Considerations:

Some thought should be given to the following issues. In most cases these will already be considered in the Emergency Response Plans for the operation. It is highly recommended that the company have a designated person familiar with the importance and sensitivity of these subsequent communications that may be required as a result of the situation.

- Notification of Ministry of Labour, Health and Safety Committee, or Union, if applicable (see Occupational Health and Safety Act, Part VII Notices Sec. 51-53)
- Notification of management personnel
- Notification of family members
- Media response / spokesperson
- Practice mock emergency rescues

The attached checklist provides a tool that can be used by the site manager or site Safety Committee to assess the emergency preparedness and to identify the assistance that may be available through external service providers. Completion of the checklist will give the operating site a good overview of the resources it can employ to react to emergency injury incidents.

Step 1 - What are the potential problems? (Identify generic situations/hazards at the site that may require rescues)

	Present? (Y/N)
Engulfment/Stockpiles/Bins/Hoppers	
Falls from height	
Confined space	
Drowning, Water/Ice rescue	
Caught in, Pinched, Pinned by	
Electrical	
Fire / Smoke Inhalation	
Natural Hazards (lightning, flooding, etc.)	
Other:	
Other:	

Where could those potential incidents happen?

	Potential locations for each incident?
Engulfment/Stockpiles/Bins/Hoppers	
Falls from height	
Confined space	
Drowning, Water/Ice rescue	
Caught in, Pinched, Pinned by	
Electrical	
Fire / Smoke Inhalation	
Natural Hazards (lightning, flooding, etc.)	
Other:	
Other:	

Steps 2 & 3 – Are we prepared to react to emergencies?

A) How are we going to perform the rescue?

	Do we have established Rescue Procedures?	Are the employees trained in the appropriate procedures?	Do we have the rescue equipment available?	Do we have communication devices suitable at the site?	Is the site First Aid capable?
Falls from height					
Confined space					
Other					

What kind of rescue equipment is available?

	What equipment do we need?	What is missing?
Engulfment/Stockpiles/Bins/Hoppers		
Falls from height		
Confined space		
Drowning, Water/Ice rescue		
Caught in, Pinched, Pinned by		
Electrical		
Fire / Smoke Inhalation		
Natural Hazards (lightning, flooding, etc.)		
Other:		

B) Who else may be able to help us? (External Emergency Service Providers)

	Available in the Area?	Has a questionnaire form been completed?
Fire Department		
Ambulance/EMS		
Police		
Other Aggregate Producers		
Other Industries		
CANUTEC		
Armed Forces Bases		
Municipal Services		
Other:		

Questionnaire for External Service Providers
(duplicate this form as required)

Name of Service Provider: _____

Date:	Comments
Contact Name:	
Phone No.:	
Will they offer assistance to handle certain emergency situations?	
<ul style="list-style-type: none"> • Engulfment/Stockpiles/Bins/Hoppers 	
<ul style="list-style-type: none"> • Falls from height 	
<ul style="list-style-type: none"> • Confined space 	
<ul style="list-style-type: none"> • Drowning, Water/Ice rescue 	
<ul style="list-style-type: none"> • Caught in, Pinched, Pinned by 	
<ul style="list-style-type: none"> • Electrical 	
<ul style="list-style-type: none"> • Fire / Smoke Inhalation 	
<ul style="list-style-type: none"> • Natural Hazards (lightning, flooding) 	
<ul style="list-style-type: none"> • Other: 	
<ul style="list-style-type: none"> • Other: 	
What is their response time to mobilize and reach your site?	
What is their contact info? (911, phone number)	
Do they know where to go when they respond? (do they need site location/layout, person to meet them at the gate)	
What information do they need to have about the emergency? (e.g. nature of the situation, time of occurrence)	
What equipment (if any) is available at the site that can assist them? (water, electrical connections, loaders, lifting equipment, communication devices)	
Other	