

SITE EMERGENCY PREPAREDNESS PLAN

Issued by: _____

Date: _____

Project: _____

Philosophy and Objectives

- To establish a rigorous safety planning discipline with the goal of identifying the potential safety risks associated with a project prior to beginning work, and creating procedures to minimize those safety risks. Accomplishing this will reduce lost-time due to accidents and protect the health and safety of our employees.
- This checklist is a tool designed to improve Safety Planning. Some parts of the following checklist may not apply to specific projects.
- It is the responsibility of the supervisor to accurately compile the information on the checklist. This plan is to be posted for all to see.

PROJECT NAME:	
JOB #	
CLIENT	
OWNER	
LOCATION	
START DATE	
END DATE	

Prepared by: _____ Date: _____

Copies to: _____

Introduction

Safety is an integral part of our corporate objectives. Our goals include striving to operate with zero lost-time injuries, protecting the health of our employees, and promoting a clean environment.

This firm operates on the premise that a safe, tidy, and clean work site will lead to successful and profitable projects, for both our client and our company.

All employees will attend safety meetings. Joint labor/management safety committee meetings will be conducted monthly to follow up and investigate accidents and incidents. These meetings are conducted to resolve problems immediately and to ensure the entire organization is kept current of the very latest information on Occupational Health and Safety.

Special customer rules and site conditions for a project will be introduced and observed by all our employees. We intend to provide our employees with the safest working environment possible, and our clients with the safest services possible.

Responsibilities

This overview is intended to summarize the Safety Planning for a Project, but is not intended to duplicate nor circumvent Provincial Legislation, Client request / policies, nor the details included in Health & Safety Management System.

Planning

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Environment

Identify the Environmental issues that could present themselves on this project (for example, oil spills or asbestos) and describe the action that will be taken to eliminate or reduce their occurrences (for example, mop kits, air sampling).

HAZARD	ACTION

Project Emergency Response

In the event of an incident, pre-plan the response and write up the procedures. Minimally, the following list should be completed and appropriately posted on site.

Response Phone Numbers:

	Name of person(s) / company	Phone Number
FIRE		
POLICE		
AMBULANCE		
SITE SUPERINTENDENT		
SITE FOREMAN		
FIRST AIDER(S)		
GAS		
WATER		
POWER		
PHONE		
POISON CONTROL		
MINISTRY OF OH&S		
MINISTRY OF ENVIROMENT		
NEAREST HOSPITAL		
CSO FOR PROJECT		
HSE MANAGER		

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Accident/Incident Report

- All incidents are to be reported to site supervisor and an Incident Investigation Report Form is to be completed.
- All incidents are to be investigated.
- The information that is provided will be inputted into the monthly statistical data for comparison.

	Name of person(s) / company	Phone Number
All incidents will be reported to:		
Incidents will be investigated by:		
Back up call to:		

Documentation / Meetings

On this project, given the nature of the work and the size of the anticipated work force, the following frequency will apply.

TYPE	FREQUENCY
PSA / FLHA	
Site Inspections	
Site Meetings with sub-contractors	
Tool Box Talks	
OHC Meetings	
Follow-up with the client	

Review

- Minutes will be taken at each regular site meeting and an action list developed. A copy of the minutes and the action will be posted.
- Action items are to be acted upon as soon as is practically possible, but no later than the next meeting.

The following training / certifications / testing will be mandatory on site:

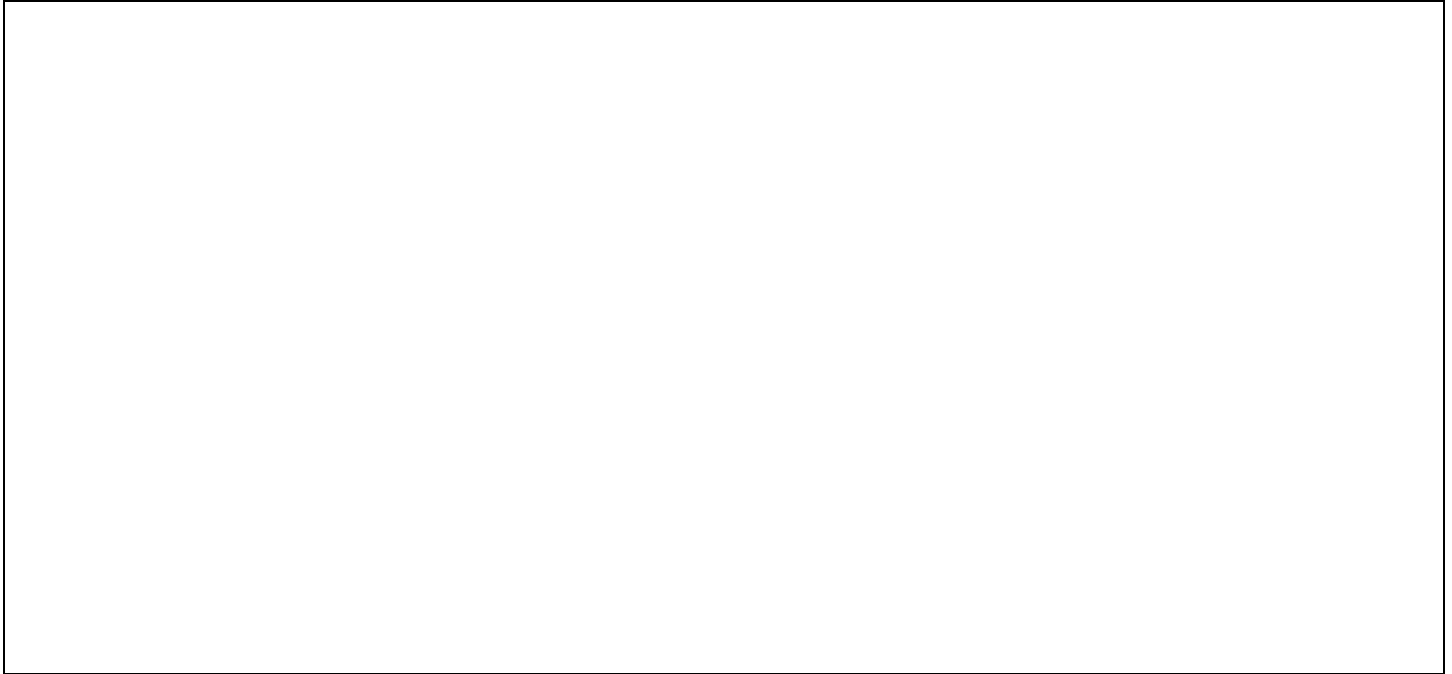
TRAINING DESCRIPTION
1.
2.
3.
4.
5.
6.
7.
8.
9.
10.

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The following training / certifications / testing are desirable, though optional, on site:

TRAINING DESCRIPTION
1.
2.
3.
4.

Place Directions and Map to nearest hospital here.



Place Site Map here.

