



**R. Fryer Forest Products LTD.**  
**Monetville, Ontario**  
**Policies & Procedures**

*Number of Pages: 3*

*SWO Number: BAS 3*

*Revised:*

*Date:*  
**September 4<sup>th</sup> 2007**

*Originated By:*  
**Tim Richer**

*Approved By: Mark Fryer*

*Subject:* **Emergency Response Plan**

**POLICY:**

To have in place an emergency response program to coordinate everyone's responsibility in the event of a fire, injury, chemical spill or power outage. This program will help stop or minimize the extent of the damage or injury. Everyone will have their ERP responsibilities outlined and will be oriented into them.

**PROCEDURES:**

**FIRE SUPPRESSION PROCEDURES:**

1. All employees are required to report any fire or suspected fire immediately to the superintendent. The superintendent will assess the fire situation and report the fire to the Operations Manager and the local fire department if needed.
2. If it is safe to do so, employees in the area must immediately use fire extinguishers to put the fire out. The fire pump and hoses are not to be used to fight the fire unless as directed by the superintendent or the local Fire Dept.
3. The plant fire team will assemble at the fire equipment area (or at the marshalling point during an evacuation) and await instructions from the supervisor. The fire team will consist of employees with training in the proper & safe use of all fire equipment. The superintendent or designate will direct the actions of the fire team and be knowledgeable in fire fighting techniques and hazards. When the local Fire Department arrives, they will take over fire suppression activities, but can still direct company employees to assist as needed.

**FIRE EVACUATION PROCEDURES:**

1. If in the Lead hand or Superintendent's opinion the fire threatens others in the mill, he will order an evacuation. The evacuation alarm will be activated. The alarm currently consists of verbal orders to get out.
2. Upon hearing the evacuation alarm, everyone will exit the mill and re-assemble at the primary evacuation point (shed # 3). The superintendent, or his designate, will do a head count of everyone at this time, to ensure everyone is safely out. If the evacuation point becomes compromised the secondary evacuation point (main office) will be utilized.
3. An annual evacuation drill will be conducted to determine the effectiveness of this evacuation procedure.

## **INJURY RESPONSE PROCEDURES:**

1. All employees are required to notify the Superintendent or Lead hand of any work related injury or illness no matter how minor in nature.
2. When anyone is injured in the workplace the following steps will be taken
  - a. First person on the scene will call for help and check that the area is safe
  - b. First aid will be administered (may have to get a first aid person)
  - c. If necessary an ambulance will be called or the injured person will be driven to the hospital by an employee.
  - d. The scene will be made secure for the investigators if required.
  - e. The manager will call family members and the MOL as required.
3. In the event of a Critical or Fatal Injury, the H&S Rep, MOL & OPP will be notified by the manager immediately after the scene is secured. Procedures for Accident Investigation will be followed at this point. The scene will also not be disturbed until the MOL inspector gives permission to do so.

### **Critical Injury Defined**

Ontario Regulation 834 of the Occupational Health and Safety Act defines a critical injury as follows:

- For the purposes of the Act and the Regulations; critically injured means an injury of a serious nature that,

- a) Places life in jeopardy;
- b) Produces unconsciousness;
- c) Results in substantial loss of blood;
- d) Involves the fracture of a leg or arm but not a finger or toe;
- e) Involves the amputation of a leg, arm, hand or foot but not a finger or toe;
- f) Consists of burns to a major part of the body; or
- g) Causes the loss of sight in an eye.

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## **CHEMICAL SPILL RESPONSE PROCEDURES:**

1. All employees must immediately report to the supervisor any chemical spill of fuel, gasoline, oil, etc. that they find.
2. Every attempt to minimize the size of the spill and to stop any leaks must be taken.
3. A spill kit is found beside the fuel tanks.

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## **POWER OUTAGES:**

**Daytime:** Employees are to cleanup around their work-stations until directed to do otherwise by the Superintendent or Lead-hand. If it is determined that the power will be down for an extended period of time workers may be sent home.

**Night-time:** Employees are to leave their stations and gather in the main lunchroom to wait for further instructions by Superintendent or Lead-hand. If it is determined that the power will be down for an extended period of time workers may be sent home.

## **TRAINING AND ORIENTATION**

1. All employees will be oriented into this ERP at the time of hire.
  2. All employees will receive instruction on using a fire extinguisher with the PASS system (Pull, Aim, Squeeze, Sweep). The fire team will receive additional training in the use of fire hoses and fire suppression techniques.
  3. The superintendent, Operations manager & H&S Rep will have their own copy of this ERP.
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## **EMERGENCY RESPONSE PHONE #'S**

<b>911</b>	Fire, Ambulance, Police
<b>800-461-6325</b>	Ministry of Labour (Sudbury Office)
_____	Spill Response (MOE)
_____	Manager

## **LIST OF EQUIPMENT:**

- One FLYGT 15 HP submersible electric water pump.
- One 7 HP submersible gas powered water pump (back up).
- 200 feet 1 ½ forestry fire-fighting hose. There are also 50' sections at various locations throughout the plant.
- Fire extinguishers – one or more in each building, every 20 feet (see attached list & floor plan). CO2 extinguishers at all electrical panels.
- Superior Safety maintains fire extinguishers.

## **FREQUENCY OF INSPECTIONS:**

- Water pump is tested weekly in summer months, monthly in winter months.
- Fire extinguishers are inspected monthly by Superior Safety.

## **Fire-suppression Team:**

- Jaques Carriere
- Remi Carriere
- Bruno Laroque
- Tim Richer
- Randy Saunders
- Derek McLaughlin
- Denis Major