

A Safe Workplace

A Workplace Safety and Health Manual for Your Community

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		Approved By: Harvey Bostrom
Subject:	Emergency Response Plan	Effective: April 01, 2005
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The Manitoba Workplace Safety and Health Act and Regulations, section 7.4(5) states "a workplace safety and health program must include the identification of internal and external resources, including personnel and equipment, that may be required to respond to an emergency at the workplace."

Emergency Response Plan Training Requirements

Councils are responsible to ensure that the following emergency response plan training is provided to ALL community employees:

1. orientation of this plan
2. fire departments shall train all employees on the use and location of fire extinguishers in their specific work area and evacuation procedures. Training should be reviewed every six months or as required;
3. fire drills, where applicable shall be held annually; and
4. new employees shall be orientated on the above, and
5. Mayor and council to review when elected and annually thereafter.

Community councils should ensure that fire departments and constables are properly trained as per departmental policy.

Councils must ensure that emergency telephone numbers are posted by each telephone. A sample is attached. Employees must have the capability of summoning assistance in the case of an emergency. See the Working Alone Procedure in this manual.

Council must ensure that this emergency response plan is reviewed annually.

Situation Specific Emergency Response Plans

The following emergency response plans have been developed in the case of specific emergencies that may arise in your community workplace. Council may develop their own plans to deal with emergencies however the plan must be in writing and form part of this manual.

After an emergency situation, council should ensure that the emergency plan is reviewed and updated accordingly.

Note: fire departments would include ambulance personnel where applicable.

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Infrastructure Fire

1. Alert others by activating the fire alarm if available.
2. Evacuate the building.
3. Call the fire department on the nearest telephone or communication system available. Have the fire department activate the fire hall alarm.
4. Extinguish fire ensuring that you will not endanger your personal safety or the safety of others.
5. Attend to injured. Note this step may happen earlier depending on the situation and whether or not the fire department has arrived at the scene.
6. Alert other agencies, if warranted (RCMP, Office of the Fire Commissioner).
7. The Office of the Fire Commissioner must ensure the workplace is safe for re-entry.
8. Depending on the situation the community EMO plan may be activated.

Fire Outside

1. Alert others by activating the fire alarm if available.
2. Evacuate the area.
3. Call the fire department on the nearest telephone or communication system available. Have the fire department activate the fire hall alarm. If a local Department of Conservation Fire Tac Crew is available, they should be contacted as well.
4. Extinguish fire ensuring that you will not endanger your personal safety or the safety of others.
5. Attend to injured. Note this step may happen earlier depending on the situation and whether or not the fire department has arrived at the scene.
6. Alert other agencies, if warranted (RCMP, Emergency Measures Organizations, Office of the Fire Commissioner).
7. The Office of the Fire Commissioner must ensure workplace is safe for re-entry.
8. Depending on the situation the community EMO plan may be activated.

Explosions (inside or outside buildings)

1. Alert others by activating the fire alarm if available and applicable.
2. Evacuate the building/area.
3. Call the fire department on the nearest telephone or communication system available. Have the fire department activate the fire hall alarm.
4. Extinguish fire ensuring that you will not endanger your personal safety or the safety of others.
5. Ensure area is cordoned off.
6. Alert other agencies, if warranted (RCMP, Emergency Measures Organizations, Office of the Fire Commissioner).

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7. Depending on the situation the community EMO plan may be activated.

Chemical Spills/Leaks (gas, propane etc.) – Inside Infrastructure

1. Alert others.
2. Evacuate the building/area.
3. Call the fire department who will determine the next steps.
4. Material Safety Data Sheets (MSDS) are required in each building. These same sheets must also be stored centrally.
5. Depending on the situation the community EMO plan may be activated.

Chemical Spills/Leaks (gas, propane etc.) – Outside

Potentially dangerous situations could involve an accident where dangerous goods may harm humans and the environment. An example is a ruptured propane fuel line to a furnace or a train derailment in a community where corrosive airborne vapors are released and blowing into a habited area.

1. Alert others by activating the fire alarm if available.
2. Evacuate the building/area.
3. If applicable, contact Dangerous Goods (for major spills, the Department of Conservation, Emergency Measures Organizations and Office of the Fire Commissioner).
4. Depending on the situation the product supplier should be contacted for advice
5. Depending on the situation the community EMO plan may be activated.

Hostage Taking/Gang Altercation Etc.

Where the community constables are not available, the nearest RCMP office should be contacted.

Community councils must ensure that constables are trained prior to involving themselves in situations that could create harm to the constables or others or a liability situation for the council, the Department of Aboriginal and Northern Affairs or the Province of Manitoba.

1. Community constables must ensure that they do not endanger their personal safety (or the safety of others) when attempting to assist in a hostage taking or gang altercation etc.
2. Contact the RCMP or acquire assistance from the neighboring band constable (if available).

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Domestic Violence

Where community constables are not available, the nearest RCMP office should be contacted.

1. Constables must ensure that they do not endanger their personal safety (or the safety of others) when attempting to assist in a domestic violence situation.
2. Constables should determine the level of intervention and then contact the RCMP or acquire assistance from the neighboring band constable (if available).

Communication Systems Failure

Each council should assess the situation and develop a community specific plan of action to address this possibility. Your plan could include using a telephone, a two-way radio system or another form of communication.

Building Evacuation Plan

Council should ensure that a building specific evacuation plan is developed (where applicable) to protect life and property during an emergency, and to provide for a safe, rapid and orderly evacuation when necessary. The evacuation plan should include a floor plan of the building indicating the location of exit doors and fire extinguisher. The floor plan should be posted at each exit along with emergency telephone numbers. Samples of a floor plan and an emergency phone number list is attached.

Any person seeing fire or smoke shall warn persons nearby and phone the fire department. Portable fire extinguishers may be used on small fires providing there is no danger to the operator.

If you hear the word fire or smell smoke, all building occupants are required to immediately leave the building using the nearest or safe exit. Occupants should **walk and not run**. Ensure that exits are clear at all times.

All doors should be left unlocked to assist the fire department in the event of a fire call situation.

Upon exiting the building, all occupants should meet at a pre designated area. **Do not** attempt to re-enter the building until clearance has been given by the Office of the Fire Commissioner.

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Fire drills should be held annually and should be recorded and filed in the designated WSH filing system.

Storage of Combustibles and Flammable Materials

Combustibles and flammable materials come in various forms (liquid, compressed gas, natural gas, solids). Each individual product has its own handling and storage requirements, depending on the type, the quantity and the location.

Combustible and flammable materials must be handled and stored in accordance with *The Manitoba Workplace Safety and Health Act and Regulations*. See Plan to Control Chemical and Biological Hazards part 36.

WHMIS stipulates that copies of the material safety data sheets (MSDS) are to be kept in a binder in the following workplaces:

- each work site;
- centrally in a designated WSH filing system; and
- fire hall in case of an emergency.

Further information regarding combustible and flammable handling and storage is also available from the Office of the Fire Commissioner.

First Aid Program

The Manitoba Workplace Safety and Health Act and Regulations requires that "an employer must supply first aid services in the workplace."

First Aid Services - First Aiders and Assistance

Council must ensure:

- a trained first aider 2 is available in the workplace during working hours;
- that first aiders are provided refresher training within 3 years after the date of issue of the previous certificate;
- a list of trained first aiders is posted on the Workplace Safety and Health bulletin board;
- that a first aider is allowed to provide prompt and adequate first aid to an ill or injured employee and that the first aider suffers no loss of pay or other benefits as a result of providing the first aid;

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- that an employee who becomes ill or is injured at the workplace receives assistance from a first aider;
- that a seriously ill or injured employee is transported to a medical facility at council's expense; and
- that all illness or injury suffered by an employee is recorded on the attached First Aid Treatment Form. Records must be retained for five years.

First Aid Services - First Aid Kits

Council must ensure:

- that each municipal building has a first aid kit that includes the following:
 - (a) general:
 - (i) a recent edition of a first aid manual
 - (ii) a pair of impervious disposable gloves
 - (iii) a disposable resuscitation mask with a one-way valve
 - (iv) a disposable cold compress
 - (v) 12 safety pins
 - (vi) splinter forceps
 - (vii) one pair of 12 cm bandage scissors
 - (viii) 25 antiseptic swabs
 - (ix) waterless hand cleaner
 - (x) waterproof waste bag;
 - (b) dressings - each of the following items must be sterile and individually wrapped in order to maintain sterility:
 - (i) 16 surgical gauze pads (7.5 cm squares)
 - (ii) 4 pads (7.5 cm X 10 cm, non-adhesive)
 - (iii) 32 adhesive dressings (2.5 cm wide)
 - (iv) 2 large pressure dressings; and
 - (c) bandages:
 - (i) 3 triangular bandages (1 m each)
 - (ii) 2 conforming bandages (10 cm each)
 - (iii) 2 rolls of 2.5 cm adhesive tape
 - (iv) 1 roll of 7.5 cm elastic adhesive bandage
 - (v) 2 rolls of 7.5 cm tensor bandage.

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- that all municipal vehicles are equipped with an appropriate first aid kit;
- that first aid kits are replenished or replaced immediately after each use;
- that monthly inspections of first aid kit contents are conducted; and
- the location of the first aid kit are clearly marked and employees are aware of the location.

See the section in this manual entitled Workplace Safety and Health Training Requirements for information on training.

Workers Compensation Board Requirements

It is mandatory that all incidents (no matter how minor) that result in injuries shall be reported to the council by the employee. The Workers Compensation Board of Manitoba Notice of Accident Form shall be used for this purpose. Council should ensure that every injury at work results in a completed form. These forms can be obtained by phoning the Workers Compensation Board toll free at 1-800-362-3340, the general inquiries line ext. 4922 or dial 0, or visit www.wcb.mb.ca. Use our Community/Incident Report form, see appendix II-B-4.

Smoke Detector Program

Council should implement a smoke detector program incorporating the information provided below.

Fire alarm systems are required where the total occupancy load exceeds 300 in assembly type buildings or 75 occupants above or below the first story in a low or medium hazard in an industrial setting.

The department recommends that battery powered smoke detectors be installed as an extra precaution or early warning appearance of smoke. Councils should purchase smoke alarms equipped with non-removable lithium powered batteries.

Smoke alarms should be installed, tested and maintained in conformance with the manufacturer's instructions.

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Portable Fire Extinguisher Program

Councils are responsible to follow the guidelines below as it relates to their fire extinguisher program:

Location

1. Portable extinguishers shall be located in or adjacent to corridors or aisles that provide access to exits.
2. Portable extinguishers in proximity to a fire hazard shall be located so as to be accessible without exposing the operator to undue risk.
3. Portable fire extinguishers shall be available in all community vehicles.
4. Portable fire extinguishers must be available at all job sites.
5. Signs should be posted advising of the fire extinguisher location.

General Requirements

There are a variety of fire extinguishers that are available for purchase. The type of fire you anticipate would determine what type of fire extinguisher you purchase.

The classification of fire extinguishers is noted by a letter, A, B, C, or D which indicates the type of fire it is effective against. The letter is preceded by a number that indicates its extinguishing effectiveness. An ABC classed fire extinguisher can be used to extinguish any of the three most common type fires (Class A, B or C below).

Portable fire extinguishers shall be maintained in a fully charged and in operable condition, and kept in their designated places at all times when they are not being used. Maintenance, servicing and recharging should be performed by a trained person that is equipped to provide the service.

If a fire extinguisher has been discharged, immediate arrangements must be made with the fire department for re-charging and a back up. Fire extinguishers shall be conspicuously located where they will be readily accessible and immediately available in the event of a fire. Preferably they will be located along normal paths of travel, including exits from areas.

The department recommends that if council is purchasing a new fire extinguisher or replacing old extinguishers that 20 lb. fire extinguishers be purchased.

Fire extinguishers not more than 40 lb. shall be installed no more than 5 feet off the floor. Fire extinguishers more than 40 lbs. are to be installed no more than 3.5 feet off the floor, with at least 4 inch space between the floor.

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The classification of fires are:

Class A Fires

Fires in ordinary combustible materials such as wood, cloth, paper, rubber, and many plastics.

Class B Fires

Fires in flammable liquids, combustible liquids, petroleum greases, tars, oils, oil-based paints, solvents lacquers, alcohol and flammable gases.

Class C Fires

Fires that involve energized electrical equipment, where the electrical conductivity of the extinguishing media is of importance (when electrical equipment is de-energized, fire extinguishers for Class A or Class B fires can be used safely).

Class D Fires

Fires in combustible metals, such as magnesium, titanium, zirconium, sodium, lithium and potassium.

Class K Fires

Fires in cooking appliances that involve combustible cooking media (vegetable or animal oils and fats).

There are 3 classification of hazards:

Light (Low) Hazard

Light hazard occupancies are locations where the total amounts of Class A combustible material, including furnishings, decorations, and contents are of minor quantity. This can include some buildings or rooms occupied as offices, classrooms, churches and assembly halls.

Ordinary (Moderate) Hazard

Ordinary hazard occupancies are located where the total amount of Class A combustibles and Class B flammables are present in greater amounts than expected under light (low) hazard occupancies. These occupancies could consist of dining areas, mercantile shops, allied storage, light manufacturing, parking garages and workshops.

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Extra (High) Hazard

Extra hazard occupancies are locations where the total amount of Class A combustibles and Class B flammables present, in storage, production, use, finish product, or any combination thereof, is over and above expected in occupancies classed as ordinary (moderate) hazard. These occupancies could consist of woodworking, vehicle repair, aircraft, boat servicing and cooking areas.

Table: Fire Extinguisher Size and Placement for Class A Hazards

	Light (Low) Hazard Occupancy	Ordinary (Moderate) Hazard Occupancy	Extra (High) Hazard Occupancy
Minimum rated single extinguisher	2-A	2-A	4-A
Maximum floor area per unit A	300 sq. ft.	1500 sq.ft.	1000 sq.ft.
Maximum floor area for extinguisher	11, 250 sq.ft.	11,250 sq.ft.	11,250 sq.ft.
Maximum travel distance to extinguisher	75ft.	75ft.	75ft.

Maximum Area To Be Protected per Extinguisher (sq. ft.)	Light (Low) Hazard Occupancy	Ordinary(Moderate) Hazard Occupancy	Extra (High) Hazard Occupancy
Class A Rating Shown on extinguisher			
1A	-	-	-
2A	6000	3000	-
3A	9000	4500	.
4A	11,250	6000	4000
5A	11,250	9000	6000
6A	11,250	11,250	10,000
10A	11,250	11,250	11,250
20A	11,250	11,250	11,250
30A	11,250	11,250	11,250
40A	11,250	11,250	11,250

Where the floor area of a building is less than 3000 sq. ft. at least one fire extinguisher of the minimum size recommended should be provided.

Each 2.5 gallon water extinguisher (rated 2-A) will protect an area of 3000 sq. ft. in an ordinary hazard.

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Table: Fire Extinguisher Size and Placement for Class B Hazards

		Maximum Travel Distance Extinguisher	
		(ft)	(m)
Type of Hazard	<u>Basic Minimum</u>		
Light (low)	Extinguisher Rating		
	5-B	30	9.15
	10-B	50	15.25
Ordinary (moderate)	10-B	30	9.15
Extra (high)	40-B	30	9.15
	80-B	50	15.25

Fire Extinguisher Size and Placement for Class C Hazards

Fire extinguishers with Class C ratings shall be required where energized electrical equipment can be encountered that would require a nonconducting extinguishing medium. Since the fire itself is a Class A or Class B hazard, the fire extinguisher shall be sized and located on the basis of the anticipated Class A or Class B hazard.

Fire Extinguishers Size and Placement for Class D Hazards

Fire extinguishers or extinguishing agents with Class D ratings shall be provided for fires involving combustible metals.

Fire extinguishers shall be located not more than 75 ft. (23 m) of travel distance from Class D hazard.

Fire Extinguisher Size and Placement for Class K Fires

Fire extinguishers shall be provided for hazards where potential for fires involving combustible cooking media (vegetable or animal oils and fats).

Maximum travel distance shall not exceed 30 ft. (9.15 m) from the hazard to the extinguisher.

Inspection

Fire extinguishers shall be inspected to ensure it is functioning (charged) when initially placed in service and thereafter at approximately 30 day intervals. Records shall be kept on a tag or label attached to the fire extinguisher. An inspection checklist should be maintained on file in the designated WSH filing system.

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Fire extinguishers shall be hydrostatic tested annually or when specifically indicated by an inspection.

Hydrostatic test intervals vary from every 5 years to 12 years, depending on the type. Every 6 years stored-pressure fire extinguishers that require a 12 year hydrostatic test shall be emptied and subjected to the applicable maintenance procedures.

Class A Ratings

Class A portable fire extinguishers are rated from 1-A through 40-A. For 1-A rating 1.25 gallons are required. A 2-A rating requires 2.5 gallons.

Class B Ratings

Extinguishers suitable for use on Class B fires are classified with numerical ratings from 1-B through 640 -B. The rating is based on the approximate square foot area of a flammable liquid fire that a nonexpert operator can extinguish. A nonexpert operator is expected to extinguish 1 square foot for each numerical rating or value of the extinguisher rating.

Class C Ratings

There are no fire extinguishing capability tests specifically conducted for Class C ratings. Extinguishers for use on Class C fires receive only the letter rating because Class C fires are essentially Class A or Class B fires involving energized electrical equipment.

Class D Ratings

Test fires for establishing Class D ratings vary with the type of combustible metal being tested.

Multiple Markings

Extinguishers suitable for more than one class of fire are identified by combinations of letters. The three most common combinations are Class A-B-C, Class A-B, and Class B-C.

It is recommended that councils replacing fire extinguishers purchase a type that is suitable for the work area. An ABC type extinguisher is effective against the three most common classes of fires.

Portable Fire Extinguisher Training

All employees, including new employees must be instructed on the proper use of fire extinguishers. Training should include how to engage the extinguisher and where to effectively apply the extinguishing agent. The fire department should be charged with the responsibility of providing this training.

Employees should be made aware that fire extinguishers are to be used against incipient

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(just starting) fires of limited size

Community Responsibilities

Council must ensure that:

- emergency phone numbers are posted;
- employees are trained as outlined in the Emergency Response Plan;
- fire departments and constables are trained as departmental policy;
- a building evacuation plan is developed;
- MSDS sheets are stored centrally as well as in a binder in each building;
- first aid services are provided as outlined;
- trained first aiders are available in the workplace;
- appropriate first aid kits are available in each municipal building and vehicle;
- employees complete Workers Compensation Notice of Accident Form if injured at work;
- a smoke detector program is implemented; and
- a portable fire extinguisher program is implemented.

Attachments

- Sample Emergency Phone Number List
- Sample Floor Plan
- First Aid Treatment Form