# **COMMUNITY COUNCIL**

Emergency Response Policy

Each jobsite run by community council must have the location of the nearest hospital, fire station and first aid station posted. Local emergency numbers will be located in the emergency response plan.

All employees are to be aware of the action required, but should follow the instructions set out by community council. The following is a list of responsibilities and to whom the responsibility belongs to:

* Onsite supervisors will be required to initiate contact with emergency personnel, the office and Workplace Safety and Health Branch.
* Supervisors are responsible for onsite emergency training. This includes paper exercises and practical drills. These drills should take place once a year.
* Supervisors must establish a muster point at each site and communicate that to their workers.
* Workers are to be aware of the emergency response plans and are to follow it in the event of an emergency.

The emergency response plan should be reviewed prior to any work proceeding on each jobsite and will vary slightly from job to job.

Fire Prevention Policy

It is also the policy of the community council to ensure the health and safety of its personnel and to ensure all damage is held under control through an effective fire protection and prevention program.

It is understandable that control of fire is a great concern, due to injury, damage, loss of monies and work, along with loss of reputation.

The community council will ensure all personnel are trained in fire prevention techniques to handle and respond to all fires in the correct manner. It is the belief of community council that the best way to fight a fire is to ensure a fire does not have a place to start.

*The information in this policy does not take precedence over applicable government legislation, with which all workers should be familiar.*

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Community Council Date

# **COMMUNITY COUNCIL**

Severe Weather Emergency Preparedness

There are many severe weather conditions that can affect workers’ in the province of Manitoba. Severe storms such as thunderstorms, tornadoes, hail, blizzards, high winds and heavy rain can develop quickly and hit hard, posing a threat to life and property. There are a variety of ways to become prepared for these occurrences, including:

1. **Listen for the warnings** – Environment Canada monitors the weather 24 hours a day, seven days a week. If a severe storm is on the horizon, the weather service issues watches, advisories and warnings through National, regional and local radio and television stations and Environment Canada’s Weather radio.
   1. **Weather watch** – conditions are favorable for a severe storm, even though one has not yet developed. This is usually issued early in the day. Keep monitoring weather conditions and listen for updated statements.
   2. **Weather warning** – severe weather is happening or hazardous weather is highly probable. For example, if a weather warning is issued for a tornado, it means one or more tornadoes have been observed or are forecast for a specific area. Other warnings include those for a severe thunder storm, blizzard, high winds, heavy snow, snow squall, heavy rain and significant freezing rain.
2. **Be prepared** – severe weather can strike quickly and give us little time to get to a proper shelter, first aid supplies and emergency water or food supplies, etc. It is very important that all work sites have an emergency plan that addresses severe weather, including:
   1. choose a shelter area
   2. pack an emergency kit
   3. reduce any hazards that could present a problem, if severe weather occurs
   4. choose a place to meet and have a means of communication
3. **When a severe storm is forecast** – severe weather can occur any time of the year. Make it a habit to listen to local radio or television stations for severe weather warnings and advice. Make sure you have a battery powered radio on hand, as the electricity frequently fails during a severe storm. Secure all materials that could become airborne causing a risk of injury to personnel or damage to property/equipment. If you are notified to evacuate the area, then muster to the area designated by your site emergency plan. Stay calm, you will be able to cope better with emergencies involving severe weather.
4. Different Types of Severe Weather
   1. **Tornadoes** – form suddenly, are often preceded by warm, humid weather and are always produced by thunderstorms, although not every thunderstorm produces a tornado. There are warning signs, including:
      1. severe thunderstorms, with frequent thunder and lightning
      2. an extremely dark sky, sometimes highlighted by green or yellow clouds
      3. a rumbling sound, such as a freight train might make or a whistling sound, such as a jet aircraft might make
      4. a funnel cloud at the rear base of a thundercloud, often behind a curtain of heavy rain or hail

Tornadoes usually move over the ground at anywhere from 20 to 90 km/h and often travel from the southwest to the northeast. They are erratic though, and can change course suddenly. Generally, May to September are prime tornado months. Tornadoes usually hit in the afternoon and early evening, but occasionally they strike at night.

A band of land which stretches from southern Saskatchewan and Manitoba through to Thunder Bay, Ontario is considered a high risk area for tornadoes.

Things to do in the case of a tornado:

1. Listen to your radio during severe thunderstorms. When Environment Canada issues a tornado warning, radio stations broadcast it immediately. If you hear a tornado warning has been issued for your area, take cover immediately.
2. Do not get caught in a vehicle, site trailer or camp trailer. More than 50 per cent of all deaths from tornadoes happen in mobile structures. Take shelter elsewhere such as a building with a strong foundation. If no shelter is available, lie down in a ditch or similar area. Beware of flooding from downpours and be prepared to move.
3. In all cases, get as close to the ground as possible, protect your head and watch out for flying debris. Even small objects such as straw and sticks can become lethal weapons when driven by a tornado’s winds.
4. **Severe thunderstorms** – lightning, heavy rain and hail

A thunderstorm develops in an unstable atmosphere when warm moist air near the earth’s surface rises quickly and cools.

Things to do in the case of severe thunderstorms:

1. Listen to your radio for the potential of severe thunderstorms in your area.
2. Lightning bolts send an electrical current that hits the ground at a speed of 40,000 km/second. To estimate how far away the lightning is, count the number of seconds between the flash of lightning and the thunderclap. Each second is about 3,000 meters. If you count 30 seconds or less, take shelter immediately, as you don’t want to be the tallest object in the area. If you are working outdoors, take shelter preferably in a building, failing this, in a depressed area such as a ditch or culvert, but never under a tree. If caught in the open, do not lie flat, but crouch in the leapfrog position and lower your head. If you are in a vehicle, stay there, but pull away from trees where heavy branches might fall on you.
3. Heavy rain can result in flooding. This is particularly true when the ground is frozen or already saturated from previous storms. Floods may also result if a heavy rain coincides with the spring thaw. Listen to the radio for the potential of flooding in your area. Generally, it is a good idea to avoid driving through flooded roads and underpasses. The water may be a great deal deeper than it looks and could pose a hazard for getting stuck or possible drowning.
4. Hail forms when updrafts in thunderclouds carry raindrops upwards into extremely cold areas of the atmosphere. The raindrops freeze and are bounced around in the powerful winds within thunderclouds while new layers of ice are added. Eventually, the hailstones grow too heavy to be supported by the updrafts and fall to the ground. Some hailstones are the size of peas, while others can be as big as grapefruits. Take cover immediately when hail begins to fall. Hail comes down at great speed, especially when accompanied by high winds. Although, there is no documented cases of people in Canada being killed by hail, people have been seriously injured by it.
5. **Winter Storms –** freezing rain, heavy snow and blizzards

Things to do in case of winter storms:

1. Winter storms can produce a variety of hazards. On average, the storms and cold of winter kill more than 100 people in Canada every year.
2. Blizzards come in on a wave of cold artic air, bringing snow, bitter cold, high winds and poor visibility in blowing snow.
3. Freezing rain occurs when the upper air in an upper air layer has an above freezing temperature, while the temperature at the surface is below freezing. Freezing rain presents its own special hazards. It is more slippery than snow to drive on; it is tough and clings to everything it touches. It turns into a smooth layer of ice spreading on the ground or any other object like trees or power lines. A little of it is dangerous, a lot can be catastrophic.
4. Important: When a winter storm system of any kind comes through our area we should listen to the radio for updates and schedule our work accordingly. In any case, if we are going to be working outside in any of these conditions, we must follow the procedure for working in cold environments.

# **COMMUNITY COUNCIL**

Working in Cold Environments

**Cold Environments and the Human Body**

Cold can be a serious occupational hazard for many workers in the construction industry. Fatal exposures to cold most commonly result from accidental exposures involving immersion in low temperature water and failure to escape from low temperature environments.

Workers do not need to be exposed to below zero temperatures to experience cold related conditions such as hypothermia. Frostbite and hypothermia are two conditions of particular concern.

**Definitions:**

**Frostbite** happens when bodily tissue freezes. Any exposed skin is subject to frostbite when temperatures fall below freezing. Frostbite can lead to scarring, permanent tissue damage, possible amputation and disability. Symptoms of frostbite vary according to severity. Mild cases can produce prickling or burning sensations. Severe frostbite can produce extreme pain or none at all if the nerve tissues are affected.

**Hypothermia** occurs when the core body temperature drops below a level that allows it to maintain normal metabolic function, often only one or two degrees. Initial symptoms include a sensation of cold, followed by pain. As exposure time increases, the sensation of pain is reduced and an overall numbness develops. Additional symptoms may include muscle weakness, confusion, slurred speech and drowsiness. Hypothermia can rapidly progress to coma and death.

**Wind Chill Cooling Rate** is the heat loss from a body, often expressed in watts per square meter. This rate is a function of air temperature and wind velocity (speed).

**Factors that contribute to the risk of cold injury**

* temperature
* wind speed
* moisture (perspiration or working near water)
* exposure duration (length of time exposed)
* type of clothing
* work/rest schedule
* type of work performed
* use of certain medications
* degree of acclimatization (previous exposure to cold)
* age and physical state of the worker

**Wearing Adequate Insulating Dry Clothing**

Workers must wear adequate insulating dry clothing if work is performed in air temperatures below 4°C in order to maintain the core body temperature above 36°C. The cooling power of air and the wind chill cooling rate are critical factors. The lower the air temperature and the higher the wind speed, the greater the insulation value of the protective clothing must be. The following table must be used to determine the combined effect of temperature and wind speed and determining the requirements for warm work periods.

|  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| Estimated wind speed (km/hr) | Temperature reading (°C) | | | | | | | | | | | | |
|  | 10 | 5 | 0 | -5 | -10 | -15 | -20 | -25 | -30 | -35 | -40 | -45 | -50 |
| Calm | 10 | 5 | 0 | -5 | -10 | -15 | -20 | -25 | -30 | -35 | -40 | -45 | -50 |
| 8 | 9 | 3 | -2 | -7 | -12 | -18 | -23 | -28 | -33 | -38 | -44 | -49 | -54 |
| 16 | 4 | -2 | -7 | -14 | -20 | -27 | -33 | -38 | -45 | -50 | -57 | -63 | -69 |
| 24 | 2 | -5 | -11 | -18 | -25 | -32 | -38 | -45 | -52 | -58 | -65 | -72 | -78 |
| 32 | 0 | -7 | -14 | -21 | -28 | -35 | -42 | -50 | -56 | -64 | -71 | -78 | -84 |
| 40 | -1 | -8 | -16 | -24 | -31 | -38 | -46 | -53 | -60 | -67 | -76 | -82 | -90 |
| 48 | -2 | -10 | -17 | -25 | -33 | -40 | -48 | -55 | -63 | -70 | -78 | -86 | -94 |
| 56 | -3 | -11 | -18 | -26 | -34 | -42 | -50 | -58 | -65 | -73 | -81 | -89 | -96 |
| 64 | -3 | -11 | -19 | -27 | -35 | -43 | -59 | -59 | -66 | -74 | -82 | -90 | -98 |
| Wind speeds greater than 64 km/hr have little additional effect | **LITTLE DANGER**  In < 1 hr with dry skin. Maximum danger of false sense of security. | | | | **INCREASING DANGER**  Danger from freezing of exposed flesh within one minute | | | | **GREAT DANGER**  Flesh may freeze within 30 seconds | | | | |
| Trench foot and immersion foot may occur at any point on this chart | | | | | | | | | | | | | |
| Equivalent chill temperature requiring dry clothing to maintain core body temperature above 36°C per cold stress TLV | | | | | | | | | | | | | |

**Warm up periods**

When continuous work in an equivalent chill temperature at or below -7°C is required, heated shelters should be available nearby. These shelters should be used as frequently as required, depending on the severity of the cold conditions. Immediate use of the shelter is required by workers with the onset of heavy shivering, minor frostbite, excessive fatigue, irritability, drowsiness or euphoria. When entering a heated shelter, the worker should remove the outer layer of clothing and loosen the remainder of the clothing to allow sweat evaporation. Warm sweet drinks and soups should be provided for caloric intake and fluid volume. The intake of coffee should be limited due to the effects on the kidneys and circulatory system.

When working in conditions at or below -12°C the following measures should be in place:

1. A buddy system or supervision of workers.
2. Limit the amount of heavy work (to avoid perspiration).
3. Allow workers to become accustomed to the cold working conditions.
4. All work performance should take into consideration the bulkiness and weight of the worker’s clothing.
5. Encourage continuous body movement (minimize sitting or standing still) in cold environments, and protect workers from drafts.
6. Training for workers should include at a minimum:

* proper clothing practices
* proper eating and drinking habits
* proper re-warming procedures and first aid
* signs and symptoms of impending frostbite
* signs and symptoms of impending hypothermia
* safe work practices

Current weather conditions can be accessed by the use of the Internet or by calling Environment Canada at 204-983-2050. One or either of these options should be used to determine the risk to workers working in cold weather and help in developing a work rest plan for the day.

The following table should be used to determine the ratio of warm up to work periods:

|  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
|  | No noticeable wind | | 8 km/hr wind | | 16 km/hr wind | | 24 km/hr wind | | 32 km/hr wind | |
| Air temperature C (sunny skies) | Max work period | # of breaks | Max work period | # of breaks | Max work period | # of breaks | Max work period | # of breaks | Max work period | # of breaks |
| -26 to -28 | Normal | 1 | Normal | 1 | 75 min. | 2 | 55 min. | 3 | 40 min. | 4 |
| -29 to -31 | Normal | 1 | 75 min. | 2 | 55 min. | 3 | 40 min. | 4 | 30 min. | 5 |
| -32 to -34 | 75 min. | 2 | 55 min. | 3 | 40 min. | 4 | 30 min. | 5 |  |  |
| -35 to -37 | 55 min. | 3 | 40 min. | 4 | 30 min. | 5 |  |  |  |  |
| -38 to -39 | 40 min. | 4 | 30 min. | 5 |  |  |  |  |  |  |
| -40 to -42 | 30 min. | 5 |  |  |  |  |  |  |  |  |
| -43 and below |  |  |  |  |  |  |  |  |  |  |

In shaded areas all non-emergency work should cease.

This schedule applies to moderate to heavy work with breaks of 10 minutes in a warm location to allow workers to warm up. For light to moderate work (little physical movement), apply the schedule one step lower. For example, at -35°C with no noticeable wind a worker at a job with little physical movement should have a maximum work period of 40 minutes with four breaks in a four-hour shift instead of 55-minute work periods and three breaks.

**Older Workers or Workers with Circulation Problems**

Older workers or workers with circulation problems require special precautionary protection against cold injury, including the use of extra insulating clothing and/or reduced exposure time. Precautionary actions should be determined with the advice of a physician.

**Evaluation and Control**

1. Continuous skin exposure should not be permitted when air speed and temperature results in an equivalent chill temperature of -32°C. Deep tissue freezing will occur only at temperatures below -1°C, regardless of the wind speed.
2. At temperatures of 2°C or less, workers who become immersed in water or whose clothing becomes wet, must be provided a change of dry clothing and be treated for hypothermia.

# **COMMUNITY COUNCIL**

Emergency Practice for Thermal Stress/Hot Weather Preparedness

**Working in Hot Environments**

As a supervisor you share in the responsibility for the safety of your workers – heat related illness can KILL.

Please ensure the following while working in hot weather:

* Don’t drink coffee or other caffeinated drinks – they actually cause dehydration.
* Don’t ignore worker complaints/symptoms of heat related illnesses – this is an injury and it must be treated.
* Do drink plenty of water or sports drinks (decaffeinated) – encourage workers to drink even if they are not thirsty.
* Do rest frequently – the hotter it is and the heavier the work, the more breaks are needed. Refer to the following table as a guideline for work/rest regimen based upon temperature exposure:

|  |  |  |  |
| --- | --- | --- | --- |
| **WORK/REST REGIMEN** | **TEMPERATURE (**°**C) FOR DIFFERENT WORKLOADS** | | |
| HOURLY | LIGHT | MODERATE | HEAVY |
| Continuous Work  45 min. work/15 min. rest  30 min. work/30 min. rest  15 min. work/45 min. rest | 30.0  30.6  31.4  32.2 | 26.7  28.0  29.4  31.1 | 25.0  25.9  27.9  30.0 |

Examples of workloads:

* light – sitting or standing
* moderate – moving about or moderate lifting
* heavy – pick and shovel work, digging, heavy lifting and pushing

Note: If the temperature is over 30°C, this doesn’t necessarily mean all work stops at this point. It means the supervisor will assess the situation and determine if more breaks are needed or if the temperature plus the humidex combined may warrant stoppage of work. In any case, no worker is being asked to work in conditions that make them ill.

**Be aware of the progressive symptoms of heat related illness:**

The signal of the first stage is heat cramps in muscles. These cramps can be very painful. If you are caring for a person who has heat cramps, have them stop activity and rest. If the person is fully awake and alert, have them drink small amounts of cool water or a commercial sports drink. Gently stretch the cramped muscle and hold the stretch for about 20 seconds, then gently massage the muscle. Repeat these steps, if necessary. If the victim has no other signs of heat related illness, the person may resume activity after the cramps stop.

The signals of the second (more serious) stage of heat related illness, heat exhaustion are:

* cool, moist, pale skin (the skin might be red right after physical activity)
* headache
* dizziness and weakness or exhaustion
* nausea
* the skin may or may not feel hot

The signals of the late stage of heat related illness, heat stroke are:

* vomiting
* decreased alertness level or complete loss of consciousness
* high body temperature (sometimes as high as 105°F)
* skin may be moist or the victim may stop sweating and the skin may be red, hot and dry
* rapid, weak pulse
* rapid, shallow breathing

This late stage of heat related illness is life threatening. Call 911 or the local emergency number.

**General Care for Heat Related Emergencies:**

1. cool the body
2. give fluids
3. minimize shock

**For heat cramps or heat exhaustion:** Get the person to a cooler place and have them rest in a comfortable position. If the person is fully awake and alert, give half a glass of cool water every 15 minutes. Do not let them drink too quickly. Do not give liquids with alcohol or caffeine in them, as they can make conditions worse. Remove or loosen tight clothing and apply cool, wet cloths such as towels or wet sheets to the victims’ skin. Call 911 or the local emergency number if the person refuses water, vomits or loses consciousness.

**For heat stroke: Heat stroke is a life threatening situation. Help is needed fast. Call 911 or the local emergency number.** Move the person to a cooler place. Quickly cool the body. Wrap wet sheets around the body and fan it. If you have ice packs or cold packs, wrap them in a cloth and place them on the victim’s wrists and ankles, in the armpits and on the neck to cool the large blood vessels (do not use rubbing alcohol because it closes the skin’s pores and prevents heat loss). Watch for signals of breathing problems and make sure the airway is clear. Keep the person lying down.

# **COMMUNITY COUNCIL**

Emergency Evacuation Procedures for Leaking Gases

1. **Stop** - Turn off all equipment.
2. **CALL 9-1-1** (for Emergency and Rescue) or Ph: (Fire, Emergency backup number).
3. **Know the location** of all extinguishers and how to use them.
4. **Protect yourself first, then others**. Try to contain the blaze with a fire extinguisher or shut off leaking gases or fluids.
5. **Evacuate the site,** if the fire cannot be put out or gases/liquids cannot be contained.
6. **Know where each of the exits are** and be sure they are not locked or blocked off.
7. **Do a personnel count (roll call)**.
8. **If you must rescue victims:**

* **keep upwind** in the event of hazardous goods, spills, leaks or fire
* **administer First Aid to maintain life**
* **keep unnecessary people away**

NOTE: Keep out of low areas.

Do not feel compelled to control the hazard.

Use your powers of observation and hearing to detect:

◼ hazards ◼ hissing sounds of gases

◼ warning placards ◼ leaking fluids

◼ downed wires ◼ flames, smoke, steam, etc.

**ACTION IN CASE OF AN EXPLOSION**

Explosions include those caused by leaking gas, faulty heating equipment and flammable vapors.

1. **Fall to the floor/ground** and take immediate shelter under objects that will offer protection against flying glass or debris. Protect your face and head with your arms.
2. **After the effects of an explosion have subsided**, check exits or exit stairways prior to evacuating the building (as in emergency evacuation procedures) or site, if notified to do so by the supervisor, fire emergency officer or designate.
3. **Operate the nearest manual fire alarm station** and phone the fire department. Ph: .
4. Do not return to the building or site until the all clear signal is given by the supervisor, fire emergency officer or designate.

COMMUNITY COUNCIL  
Emergency Drill Reporting Form

|  |  |  |
| --- | --- | --- |
| Person Completing Form  and Title: |  | Date: |

|  |  |  |
| --- | --- | --- |
| Drill Start Time: | Drill End Time: | Time of Evacuation: |

|  |  |  |  |
| --- | --- | --- | --- |
| Type of Drill: | Notification/Alert Method: | | Weather Conditions: |
| □ Fire/Evacuation  □ Lockdown  □ Modified Lockdown  □ Shelter-in-Place  □ Medical Emergency  □ Weather Emergency  □ Other \_\_\_\_\_\_\_\_\_\_\_\_\_ | □ Bell or Buzzer  □ Intercom  □ Phone  □ Voice Notification  □ Siren/Horn  □ Other: \_\_\_\_\_\_\_\_\_\_\_\_\_ | | □ Clear  □ Cloudy  □ Raining  □ Rain and Wind  □ Windy  □ Snow/Sleet  □ Hail |
| Participants: (check all that apply) | Situation at Start of Drill: | |  |
| □ Senior Management  □ Safety Personnel  □ Employees/Staff  □ Fire Department  □ Emergency Medical Services  □ Other: \_\_\_\_\_\_\_\_\_\_\_\_\_ | □ Before Business Hours  □ During Business Hours  □ Peak Business Hours  □ Lunch Time  □ After Business Hours  □ Other: \_\_\_\_\_\_\_\_\_\_\_\_ | |  |
| Name of Participants: |  | | Community: |
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| Problems Encountered: (check all that apply) | |  | |
| □ Congestion in hallways  □ Alarm/Notification not heard  □ Employees unsure of what to do  □ Staff unsure of response/responsibilities  □ Weather-related problems  □ Difficulties with evacuation of disabled  personnel, customers or visitors  □ Personnel not accounted for/in attendance  (note number below) | | □ Radio communication  □ Network/computer problems  □ Noise impedes communications  □ Long time to evacuate building  □ Personnel not serious about drill  □ Confusion  □ Doors or exits blocked  □ Transportation  □ Interagency miscommunications  □ Incident command problems  □ Other: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ | |
| Extenuating Circumstances/Identified Factors/Special Condition Simulated: | | | |
| Mitigation/Plans for improvement: (check all that apply and explain below) | | | |
| □ Additional management training  □ Additional staff training  □ Address need for additional equipment | | □ Cooperative planning with responders  □ Revised emergency procedures  □ Other | |
| Explain Corrective Actions Here: | |  | |
| Signature of Person Conducting Drill:  Date: | |  | |