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Environmental Management System

Procedural Documentation **Emergency Preparedness and Response**

1.0 Purpose:

To provide a means where by forestry workers on the Lac Seul Forest know how to respond to any type of emergency that may occur.

2.0 Scope:

This procedure applies to employees, contractors, overlapping licensees, or summer staff who conduct work on the Lac Seul Forest.

3.0 Responsibilities:

- 3.1 ORC Operations Forester or Designates
- 3.2 ORC Silviculture Forester or Designates
- 3.3 All Contractors and Sub-Contractors for ORC and OLL
- 3.4 Overlapping License Holder or Designates (OLL)

4.0 Procedures:

Requirements:

All OLLS and contractors must follow the policies and procedures set out in their company's own emergency response plan where that plan meets or exceeds legal requirements and the requirements set out in the ORC Resources plan. In the absence of a company's own plan the following practices must be followed:

In an emergency, what should I do?

Ensure that the site is as safe as possible **before** providing assistance to minimize risks to victim, self or others.

In an emergency, who should I call?

- To contact **OPP** or request emergency medical help: **Call 911**
- Report fires immediately to the **OMNR: Call 310-FIRE (3473)**
- Report serious spills (check with your supervisor first) to the **Ontario Spills Reporting Line: Call 1-800-268-6060**
- Report all incidents to your Supervisor. Contact the **Obishikokaang Emergency Line: Call 1-807-624-1244**

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In the event of Injury:

- 1) **Administer First-Aid** if necessary.
 - 2) If you need emergency medical assistance, **CALL 911** to request an ambulance.
- **Land ambulance:** Send a vehicle to meet ambulance and guide it back to site
 - **Air ambulance:** Ensure that landing area is clearly marked and free of debris. Control vehicle traffic in the area.

In the event of a Vehicle Accident:

- 1) **Notify OPP** of the accident. Call or delegate someone to **Call 911** and have them report back to you.
- 2) **Notify local traffic** of the accident and location by radio, wherever possible. Ensure that scene is safe, or made as safe as possible.
- 3) Erect, or assign someone to erect **warning device(s)** at the scene to warn of potential danger ahead.

Do not attempt to move a critically injured person, unless the situation places them in further danger

- a) Provide first-aid to the injured person
 - b) Make the injured person as comfortable as possible
 - c) Loosen any tight clothing and keep the injured person warm
- 4) **Notify foreman** and Obishkikokaang Resources Corporation by calling **1-807-624-1244**

In the event of a Fire:

- 1) **Assess the Fire.** If fire is controllable, take appropriate actions to extinguish the fire.
- 2) Immediately report the fire to the OMNR.
Call **310-FIRE (3473)**. Request assistance as required and action fire until it is out or you, relieved by OMNR or it becomes too dangerous.
- 3) Take precautions and make reasonable attempts to remove any people from danger.
- 4) Report all fires to your Supervisor. Contact the **Obiskikokaang Emergency Line: 1-807-624-1244**

In the event of a Spill:

- 1) **KEEP SAFE.** Ensure site is as safe as possible before responding to a spill.
- 2) Wear appropriate **Personal Protective Equipment.**

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- 3) **CONTROL** the spill by stopping it at the source.
- 4) **CONTAIN** the spilt material to as small an area is as possible.
Block the spill from endangering people, entering into water bodies or impacting upon values.
- 5) **REPORT** the spill to:
 - i. Your Supervisor. Request assistance if required.
 - ii. ORC's 24-hour Line: **1-807-624-1244**.
 - iii. Ministry of Environment (MOE) if the spill is likely to cause adverse effects to water systems, plants, animal or human life. Check with your Supervisor before reporting. **Ontario Spills Reporting Line: 1-800-268-6060**
- 6) **CLEAN UP** the spilled material as soon as possible.
- 7) **DISPOSE** of the spilled material at an approved site.
May require the use of a MOE Licensed (Registered) carrier to assist with the disposal of the spilled material(s).
Consult your Supervisor
- 8) Complete ORC's Spill Reporting Form

In the event of an emergency requiring the **IMMEDIATE EVACUATION OF THE WORKSITE**.

- a) Sounding the alarm and notify your supervisor.
- b) Notify all personals in your work area.
- c) Immediately proceed to your nearest local emergency marshalling point as indicated on the marshalling point map.
- d) Must remain at the local marshalling point until you have received specific instructions by your supervisor.
- e) The Supervisor is responsible for the head count and ensuring that appropriate emergency responders have been contacted.
- f) The Supervisor or a person designated by the supervisor shall meet the emergency personal and update or advise them of the emergency and/or give them further directions to where the emergency is.
- g) All Employees are to wait at the Emergency marshalling point until otherwise directed by emergency personal or management and can only return to the worksite after the most senior management or supervisory person on site has ensured that the worksite is safe to re-enter

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Please Note:

If any of the above emergency occur, Obishikokaang Resources Corporation (ORC) can be notified at **Obishikokaang Emergency Line: 1-807-624-1244**

Critical/ Fatal Injury Response

The Occupational Health & Safety Act and Regulations for Industrial Establishments defines a critical injury as follows:

“1. For the purpose of the Act and 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 a fracture of a leg or arm but not a finger or toe;*
- (e) involves a amputation of a leg, arm, hand or foot but not a finger or toe;*
- (f) consists of burns to major portion of the body; or*
- (g) causes the loss of sight in an eye.”*

Regulations 834, s.1.

Instructions for Critically Injured Person or Fatality

1. Person closest to the injured person assesses the situation and informs the immediate Supervisor/ Foreman.

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2. The Supervisor/ Foreman will assign a person to phone for emergency help and return to inform the Supervisor/ Foreman that the task is complete.
3. The Supervisor/ Foreman will assign a person to direct emergency vehicles.
4. **DO NOT DESTROY, DISTURB, MOVE OR ALTER ANYTHING AT THE SCENE OF OR CONNECTED TO THE OCCURRENCE UNTIL PERMISSION TO DO SO HAS BEEN GIVEN BY A MIINISTRY OF LABOUR INSPECTOR, UNLESS:**
 - (a) Saving a life or relieving human suffering
 - (b) Preventing unnecessary damage to equipment or other property
5. Immediately contact **Obishikokaang Emergency Line: 1-807-624-1244** even if you have doubt to whether the injury is critical or not:



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References

Document / Form	I.D.#

Revisions

#	Purpose	Prepared by	Approved by	Date
N/A	Original version	EMS Team	Chantal Alkins Certification Coordinator	November 23, 2016
A	Update Emergency Evacuation Procedure	Scott Russell Health & Safety Coordinator	Chantal Alkins Certification Coordinator	January 17, 2017
B				
C				
D				
E				