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**POLICY: EMERGENCY RESPONSE PLAN: VISITOR INFORMATION**

**DEPARTMENT: APPLIES TO THE ENTIRE COMPANY**

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**PLEASE NOTE THAT A COMPLETE COPY OF WALINGA'S EMERGENCY PLAN IS AVAILABLE UPON REQUEST FOR EACH FACILITY. THE INFORMATION PROVIDED IS TO ENSURE THE PUBLIC IS FAMILIAR WITH OUR EMERGENCY PLANS AND PROCEDURES. ALL WALINGA EMPLOYEES ASSUME RESPONSIBILITY FOR VISITOR'S AND ACCOUNT FOR THEIR SAFETY WHILE ON THE PREMISES.**

**Purpose:**

In order for Walinga to ensure the health and safety of all employee's, contractor's, customers and visitors an Emergency Plan has been implemented. This plan is intended to reduce the risk of personal injury and death, provide for the safety of all on site and reduce and minimize damage to property, equipment and inventory.

**Scope:**

This policy is to ensure procedures have been developed, implemented and maintained to effectively deal with emergency situations, which may occur at the workplace.

**Standards:**

This must be regarded by Management as a directive for compliance with the Health & Safety Program. This program shall apply to, but is not limited to: serious accidents / incidents, explosions, earthquake, bomb threats, severe weather, gas leaks, fire and personal threats.

**Roles & Responsibilities:**

**Senior Management** is responsible for creating, reviewing and communicating this policy. They must...

- Ensure that the Emergency Response Team (ERT) is established.
- Ensure that the necessary protective equipment is available to handle the possible emergencies.
- Ensure training is provided to all new employee's and reviewed with all employee's yearly.
- Ensure drills are held twice a year to ensure personnel are aware of their responsibilities.
- Ensure individual responsibility for visitor's (customer's / contractor's / family) and account for their safety.

**Supervisor's** are to ensure all employee's under their supervision have been trained in the Company Emergency Plan. Supervisor's are to ensure individual responsibility for visitor's (customer's / contractor's / family) and account for their safety.

**Employee's** are required to participate in training and be familiar with the Company Emergency Plan. They must...

- Respond to alarm.
- Assist, if so required by the Emergency Response Team.
- If not required to assist, remain in work area (or designated area). DO NOT crowd the emergency scene.
- Ensure individual responsibility for their visitor's (family / friends) and account for their safety.

The **Operations Manager** is responsible for:

- Public affairs, meaning to advise and / or alert outside sources (media) of risks, casualties.
- External communications which ensures that the Ministry of the Environment is contacted in case of a large oil spill, or in any other situation which could possibly affect the environment.

The **Plant Manager** (or management in their absence) is responsible to:

Contact the Ministry of Labour in any 'critical injury' which...

- places life in jeopardy

- produces unconsciousness
- results in substantial loss of blood
- involves a fracture of a leg or arm, but not a finger or toe
- involves the amputation of a leg, arm, hand or foot but not a finger or toe
- consists of burns to a major portion of the body, or
- causes the loss of sight in an eye.

The **Emergency Response Team** is responsible to:

- Go to the emergency scene IMMEDIATELY after being called.
- The first person on the scene must assess the situation, determine if additional assistance is required, and where appropriate, initiate first aid or CPR (if trained and authorized).
- Control hazards at the scene of an accident.
- Supervisor's shall confirm to the Emergency Response Team that everyone is accounted for.
- Inform Internal Communications Center of any announcements to be made or phone calls to be placed.
- The Team Leader will notify the injured person's emergency contact (Human Resource has this information in the employee files) only after the status of the situation is known, and:
- The injured person's condition is known and stable; or
- The injured person is in the care and custody of emergency services and in transit to a medical facility.

**IMPORTANT!** Under NO circumstance should equipment, materials, etc. be moved or operated until the injured person is stabilized (or the MOL has assessed the area) unless it is necessary to prevent further injury.

All individual's (management, salesman, supervisor's, office and floor personnel) are responsible for their visitor's and their whereabouts at all time.

#### **GENERAL:**

#### **ASSEMBLY AREAS**

**Guelph facility:** is at the north-east corner of the parking lot adjacent to the main office (unless otherwise advised).

**Fergus facility:** is at the east corner of the parking lot (unless otherwise advised).

Supervisor's are to account for all personnel under their supervision as well as outside personnel that may be working or visiting in their designated area.

**EMERGENCY MEDICAL / FIRST AID:** where applicable, the existing first-aid facility will serve emergency situations occurring in the building / property area. Triage areas will be established by certified workers in the event of a partial or full evacuation, or where it is not practical to provide medical attention at the existing first-aid facility.

**NOTIFICATION SYSTEM:** both Internal Communications and fire alarm system shall be used, where practical, to provide notification of evacuation. In the event that the above manner is not practical, direct voice communications shall be used.

The Plant Manager is responsible to keep an up to date hard copy of current employee lists with home phone numbers and emergency contact information off-site in the event that employees need to be contacted about an emergency or plant closure.

**MAPS / FLOOR PLANS:** shall be developed to illustrate the building / property layout and will identify:

- Emergency Exits
- Evacuation Routes
- Assembly Area
- Internal Communications Center

**TRAINING:** workers and contractors shall be trained and instructed in the provisions of this plan. All worker training shall be documented and reviewed yearly. All Contractors shall receive a copy of the Emergency Plan prior to any work being carried out.

**EVACUATION:** Workers, Contractors and visitors will evacuate their respective area upon receiving notification of a full evacuation using the closest and safest exit and report, where practical to the designated assembly area.

## EMERGENCY SITUATIONS

### FIRE SAFETY – GENERAL:

In the event of a major fire or explosion, where outside assistance or factory evacuation is required, contact the Internal Communications Center to place calls and make announcements. The on scene **TEAM LEADER** shall ensure all workers, contractors and visitor's evacuate the facility. Once on-site, unless directed otherwise, the fire department will co-ordinate, manage and control all fire fighting measures.

The following shall be inspected, tested and maintained in good condition as recommended by the manufacture or as required by Regulation 454 of the Ontario Fire Code:

#### MONTHLY (and annually by Maintenance)

- Exit Signs
- Emergency Lights
- Fire Extinguishers

#### ANNUALLY

- Heating, ventilation and air conditioning disconnect switches
- Ventilation hoods, filters and ducts

**FIRE DRILLS** shall be conducted annually for the entire plant in order to review:

- Responsibilities under the plan
- Measures and procedures under the plan
- The effectiveness of the plan

### MAJOR STORMS / SEVERE WEATHER:

The most common impacts from storms and severe weather (heavy snow, tornadoes and thunderstorms) include power failure, damage to structures, roofing and unsecured materials, injury from blown debris and vehicle accidents.

- Where a major storm / severe weather approaches stop all non-essential outdoor activity.
- Remove workers, contractor's and visitors from areas where loss of power or lightening could result in a hazard. **Important:** in the event of a power failure, each operator is responsible to properly shutdown machinery in use (to ensure safe start-up when power returns).
- Secure loose materials outdoors and building openings (doors, windows, etc.) as appropriate, providing this can be done with out endangering the worker.
- In the event of a tornado warning or actual sighting, an announcement will be made by INTERNAL COMMUNICATIONS to seek cover (corner at right angles from the direction the tornado is approaching. Get as low as possible and anyone upstairs, get downstairs as quick as possible). Close all overhead doors immediately (if safe to do so).
- The EH&S Co-ordinator (or Plant Manager) will monitor weather and road conditions and notify workers of road closures due to severe weather. Individuals are to act responsible, ensuring their safety is priority in their decision to resume work or leave (without compensation for lost time).

### BOMB THREATS

When a telephone threat is received, listen carefully and obtain as much information as possible. Record the time of the call. Document as much information about the call as possible, attempt to find out where the bomb is, how many, what does it look like, when was it planted, etc... These may seem like unreasonable questions at the time, but questioning will keep the caller on the line.

As time permits, during or immediately following the call, notify a member of management. Call the Operations Manager or in his absence, the Plant Manager. The Manager shall notify the police and fire departments, and following their advice and directions shall:

- Initiate an entire plant / facility evacuation.
- Assist police in a search for the device(s) if deemed safe.

### CRIME

In the event of suspicious play or activity, DO NOT approach the suspect(s). Contact the Plant Manager or in his absence, the Operations Manager. The Manager will monitor the activity and determine if outside assistance is required.

**WORKPLACE VIOLENCE**

In the event that a disgruntled employee, customer or visitor enters the facility do not risk harm to yourself or others. Try to safely remove yourself from the situation and inform your Supervisor immediately.

If a weapon is involved, keep talking but follow the instructions from the person who has the weapon:

- Don't risk harm to yourself or others.
- Never try to grab the weapon.
- Watch for a safe chance to escape.
- Increase the physical distance between yourself and the person with the weapon if possible.
- If possible, inform your Supervisor/Manager.
- In extreme circumstances, workers may contact local authorities (911).

Where someone demands to see a specific individual within the Company and poses a threat or danger, attempt to turn the individual away. Indicate that the individual is absent or away on business. If persistent and the individual takes it upon themselves to look for him / her attempt to notify the individual through others (raise your voice, repeat information to make others aware to pass on information, etc...).

**PERSONAL INJURIES:**


These guidelines must be followed in the event of personal injury or illness.

1. Give urgent care first.
2. Rescue victim if safe to do so (Remember to protect yourself first).
3. Administer First Aid.
4. Gather as much information as possible about the victim.
5. Give assistance to the medical or ambulance personnel.

NOTE: If you are unqualified to do the above – GET HELP!

**Please Note:** Emergency Plans with complete contact information and phone numbers are posted throughout the plant.

Rvsn #	Summary	Initiation
1	Add information for Walinga – Fergus facility to policy & changed responsibility for contacting MoL for "critical injuries" to Plant Manager (EH&S Co-ordinators not present daily).	AL (July 2016)

Prepared By: EH&S Co-ordinator	Approved By: <b>Butch Medemblik</b> <i>Managing Director, Manufacturing</i>	Authorized Signature: 
Original: <i>December 20, 2012</i>	Revision Date: <b>July 12, 2016</b>	Revision # <b>1</b>