



Site-Specific Safety Plan

Date:
Vortex Pneumatics
Prepared By:

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Safety Plan Objectives:

The objectives of the Site-Specific Safety Plan for the _____ Project are:

- To establish a systematic method for the safe and orderly evacuation of the construction site in case of fire or other emergencies
- To establish a plan of maintaining and controlling onsite hazards, debris, and combustibles
- To establish and maintain a communication system for notifying site personnel and the Fire Department of any fires, or emergencies requiring evacuation
- To establish a system of training on site personnel in the procedures and systems in place during an emergency

Fire Prevention:

All workers and workgroups shall be expected to maintain awareness of hazards which may result in combustible materials being ignited. Techniques shall be utilized to reduce the potential for fires through the following methods:

- Maintaining good housekeeping practices to ensure that combustibles do not pile up by removing all garbage from the work areas daily
- Ensuring that equipment and tools are in good working condition to help eliminate dangerous ignition points
- Maintaining fire extinguishers, locations and access to the locations to allow for small early-stage fires to be immediately and effectively put out.
- Maintaining all exit routes and ensuring that materials, debris or other obstacles do not impede the ability of workers to evacuate or to impede rescue personnel in effectively helping the injured or putting out the fire
- Maintaining adequate lighting, and signage for exit routes, corridors, and Staircases

Training:

Training will be an ongoing process throughout the duration of the job. All workers on site will be required to participate in a Site-Specific Safety Orientation to address many key elements of the safety plan including but not limited to:

- Review of the emergency evacuation procedure
- Location of the air horns
- Location of fire extinguishers
- Location of the muster point
- Key site personnel and emergency response team members.
- Mock evacuations will be performed at regular intervals while the space is under repair/renovation.

Daily toolbox/ weekly safety meetings will be held during construction and will provide information on updated procedures, and safety topics such as:

- Fire Extinguisher Use
- Review of evacuation procedures
- Hot work Operations, Procedures, and permits
- Fire Prevention/ Housekeeping
- Fall Protection equipment and procedures.

Emergency Numbers: 9-1-1

PROJECT PHONE NUMBER – NO PHONE ACTIVE AT SITE, CELLULAR ONLY

PROVIDE THE FOLLOWING INFORMATION TO OPERATOR (REMAIN ON THE LINE)

SITE:

ADDRESS:

ESSENTIAL NON-EMERGENCY PHONE NUMBERS;

Fire Department _____

Health Centre _____

RCMP _____

Poison Centre _____

UTILITIES;

Electrical/Gas _____

Water/Wastewater _____

One Call _____

KEY SITE CONTACTS.

Project Manager _____

Site Superintendent _____

Vortex _____

Work Safe BC _____

Emergency Evacuation Plan:

Every Jobsite has inherent hazards that may create an emergency situation. A carefully considered plan of response can reduce injuries and minimize damage.

The EMERGENCY EVACUATION PLAN outlines the responsibilities of Vortex employees, and Sub contractors, including management in dealing with emergency or crisis situations. This plan outlines the recommended steps to be taken to manage Vortex' response to any emergency that requires site evacuation, including:

- Who to Call
- What to do
- What to say.

It is expected that this emergency response plan will be reviewed by every Vortex employee and sub-contractor performing work on the job site.

EMERGENCY RESPONSE TEAM		
	Name	Position
1.		Site Superintendent (Incident Commander)
2.		Lead Hand (Alt Incident Commander) Designated Caller
3.		Muster Point Designate
4.		Muster Point Designate (Alt)
5.		Primary First Aid (VORTEX)
6.		Secondary First Aid (VORTEX)

Fire / Explosion Response Procedure:

R -remove those in immediate Danger

E -ensure room doors and windows are closed

A -activate the fire alarm and or air horn

C -call/ radio designated caller. Caller is to contact 9-1-1 and explain the emergency

T -try to control the threat

1. Stop all Work
2. Lower all loads (if possible)
3. All equipment and Energy sources are to be SHUT DOWN
4. Close all Doors (if Possible)
5. Proceed along the safest most direct possible to the muster point.
6. All Employees are to proceed in an orderly safe fashion, to the designated Muster Point: North east end of building
7. Follow all instructions given by the Emergency Response Personnel (ERP)
8. DO NOT re-enter the building or site, and DO NOT leave the Muster Point unless directed to do so.
9. Work to be resumed only under the direction of the Site Superintendent
10. DO NOT:
 - Loiter near entrances/ exits to the building/ site
 - Use any elevators
 - Leave tools, equipment, or materials in locations that obstruct pathways or exits
 - Block access roads

Emergency Evacuation Procedure and Responsibilities:

1)	<p>First Observer:</p> <ul style="list-style-type: none"> • Pull Fire Alarm or Blow Air Horn- 1 Long Blast • Contact Vortex Designated Caller to Contact 9-1-1 • Communicate Event: <ul style="list-style-type: none"> ➤ Description of Emergency ➤ Location of emergency ➤ Any Injuries or Trapped workers • Notify Supervisor • PROCEED TO THE MUSTER POINT AND REPORT TO YOUR SUPERVISOR
2)	<p>9-1-1 Caller:</p> <ul style="list-style-type: none"> • Communicate event <ul style="list-style-type: none"> ➤ Description of Emergency ➤ Location of emergency ➤ Any Injuries or Trapped workers • Communicate Location <ul style="list-style-type: none"> ➤ _____ ➤ _____ • Notify Vortex Site Superintendent
3)	<p>All Personnel:</p> <ul style="list-style-type: none"> • Evacuation Begins with <ul style="list-style-type: none"> ➤ Witnessing an emergency event ➤ Hearing one long Blast on the air horn ➤ The building fire alarm being triggered until the system is disabled ➤ Word of mouth from fellow workers or foreman • Proceed to the nearest Muster Point • Report to your Supervisor • Supervisors are to report to the Muster Point Designate

Emergency Response Team Responsibilities Continued

1)	<p>Site Superintendent or Alternate</p> <ul style="list-style-type: none"> • Obtain a Radio- Give instructions to all personnel with radios to evacuate and spread the evacuation instructions to all personnel while evacuating • Proceed to the Muster Point • Give special instructions to team members as required to help facilitate the Evacuation plan • Give Special instructions to the Primary First Aid attendant in regards to site to aid injured workers if any • Contact Muster point designate for head count • Notify Relevant Office staff at: <ul style="list-style-type: none"> • (778) 755-6700 • Contact the Site Safety Coordinator with the status of all designates • Give the all clear once the hazard is controlled and the site is safe for entry. Confirm with ERT Members, Fire Department , and any other jurisdictional Organization • Contact Vortex Project Manager.
2)	<p>Site Safety Coordinator</p> <ul style="list-style-type: none"> • Proceed to the Muster Point • Call 9-1-1 if not already called • Contact Superintendent with an Update • Ask what assistance is required • Instruct volunteers of required assistance
3)	<p>Primary First Aid Attendant</p> <ul style="list-style-type: none"> • Assemble Medical evacuation team to tend to injured worker if any • Check in with Site Superintendent to establish whether it is safe to enter the site to Air injured workers, if any • Ensure that Proper first aid procedures are carried out until the arrival of emergency response personnel
5)	<p>Muster Area Designate or Alternate</p> <ul style="list-style-type: none"> • Obtain radio, and Daily sign in sheets for all personnel and visitors • Proceed to the Muster Point • Instruct Vortex Foreman and Sub trade supervisors to conduct a roll call of their workers • Report to the Site Superintendent with any missing or injured workers when called upon.

Maintenance of Emergency Equipment:

Fire Extinguishers	<ul style="list-style-type: none"> • The Site Safety Coordinator is to check the serviceability of all Fire Extinguishers on a monthly basis • Check the annual service tag on all extinguishers monthly. Replace extinguisher if annual service is required • All Extinguishers that require service shall be immediately removed from service and shipped out for repair as soon as practicable
Emergency Air Horns	<ul style="list-style-type: none"> • Check the locations of all emergency air horns during the monthly inspection • Change out any air horns that are damaged or missing • Test all air horns once per month • Perform Air horn testing prior to the start of the work shift

Medical Emergency Response Procedure:

NOTE: Response to injury may result from any of the following:	
<ul style="list-style-type: none"> • THREE (3) short blasts of the air horn • Call for help on the RADIO • Call for help on a CELL PHONE • Tell someone to call for help (911) • Yelling for help from the Injured individual 	
1)	Once the call for help is received, the FIRST AID ATTENDANT with the assistance of other Supervisors is to attend the scene FIRST RESPONDERS maybe closer and may respond to the injured worker(s) before the arrival of the Individuals above
2)	The FIRST AID ATTENDANT (primary) oversees the injured worker(s), Other personnel are to assist on the direction of the First Aid attendant
3)	The FIRST AID ATTENDANT upon arrival is to conduct scene assessment. If all is clear and safe, secure the area and commence treatment of the injured worker(s)
4)	The FIRST AID ATTENDANT is to attend to the injured worker and provide the necessary first aid
5)	<p>If an ambulance is required, the First Aid attendant shall.</p> <ul style="list-style-type: none"> • The First Aid attendant will designate someone to call 911 immediately • The designated caller will provide the following information by stating: <ul style="list-style-type: none"> ➤ We have a construction related accident at <ul style="list-style-type: none"> ○ _____ ➤ Provide a description of the incident ➤ Provide a description of the number of worker and their injuries ➤ Advise of the current response in progress (i.e. level 2 first aid attendant is on scene) ➤ Report that a worker will meet the Ambulance at <ul style="list-style-type: none"> ○ _____ • Report back to the First Aid Attendant that the Ambulance has been called and provide the estimated time of arrival • The designated caller will send a worker to escort the Ambulance workers onto site by using the safest most direct route to the injured worker(s) • The designated caller will stay with the First Aid Attendant in case additional communication with 9-1-1 is required
6)	If an Ambulance is not required, please refer to the attached medical treatment route.

Hazardous Materials Spill Procedure:

1)	<p>Person Discovering the Spill will:</p> <ul style="list-style-type: none">• Assess the initial volume of the spill and any safety concerns<ul style="list-style-type: none">➤ If the spilled product is unknown, or there is a risk of gas poisoning, or Fire/ Explosion, the Emergency Evacuation Procedure shall be implemented• Identify the source of the spill• Arrange for the appropriate equipment to be shut down (if applicable)• If required notify the First aid Attendant through the Medical Response procedure• contact their Supervisor/ Site Superintendent• Contain the spill with the Spill kits located in the designated areas
2)	<p>The Site Superintendent shall:</p> <ul style="list-style-type: none">• Determine the requirement for addition assistance (Fire Dept.)• Contact the Project Manager and inform of<ul style="list-style-type: none">➤ The time of the incident➤ The Location of the incident➤ Type and Quantity of the Substance spilled➤ Cause of the incident if known➤ Any potential for hazard, and any injury to people, wildlife or the environment.➤ Any additional 3rd party cleanup required• The superintendent will remain onsite to continue coordination of the cleanup unless personal Danger exists• Contact Vortex Project Manager.

Natural Gas Emergency Procedure:

If a Natural Gas line is struck outside in the Ground the following Procedure is to be followed:	
1)	<p>The Worker or crew responsible for the strike shall immediately commence the Emergency Evacuation Procedure by:</p> <ul style="list-style-type: none"> • Pulling the Fire Alarm or Blow the Air Horn- 1 Long Blast • Contact via radio or cell phone the Vortex Designated Caller to contact 9-1-1 • Communicate to the caller: <ul style="list-style-type: none"> ➤ A Gas line has been hit ➤ Location of Gas Line ➤ Any Injuries or Trapped workers • Notify Supervisor • Proceed to the Muster Point and report to your supervisor <ul style="list-style-type: none"> ➤ If the Gas line strike is upwind of the muster Point a secondary muster point on the South side of The Construction site will be used.
2)	<p>Designated 9-1-1 Caller:</p> <ul style="list-style-type: none"> ➤ Communicate the information of the gas line strike ➤ A gas line has been hit ➤ Location of the gas line ➤ Any injuries or trapped workers ➤ Communicate the location ➤ Vortex construction site at <ul style="list-style-type: none"> ○ _____ ➤ Vortex will meet emergency crews at the <ul style="list-style-type: none"> ○ _____
3)	<p>All Personnel:</p> <ul style="list-style-type: none"> • Evacuation Begins with <ul style="list-style-type: none"> ➤ Witnessing an emergency event ➤ Hearing one long Blast on the air horn ➤ The building fire alarm being triggered until the system is disabled ➤ Word of mouth from fellow workers or foreman • Proceed to the Muster Point • If the Gas line strike is upwind of the muster point a secondary muster point will be used: <ul style="list-style-type: none"> ○ _____ • Report to your Supervisor <p>Supervisors are to report to the Muster Point Designate</p>
4)	<p>Emergency Response Team Responsibilities</p> <p>Duties of the ERT remain the same as in the Standard Emergency Evacuation</p>

Working Alone Procedures:

A check-in procedure for working alone should be relevant to the type and scope of work being completed, and should include the following:

- Worker and supervisor should establish a call in procedure specific to task/date. Office personnel can also be used for this procedure.

No worker shall Work alone under any of the following situations

- High Voltage
- Toxic Chemicals
- Confined Spaces
- Trenches
- Lock out / tag out operations

Material Safety Data System:

All workers at the Vortex Construction site shall be trained in WHMIS.

Any controlled materials being used on or delivered to the Vortex construction site are to have M.S.D.S. stickers in place and data sheets available. A Binder Labeled M.S.D.S. is always available onsite, in the Vortex construction site office or trailer. All maintenance of this binder will be completed by Vortex Pneumatics.

All combustible Materials as Identified by their M.S.D.S. data sheets are to be stored in the open air lockable compound at (_____). A 20Lb ABC Fire Extinguisher shall be maintained at the compound.

Floor Plans and Exit Routes:

Floor Plans showing the Exit Routes, Fire Extinguishers, Muster Point, and location of the First Aid Dressing Station, shall be posted at all exit points throughout the building as well as in the Site offices and the worker lunch rooms.

The Site Safety Coordinator will be responsible for maintaining the signs should exit routes change or the signs become damaged. As Permanent changes to the routes happen it will also be his responsibility to inform the Fire Department of those changes.

Visitors and Operations Staff:

All visitors and operators will be required to sign in upon entry and sign out when leaving. Visitors and Operations staff will also be required to comply with Vortex' Personal Protective Equipment Policy and wear when in the space. Work zones will be de-lined via tape/flagging and barricades.

Public Protection:

Public exposure to hazards associated with Vortex construction projects is a great concern. Pedestrian traffic, vehicular traffic, adjacent operations, and attractive nuisances all contribute to the need for increased awareness on all Vortex construction projects. Failure to manage these exposures effectively can result in injuries to the public and damage to adjacent properties.

Many construction activities are inherently hazardous in nature and Vortex employees must implement controls to reduce the public's exposure to injury. These activities include, but are not limited to cutting, welding, forming, shoring, hoisting/lifting, excavating, blasting, drilling, erecting and operating equipment. The Public requires protection from dusts, mists, fumes, smoke, noise, pollution, deterioration of structures, falling debris, loosening of components and material fatigue/failure.

Construction operations are constantly changing with hazards changing daily or in some cases hourly. When new hazards develop or conditions change, this plan must be reviewed for adequacy of prevention and mitigation measures and updated if deemed necessary. Basic public safety should start with an evaluation of all potential hazard areas at the site and should include:

- **Pedestrian hazards** - such as changes in elevation, cracks in sidewalks, and debris that can cause slip, trip and fall incidents. Where it is necessary to close sidewalks adjacent to projects, appropriate directional signage should be in place to direct pedestrians safely around work areas per applicable standards
- **Traffic control** - such as traffic cones, barricading, lane closures and lane changes. Appropriate signage must be in place per applicable standards. All construction sites especially those in urban and metropolitan areas should have the following:
 - Internal Traffic Control Plan (ITCP) to address traffic within the tight confines of the site
 - External Traffic Control Plan (ETCP) to address road barricades, lane closures/changes, pedestrian travel and coned areas for concrete pumping, truck staging, and temporary closures
- **Housekeeping** - maintain a clean work area including the site perimeter with adequate debris removal and dust control

- **Hot work programming** - execute the hot work program to better control the exposure of fire on site, to adjacent structures and to the general public
- **Lighting** - provide adequate lighting on site and the perimeter of the site for the general public
- **Machinery and vehicles** - monitor machine and vehicle use on site and those entering and/or leaving the site
- **Falling and windborne objects** - secure materials and debris that could fall from or be blown off of the construction site causing injury to those below
- **Security** - provide adequate security measures to prevent trespassing on site
- **Pollution** - evaluate hazards such as soil runoff, chemical spill and dust control
- **Utilities and utility strike** - identify existing utilities and use local “call before you dig” program to avoid utility strike that could affect adjacent operations
- **Hazardous materials** - understand and manage hazardous materials properly to avoid spill or release that could affect the general public
- **Vibration and subsidence** - document the conditions of adjacent structures prior to beginning work activities and continue monitoring for vibration and/or subsidence for the duration of the project

Hot Work Procedures:

All hot work activities require 24 hours notification prior to commencing for review and acceptance. A hot work permit and hazard assessment will be completed for each hot work application. Copies of these forms can be found in the Vortex Occupational Health, Safety and Environment Plan. A Fire watch following activities for two (1 hours) will be conducted.

