9.0 SITE EMERGENCY RESPONSE PLAN

EMERGENCY RESPONSE PLAN

1. The following outlines the Emergency Response Plan (ERP) proposed for this project.
2. This plan is to be continually reviewed for the particular conditions on this specific work site.
3. This plan is open to revision on as required basis for the duration of this project.
4. Potential emergency scenarios shall be identified, and written emergency response and security plans must be in place that are tailored to these requirements.
5. Emergency response exercises and training sessions shall be communicated to the work force, and highly visibly posted around the project site.
6. Emergency drills or reviews shall be performed with the work force
7. Altus emergency procedures must be regularly reviewed with the designated response personnel and updated as necessary.
8. The onsite safety orientation will review the ERP with all personnel.
9. In the event of an incident on site, this plan will be used as a guide for the rescue and evacuation of any injured worker.
10. All contractor office's & lunch rooms will have a list of emergency contact numbers.

FIRE PROTECTION

1. Smoking will be allowed in pre-determined areas only.
    a. Smoking will be prohibited in all lunch rooms, vehicles and offices.

REFUELING

1. Refueling operations must be done so that there is no spillage. Avoid refueling near streams or lakebeds.
2. Place drip pans or absorbent materials under leaking or unsealed connections.
3. Report leaking connectors and / or containers to ensure a timely repair or replacement.
4. Do not fill equipment or tanks to a maximum capacity; leave room for expansion or equipment movement.
5. The fuel handler must never leave the refueling operation while in progress.
6. All mechanics must take measures to utilize a secondary containment system.
7. Sheets of plastic placed under the vehicle or sufficient drip trays must be used.

LEAKS AND SPILLS

1. Spill kits will be available to employees to clean up any spills or drips.
2. After cleaning up a site, mark it on a map for follow up inspection.
3. Waste fuels, oils, lubricants, hydraulic fluids, solvents and certain paints must be stored in their properly labeled containers.
4. Mechanics should be encouraged to substitute and use less hazardous chemicals where possible.
5. Proper catch precautions must be utilized, drip pails, absorbent materials, leak free hoses and connections.
6. CFC (chlorofluorocarbon) products and aerosol propellants should not be used, except with refrigeration equipment where a closed recovery recharge system is employed.

Potential Spill Sources

1. There are a number of sources, which, if accidentally exposed to the environment, may cause harm. These sources are identified as:

    A) Equipment: These have the largest potential for a small spill, if each individual is utilizing the fuelling system and has practices for conducting this normally uneventful task. Problems could include fuelling spillage and breach of the fuel tank.

    B) Fuel Caches: Although this is mentioned as part of the camp systems, it is also an issue outside that compound where fuel is carried in larger quantities for refueling of other equipment. For example, fuelling of equipment will be an ongoing practice and there is a potential of an incident if this is not properly managed. Spillage could also occur here.

The majority of the above potential sources can have the risk reduced and mitigated by the implementation of good fuel handling procedures, and by the training of specific crew individuals in spill response.

MUSTER POINTS

1. All workers and site personnel are to sign in / sign out prior to entering and leaving the project site. Sign-in will take place at the morning safety meetings.
2. In the event of a muster all personnel will park and shut down any equipment and proceed to the designated safe muster point(s)

    a) Muster Point A – Job shack area

    b) Muster Point B- Entrance security gate.

Alarms

- Evacuation – 2 blasts of an air horn
- Tornado – 1 Long blast of an air horn

9.1 SITE EMERGENCY RESPONSE PLANS

All procedures will be continually reviewed to ensure compliance and effectiveness

All Client site plans will be followed fully

Emergency Response Procedure – Hydro test

1. Loss of Containment/Catastrophic failure of Tank
    a. Leave the area and go to closest safe muster point
    b. A head count will be carried out and compared to the sign in sheet
    c. Emergency services will be notified of the occurrence
        i. Fire Department 911 or 1-780-821-3511
        ii. Hospital 911 or 1-780-888-3742
        iii. Ambulance 911 or 1-780-821-9050
    d. A search will be carried out for any missing or injured personnel
2. Leaking of tank while filling
    a. The filling process will be halted and the source of the leak will be identified and remedied before filling commences
    b. Water level shall be lowered to at least 0.3m (1 foot) below the defect or leak point before a repair can be attempted.
3. Leaks of piping pump(s), fitting(s).
    a. The pumping will stop (if practical) and the leaks will be remedied before pumping commences.

Emergency Response Procedure - Fire/ Explosion

1. Upon discovering the fire / explosion
    A) If you think the fire can be controlled or combated and it is safe to do so then attempt it
    B) If there is any doubt or the fire worsens you should:
    C) Shout FIRE, FIRE, FIRE, as loudly as possible to sound the alarm as soon as possible
        a) Alarms are site specific as specified in the site orientation
        b) Shut down any equipment you are using ONLY if it is safe to do so
        c) Inform your foreman or lead hand and

d) Leave the work area by the closest safe exit.

e) Proceed directly to your assigned meeting points.

f) Follow evacuation procedures

NOTE

1. Any one with first hand knowledge of the emergency should report to the foreman, lead hand or safety coordinator.
2. The Altus (Nusco Northern)meeting points for Keystone Hardisty is
    a. Muster Point 1- Entrance security gate.
    b. Muster Point 2 – Job shack area
3. Under no circumstances anyone to return to the worksite without receiving permission from his or her foreman, supervisor or Altus (Nusco Northern) site safety
4. Under no circumstances will any Altus (Nusco Northern) personal return to site with out permission from Keystone site management

Emergency Response Procedure - General evacuation

1. Upon learning that there is an evacuation situation within the site all other personnel will -
    A) Shut down there equipment if it is safe to do so
    B) Sound the alarm as soon as possible
    C) Alarms are site specific as specified in the site orientation
    D) Leave the worksite
    E) Proceed directly to the assigned meeting point.
2. Foreman and lead hands will
    A) Conduct a head count using the daily safety meeting form as a list
    B) Ensure that the fire department and any other appropriate emergency service have been notified.

This will be done by the General foreman, lead hands or Altus (Nusco Northern) site safety contacting the appropriate emergency service. Once the call is made they will contact the person who requested the call and inform them that the made. Emergency Phone list will be posted in the job shack

3. Site Safety will
    A) Coordinate with client safety personnel and Altus (Nusco Northern) supervisors at muster points to ensure that all personal have left the worksite. And that emergency services have been called if required
    B) If safe to do so perform a site sweep to ensure that all personal are out of the shop

C) If fire has been fought by Altus (Nusco Northern) personal ensure that the fire is properly out and that equipment used has been replaced

D) When Emergency vehicles arrive assist them in any means possible.

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In the event of an incident that requires reporting or notification to other bodies, those responsibilities revert to the following people:

1. Workplace health and safety - OH&S
    - Safety Coordinator
    - Project lead
    - General foreman
2. If news media request information all information will go through
    - Client- Keystone project
    - Calgary office – Darren Glover
    - Manager of field operations
    - Corporate Safety coordinator
3. In the event of an incident that requires a workers family they will be contacted this will be by
    - Safety coordinator
    - Supervisor
    - Project lead
4. RCMP
    - Client- Keystone project
    - Altus safety
    - Supervisor

- Project lead

Violence on the Worksite

Violence at the work place can happen between fellow workers, visitors, customers or subcontractors when this situation occurs remember:

1. Get away from the offending person as soon as possible. Do not stay and confront the alleged offender if it is safe to do so.
2. Report the incident to your supervisor as soon as possible

Responding to a Physical attack

If you are attacked:

1. This is not an ego thing. If you can escape do so defend yourself as required but avoid a fight as much as possible
2. Make a scene, yell or scream as loudly as possible. Try shouting words like STOP, get away.
3. Never back yourself in to a corner maintain a escape route as much as possible
4. Hold the person off push them away while back away
5. If you are being pulled along or dragged, fall to the ground and roll
6. Make as much noise as possible, blow a whistle pull the fire alarm
7. Give bystanders or people who answer your calls specific instructions to help you. Single some of them for help. For example, "You in the yellow shirt, call the police"
8. If possible break free and run to the nearest safe place.
9. If the attack does not warrant calling the police, inform your supervisors or site management
10. If the attack does warrant the calling of the police do so
11. For further information see the harassment policy in the safety manual

Bomb Threat / Terrorist Threat

1. Upon receiving a bomb threat or terrorist's threat immediately contact your supervisor of the threat.
    a) Get as much information as possible from the caller
    b) Take good notes write down every thing said
    c) Be aware of background noise or music, special voice characteristics or machinery

2. Supervisor will report threat to the Project manager or general foreman. If they deem it to be a reasonable threat they will do:
    a) A search of the site, if anything is found that may be suspicious. The site will be evacuated and police called.
    b) Immediate evacuation and call police
3. If an item is found that is deemed suspect, clear the area around the package and inform the Altus site supervisor.
4. All threats of this nature will be taken seriously and dealt with as if they are real.
5. Follow general evacuation procedure.

Emergency Response Plan - Serious Injury:

1. The person nearest to the accident or first on the scene will shout for help, and provide whatever assistance they can.
    a) If the person first on the scene does not have any first aid training he is not to do anything, which he not trained for. Example: moving the casualty.
    b) If the casualty is unconscious First Aid help will be summoned immediately
    c) If the casualty is conscious stay with them to keep them calm
    d) Dispatch any other personnel who have arrived on scene to get first aid help and to inform the foreman lead hand.
    e) Secure the area remove any hazards or dangers to both yourself and the casualty
2. Supervisors, foreman, lead hands - Make sure area is clear only personnel required to be there are allowed.
    - Make sure area is secure
    - Make sure if EMS is required they have been called
    - Use radio to contact personal with phones to call ambulance
    - If EMS has been called make sure that a clear path way to the injured employee is present
    - Make sure that some one has been assigned to meet the EMS personnel and lead them to the injured person. Have person assigned meet EMS at the highway turn off
3. General foreman, site manager and safety coordinator will ensure that proper first aid and medical treatment arranged for the injured worker.
4. The first-aiders to first arrive on the scene will take control of the situation, he will:
    a) Determine if Emergency Medical Service personnel are required and if the area is properly secure

b) Proceed with any first aid that is required and assist casualty as required

c) Assist Emergency Medical personnel as required

d) Follow all first aid training standards as per the first aid training. (Red Cross, St John's etc.)

5. After the casualty has been treated and removed make sure area is no longer disturbed so that a proper investigation can.
6. Make sure an injury report is prepared for the injury

ALL First Aid Supplies Will Comply With OH&S Requirements

1. A class 3 first aid kit will be on site and a portable class 2 first aid kits will be in each vehicle.

Transporting Injured Employees

In the event that the worker needs to be transported to the nearest medical facility- see transportation plan.

1. Make sure it is safe to do so if unsure do not move the victim and call an ambulance;
   a) If unconscious
   b) Possible back injury
   c) Any conditions your first aid training deems unsafe to move
2. If it is deemed safe to move the victim;
   a) The person transporting them must have a system of communications e.g. a cell phone or 2 way radio
   b) The persons moving the victim must be first aid trained
   c) The vehicle being used must be safe and suitable for the transportation needs
   d) A second worker also first aid trained will accompany the victim if treatment is required during transport

With any Injury Which Requires Medical Treatment, You are required to do the following;

1. Fill out the injury reporting form in the first aid area-and hand it in to the supervisor or site safety.
2. ALL INJURED WORKERS WILL BE OFFERED MODIFIED WORK
3. You will be transported and accompanied by a Altus (Nusco Northern) representative on your initial medical visit - this is company policy.
4. Under WCB requirements if you visit the Doctor and report a work related condition it is your responsibility
   - Get a copy of the WCB doctors report - Pink copy of report

- Fill out a WCB workers report and hand it into your employer - this will be sent into the WCB to ensure proper compensation.
- If you need prescriptions or any other medical supplies keep your receipts the WCB will reimburse you for your costs.
- Altus (Nusco Northern) is required to supply you with a copy of your report and the employers report. These are available at your request.
- It is the responsibility of Altus (Nusco Northern) to transport you to the nearest, well-equipped medical site to deal with your injuries or condition. This is done at Altus (Nusco Northern) expense.
- Altus (Nusco Northern) is responsible to pay the injured worker for the day of injury this pay will be regular wages for regular hours

5. First aid - for injuries not requiring medical assistance, proceed as follows:
    - If you can move safely then proceed to nearest first aid area. If you can not then this is a more serious injury treated as such
    - If assistance by first aid personal is required have supervisor call for first aid personal
    - Have first aid preformed to injured worker and have continued first aid as required
    - Report injury by injury reporting forms found in first aid areas

Chemical spill or leak

If a spill of a toxic material is found which can endanger the employees, contractors or visitors on site the following directions are to be followed;

1. If a spill or leak takes place and you are unsure of the content or just don't feel safe immediately leave the area.
2. Upon knowledge of the spill or leak occurring.
    a) If safe to do so control the leak as best as possible to reduce spill area
    b) Immediately contact your supervisor
    c) If it is obviously a hazard of immediate and imminent danger signal for an evacuation immediately - follow general evacuation procedures.
3. The general foremen and site safety will start an immediate investigation in to the cause and results of the spill or leak.
    a) If the site has not been evacuated already, at this time, if it is determined that evacuation is required, evacuation of the property will start. - Follow general evacuation procedures
4. The general foreman will order the start of appropriate shut down and clean up procedures once it is safe to do so.

Emergency Response Plan Natural Disasters

Severe storm / Thunder storms/ Windstorms / Severe winter storm

1. If working out side stop
2. Report to supervisor storm conditions
3. Don't panic move quickly indoors
4. Avoid downed electric lines utility poles and any collapsed structures
5. Move away form winds or from areas where items may fall
6. Stay inside until storm has past and it is safe to go out side.

NOTE

1. If outside during an electrical storm get indoor as soon as possible. Count between strikes and thunder if less than 30 seconds assess situation before allowing work to continue.
2. If at any time the weather progress to a point where you do not feel safe, stop what you are doing and contact your supervisor and explain the situation, it is his responsibility to address any concerns of danger to his staff.
3. If dealing with extreme cold -35°F or greater, high wind chills etc. make sure to always protect yourself. Details of how to deal with cold weather conditions can be found in the safety manual or from site safety.

What to Do During a Tornado

<u>If at a worksite:</u>

1. Go at once to a windowless, interior room; storm cellar; basement; or lowest level of the building.
2. Get under a piece of sturdy furniture such as a workbench or heavy table or desk and hold on to it.
3. Use arms to protect head and neck.
4. If possible, get inside a building.
5. If shelter is not available or there is no time to get indoors, lie in a ditch or low-lying area or crouch near a strong building.
6. Be aware of the potential for flooding if in a drainage ditch.
7. Use arms to protect head and neck.
8. Once the tornado has past report to your emergency meeting point as per emergency evacuation procedures.

<u>If in a vehicle:</u>

1. Never try to out-drive a tornado in a car or truck.
2. Get out of the car immediately and take shelter in a nearby building.

3. If there is no time to get indoors, get out of the car and lie in a ditch or low-lying area away from the vehicle. Be aware flash floods and sudden water build up in low laying areas
4. Once the tornado has past report to your emergency meeting point as per emergency evacuation procedures.

General Emergency response

In the event of an emergency, which has not been addressed, follow the following guidelines:

1. If unsafe to stay in area you must leave the area to the nearest safe zone- The muster point.
2. Contact your supervisor immediately inform him of the unsafe situation and await his instructions
3. The supervisor will address the situation and determine the best course of action
4. If unsure the supervisor of the area will clear area or site using evacuation procedures and contact upper management for instructions.

Supervisors will ensure the safety of their employees is considered at all times.