

WORKPLACE EMERGENCY RESPONSE

Emergency situations can occur at any time in a workplace. Factors such as the type of work being performed, workplace setup and where the work is taking place can impact what type of emergencies can occur.

When creating and discussing emergency response plans, some common types of emergency situations to consider are first aid emergencies, fires, violence in the workplace, missing worker(s), falls from height, confined space and rescue from water (if applicable).

All employees should know the emergency procedures in place and participate in emergency practice drills to ensure they are aware of their role should a situation or incident occur.

IMPORTANT SAFETY TIPS:

- **PLANNING FOR AN EMERGENCY**
- **DURING AN EMERGENCY**
- **ENSURE YOUR SAFETY**
- **TRAINING/COMPLETING DRILLS**



BC Forest Safety

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PLANNING FOR AN EMERGENCY

- Every type of emergency will have a different response. It is important to review various scenarios and their applicable emergency response procedures to make yourself familiar with them.
- Know where emergency muster stations are at your work site.
- If you have to call 911, one of the first questions they will ask is "Where are you located?". Know the site address before you make the call and be aware of your location on the job site.
- Know the location of the emergency response equipment and how to use it. Be familiar with emergency shutoff switches on equipment, machinery or gas lines.



DURING AN EMERGENCY

- If you find yourself in an emergency situation, try to control your emotions and try not to overreact. Rushing, making poor choices or rash decisions while dealing with an emergency, can put you, or others in jeopardy or may worsen the situation.
- Follow the instructions from your supervisor and be certain in your knowledge and training gained from your emergency drills.

ENSURE YOUR SAFETY

- Always assess the situation before assisting in an emergency or helping an injured party to ensure it is safe for you to do so. Sometimes the best plan is just to get to safety. *For instance, a failed confined space rescue resulting in multiple fatalities is an example of making a bad situation worse by trying to assist before assessing if it is safe to do so.*
- If you're not trained, stay back and out of the way unless given specific instructions by your supervisor or the tending first aid attendant.

TRAINING/COMPLETING DRILLS

- Employees should be thoroughly trained for emergency situations and should know and understand their specific duties should a situation arise.
- Emergency response procedures should be regularly reviewed to maintain the most current knowledge and training procedures.
- Annual drills conducted with various scenarios should be performed with all relevant employees to test the emergency procedures. These drills will help identify any gaps or other deficiencies in the procedures that need to be corrected and pinpoint if any additional training is required.

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