



Emergency Response Planning – Regulatory Requirements

CAGC INFORMATION ALERT

First Published 06 - 2003

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Information Alert

04-03

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The following information is not a definitive guide to government legislation and does not release users of this document from their responsibilities under applicable legislation.

Employers are responsible to ensure initial first aid care and transportation to any sick or injured worker. In both Alberta and British Columbia written First Aid Plan(s) are required in advance of the 'work' starting, and once a hazard assessment for the work site is started/done.

The employer, for possible changes or additional requirements (from previous versions) should review Alberta first aid regulations (within the General Safety Regulations).

The following guidelines are for assistance in formulating this plan (on your work site).

Alberta	British Columbia
<p>Determine:</p> <ul style="list-style-type: none">▪ How hazardous the work is▪ Travel time to a health care facility▪ Number of workers per shift	<p>Determine :</p> <ul style="list-style-type: none">▪ How hazardous the work is▪ Travel time to a health care facility▪ Number of workers per shift
<p>Provide trained first aid personnel, equipment and supplies which meet (minimum) or exceed the requirements.</p>	<p>The first aid equipment, supplies, facilities and services specified by regulation are the minimum an employer must provide.</p>
<p>First Aid Records should include:</p> <ul style="list-style-type: none">▪ Names and training level of First Aid Personnel▪ First Aid Supply and inventory records▪ Injury and Illness Reports as per regulation▪ Procedures to summon help▪ Transportation plans	<p>First Aid Records should include:</p> <ul style="list-style-type: none">▪ Injury and Illness Reports as per regulation▪ Procedures for a worker to summon help▪ Procedures for the attendant to summon additional help, when required▪ Written rescue and evacuation procedures

ERP REGULATORY REQUIREMENTS

<p>The written "Transportation Plan" should include;</p> <ul style="list-style-type: none"> ▪ Who should be called ▪ Required phone numbers or radio channels ▪ Who should make the call ▪ What to say ▪ A back up plan should the primary response plan be unavailable (e.g. the local ambulance is on a call) ▪ A backup plan should another worker be injured (transportation must be available at all times work is being performed) ▪ Evidence the plan has been communicated to all workers ▪ Date of plan completion 	<p>The written "Transportation Plan" must address:</p> <ul style="list-style-type: none"> ▪ Who should call for transportation ▪ How to call for transportation ▪ Pre-arranged routes from the workplace and to the medical facility ▪ If practical, be posted conspicuous in the workplace ▪ The attendant and all others authorized to call for transportation must be informed of the procedures
<p>Ensure the plan is tested and the results recorded at least annually (for permanent/fixed work sites) or per job site, or when phase of operations changes significantly.</p>	<p>Ensure the plan is tested and the results recorded at least annually (for permanent/fixed work sites) or per job site, or when phase of operations changes significantly.</p>
<p>Alberta Reference (publications)</p> <ul style="list-style-type: none"> ▪ Alberta Occupational Health and Safety Act : First Aid Regulations May 2000 ▪ Alberta OH&S Regulations: An Explanation of the New First Aid Regulation (Third edition) May 2002 ▪ Workplace Health & Safety : Developing a First Aid Plan April 2002 	<p>British Columbia Reference (publications)</p> <ul style="list-style-type: none"> ▪ Occupational health & Safety Regulation October 01,1999 ▪ Part 4 ▪ Part 33