



Emergency Response Planning Guidelines

OSHA is a statutory Agency of the Ministry of Labour
and Small and Micro Enterprise Development



This leaflet is a brief guide to the OSH Act Chapter 88:08.
It does not describe the law in detail, but it does list the key points

OSHA HOTLINE: 623-OSHA (6742)
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Introduction

This document provides you with guidelines for developing an emergency response plan to address safety and health at your workplace. It is important that your workplace be made as safe as possible and that everyone is aware of the procedures to follow in an emergency. We believe this guide will help you to accomplish that goal.

LEGAL OBLIGATIONS

Requirements for Emergency Response Planning in the OSH Chapter 88:08

Section 8(2) states "An occupier of an industrial establishment employing twenty-five or more persons shall prepare or revise, in consultation with worker representatives in the industrial establishment:

- (a) A written statement of the general policy with respect to the safety and health of persons employed in the industrial establishment, specifying the organization and arrangements for the time being in force for carrying out that policy and the provisions specified in subsection (1); and
- (b) An emergency plan in writing based on a risk assessment made in accordance with section 13A which shall include:
 - (i) Suitable and rapid means of obtaining first aid help and transportation from the industrial establishment to a hospital for injured workers; and



- (II) Measures and procedures to be used to control a major fire, to react to serious damage to the industrial establishment, to evacuate the industrial establishment and to notify rescue personnel,
- (c) The occupier shall submit the statement or the emergency plan, as the case may be, and any revision thereof to the Chief Inspector and bring them to the notice of all persons employed in the industrial establishment,
- (d) The Chief Inspector may, having regard to the statement or the emergency plan submitted under subsection (2), direct the occupier to appoint at his own expense, a Safety Practitioner who shall assist in ensuring that the policy and the provisions specified in subsection (1) or the requirements of the emergency plan, as the case may be, are complied with.
- (e) An occupier shall ensure, as far as is reasonably possible, that no unsafe structure exists in the industrial establishment that is likely to expose persons to risks of bodily injury.
- (f) An occupier shall ensure that the requirements under this section are complied with within three (3) months of the employment of its twenty-fifth employee.”

GENERAL GUIDANCE

In an emergency you need to respond quickly, whether it is a major or minor incident. You must plan how to deal with possible problems. An emergency plan will help to address all situations that pose serious or imminent danger.

What should your emergency action plan include?

When developing your emergency action plan, it is a good idea to look at a wide variety of potential emergencies that could occur at your workplace. It should be tailored to your worksite and include information about all potential types of emergencies.

Your emergency action plan should consider the following:

- Accidents
- Explosion
- Flood
- Seismic Events
- Poisoning
- Electric Shock
- Fire
- Release of Radioactive Materials
- Medical Emergency
- Chemical Spills

Prepare your emergency action plan

Developing an emergency action plan means you should do a risk assessment to determine the likelihood of existing hazards in your workplaces that could cause an emergency. If you have more than one worksite, each site should have an emergency action plan. Plan for reasonably foreseeable incidents.

COMMUNICATION

Your plan must include a way to alert employees, including differently abled persons, to evacuate or take other action and how to report emergencies, as required. Following are some of the steps you must take:

Tell People:

- What might happen and how the alarm will be raised.
- What to do, including how to call the emergency services.
- Where to go to reach safety or get rescue equipment.
- Who will control the incident, and the names of other key people such as the first aiders.
- Essential actions such as emergency plant shut down or making processes safe.

At a minimum, your emergency action plan must include the following:

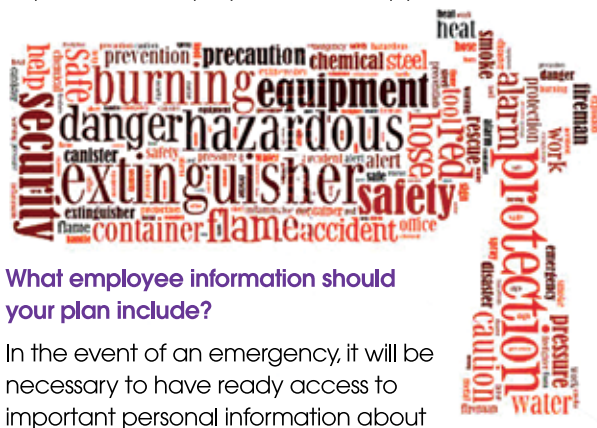
- A predetermined method for reporting fires and other emergencies.
- An evacuation policy and procedure.
- Emergency escape procedures and route assignments, such as floor plans, workplace maps, and safe or refuge areas, names, titles, departments and telephone numbers of individuals both within and outside your industrial establishment to contact for additional information or explanation of duties and responsibilities under the emergency plan.
- Procedures for employees who remain to perform or shut down critical plant operations, operate fire extinguishers, or perform other essential services before evacuating.
- Rescue and medical duties for any workers designated to perform them. You must designate an assembly location and procedures to account for all employees after an evacuation.
- Make sure alarms are distinctive and recognized by all employees as a signal to evacuate the work area or perform actions identified in your plan.
- Make available an emergency communications system such as a public address system, portable radio unit, or other means to notify employees of the emergency and to contact local law enforcement, the fire department, and others.



What role should employees play in your emergency action plan?

The best emergency action plans include employees in the planning process. They specify what employees should do during an emergency and ensure that employees receive proper training for emergencies. When you include your employees in your planning, encourage them to offer suggestions about potential hazards, worst case scenarios and proper emergency responses. After you develop the plan, review it with your employees to make sure everyone knows what to do before, during and after an emergency. Periodic emergency drills should be a part of this process.

Keep a copy of your emergency action plan in a convenient location where employees can get to it, or provide all employees with a copy.



What employee information should your plan include?

In the event of an emergency, it will be necessary to have ready access to important personal information about your employees. This includes their home telephone number, the name and telephone number of their next of kin and medical information.

What type of training do your employees need?

Educate your employees about the types of emergencies that may occur and train them in the proper course of action. The size of your workplace and workforce, processes used, materials handled and the availability of on site or outside resources will determine your training requirements. Be sure all your employees understand the function and elements of your emergency action plan, including types of potential emergencies, reporting procedures, alarm

systems, evacuation plans, and shutdown procedures, and evacuation plans.

Discuss any special hazards you may have onsite such as flammable materials, toxic chemicals, radioactive sources, or water-reactive substances. Clearly communicate to your employees who will be in charge during an emergency to minimize confusion.

After an Accident or Serious Incident:

- Treat any injuries and deal with the immediate emergency.
- Make the premises safe.
- Report the details to the relevant bodies (Fire, Police etc) and the OSH Agency.
- As far as possible in clearing up operations, take care not to destroy the evidence which might be required during investigation of the circumstances. If in doubt, check with the OSH Agency.

Small Industrial Establishments:

Appoint someone to take charge in an emergency, to call an ambulance and to look after the first aid equipment. At least one 'appointed person' must be available at all times when people are at work.

Provide a fully equipped first aid box. The location of the first aid box should be clearly marked for easy detection and should be stored ideally near to washing facilities.

Display notices giving the locations of first aid equipment and the name and location of the appointed person or first aider should be provided. In some cases, where there are special hazards, you may need a first aid room, a qualified first aider or someone with specialist first aid training. As your company grows, reassess your need for qualified first aiders. First aiders must have training appropriate to the hazards of the workplace, and be in possession of a valid first aid certificate. After that, a refresher course and re-examination is necessary. In all industrial establishments, it makes sense to have someone who knows the basics of first aid, e.g. resuscitation, control of bleeding and treatment of an unconscious patient.

Guidelines for Emergency Response Planning for Major Hazard Industrial Establishments include the following steps:

- 1 A report on status relating to risk assessment and the measures taken to prevent the accidents.
- 2 Report of probabilities of possible hazards due to the failure to provide control measures and equipment at different stages of all processes. Mention the names of hazardous substances which may create above hazards.
- 3 Provision for all facilities, procedures for immediate control to minimize the effect of such probabilities.
- 4 Provisions of control room arrangement for twenty-four hours (excluding or with other services).
- 5 Submission of material safety data sheets for hazardous substances.
- 6 Arrangements regarding maintenance of different equipment, control measures and safe procedures of work so that they shall work effectively.
- 7 A statement on all possible sources of accidents involving fire, explosion, release or leakage of toxic substances and the plan showing the places of above accidents within the facilities to control the emergency near the place and the control room.



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