

### Being Prepared is Being Aware

Being prepared for emergencies is more than just having a muster point and a first aid kit. There is simply no price that can be put on saving a life, your own or that of someone else, should an emergency arise. The first step in being prepared is being aware, so ask:

- Do you know first aid and/or CPR?
- Do you know who around you has first aid and CPR training?
- Do you know where the nearest AED is located?
- Do you understand the potential emergencies that could take place and have you been trained to deal with potential emergencies at your work place?

Everyone on a work site needs to know, and has the right to know, not only the potential hazards but the severity of those hazards and how to react when something goes wrong. When there is a plan for unseen emergencies the risk and severity of the negative impact on the health and safety of those on site is reduced.

### Emergency Response Plan

An emergency response plan is a course of action developed to mitigate the damage of potential events that could endanger a business's ability to function. An ERP must be specific to every work site, shop and office as every location has unique features. Such a plan should include measures that provide for the safety of personnel and, if possible, property and facilities. It should:

- identify emergency plans appropriate to work activities (example, working at heights)
- set out the requirement for training in emergency procedures, roles and responsibilities (example, who has first aid training on site?)
- be tested regularly and deficiencies corrected (example, perform and record a fire drill)
- include a written fire response plan; ensure extinguishers are marked and visible and inspected
- set out the communication system available (phone on site? fire alarm? working alone policy/procedures?)
- identify the location of first aid supplies and facilities; qualified first aid personnel on site and a means to transport injured individuals to a medical facility

Effective emergency response is needed for many topics - materials, chemicals, structures, machines, tools and confined spaces found on construction sites are just a few.



### Other Things to Think About

- Creation and practice of emergency response procedures at least once per year and document how to make improvements
- Weather must be considered in an ERP. For example, how will strong winds affect the structure, materials and people on site? Extreme heat and cold, heavy snowfall, freezing conditions and summer storm and lightning can cause or affect emergency situations
- Have a plan and a back up plan. Have a muster point and a back up muster point. Have a general ERP and a site specific ERP
- Workers contribute to emergency preparedness. Know the plan, be part of the plan and make sure that everyone on site knows what to do in case of an emergency. Proactive prevention is the best emergency preparedness

NOTE: All employers should review section 32-3 in the Occupational Health & Safety Regulations, 2020 and consult with their Occupational Health Committee as well as an SCSA advisor.

Please call the SCSA to have an advisor conduct a free hazard assessment of your emergency response plan: 1.800.817.2079

### SCSA Guide to OHS Legislation App



# Tool Box Talk

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When accidents and incidents happen on the jobsite, we are always quick to point the finger at lack of training, not following practices or procedures, or even improper supervision. The idea that the hazards and dangers associated with the job were not properly communicated to all of the workers is often missed.

Tool Box Talks can go by many names, and although formats may vary, these meetings all serve one purpose: to inform employees and contract workers. Tool Box Talks are short, informal, meetings between management and the workers on a jobsite. The goal of these meetings is to reinforce current safe job procedures, inform workers of new and/or relevant procedures, review recent safety violations/incidents, and ensure workers are up-to-date on the information required to complete their work safely.

Always use a Tool Box Talk form to record the meeting topic, date, who was in attendance, and any follow-up actions to be taken. Not only do these forms help with consistency of record keeping, but they also ensure that nothing is missed. At the end of the meeting have management sign off on the form.

One of the most important aspects of a Tool Box Talk is giving workers an opportunity to voice their concerns and ask questions. All employees have a right to participate in health and safety as it relates to their work and it is the supervisor or manager's responsibility to create an environment for them to do so. Once the meeting is over, and the form is filled out, it should be filed with other documented Tool Box Talks.

Remember that Tool Box Talks are short and informal, they are not meant to be intimidating. Use the opportunity to have fun and stay on top of what is necessary to keep safety culture a strong part of the business.

For a full listing of Tool Box Talk topics, visit: [www.scsaonline.ca/resources/tool-box-talks](http://www.scsaonline.ca/resources/tool-box-talks)

For a copy of the Tool Box Talk form, visit: [www.scsaonline.ca/pdf/Tool\\_Box\\_Meeting.pdf](http://www.scsaonline.ca/pdf/Tool_Box_Meeting.pdf)

## About the Saskatchewan Construction Safety Association

The Saskatchewan Construction Safety Association (SCSA) is an industry-funded, membership-based, nonprofit organization that provides cost-effective, accessible safety training and advice to employers and employees in the construction industry throughout the province to reduce the human and financial losses associated with injuries. Registered March 20, 1995, the SCSA is, and has been since inception, committed to injury prevention. Serving almost 10,000 member companies with business offices in both Regina and Saskatoon, the major business units of the association are Advisory Services, Business Development, Corporate Services, Program Services and Training. The mission of the SCSA is constructing safety leadership in Saskatchewan and the vision is to create the safest construction environment in Canada.