SKYLINE
CANADA INC.

EMERGENCY RESPONSE PLAN

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Disclaimer

This Emergency Response and Rescue Plan has been prepared to serve as an aid for developing plans to avoid or reduce adverse consequences that might otherwise occur in construction or existing buildings and structures in the event of an emergency. Skyline cannot ensure that by following these guidelines and plans an accident, injury or illness can be avoided or avoid bodily injury or property damage. Therefore we make no warranty, expressed or implied, nor assume any legal liability or responsibility for the accuracy, completeness, or usefulness of any information, product or process disclosed and assume no liability for any accident, injury, illness or death, or the like, or property damage which may occur in connection with any emergency or response thereof.

PURPOSE

The purpose of this Emergency Response Plan (ERP) is to serve as a guideline in the delivery and implementation of effective decision making, communication and overall coordination of an incident in a timely manner.

This ERP works in conjunction with Skyline's Safe Work Procedures, Job Hazard Analysis, Policy Statements, and Policies. All subsequent plans must be consistent with the overall organization and direction of the primary Emergency Response Plan. It is understood that the specific, actionable procedures will vary, depending on the incident.

SCOPE

This ERP is intended to guide Skyline's response to everything from small disruptive incidents to community-wide disasters, at all jobsites occupied by representatives and employees of Skyline. Skyline will work together with the responsible and affected building owners and managers to assess and respond to developing situations.

This ERP assumes 4 stages of emergency response management:

1. **Assessment & Notification** – The process by which the event is identified and assessed for the appropriate response requirements.
2. **Mobilization** – The activation of Skyline personnel and emergency committees, staff notification, and the emergency operations centre.
3. **Coordination** – The activation of roles, teams, and communication networks, as well as the deployment of resources in an incident situation.
4. **Recovery & Restoration** – The restoration of normal operations following an incident, and a post-incident review and best practices assessment in the days following the event.

OBJECTIVES

"The foremost priority in responding to emergency/crisis situations is safety and protection. Skyline is also committed to limiting or containing the extent of damage

incurred during an emergency/crisis and to recovery and restoration of operations as soon as possible."

The 3 objectives of this Emergency Response Plan are:

1. **Emergency Preparedness** – Ensuring administration, staff and workers are aware of this Emergency Response Plan and any amendments thereto.
2. **Emergency Management** – Identifying roles and duties, and how all work together during an emergency incident or event.
3. **Education & Awareness** – Raising awareness about the procedures to be followed in specific situation, as varied and diverse as power failures, communicable viruses, falls from heights, first aid, or active weapons or violence incidents, but not limited to the foregoing.

POLICY STATEMENT

This Emergency Response Plan coordinates and integrates all activities necessary to build, maintain, and improve Skyline's ability to mitigate and prevent, prepare for, respond to, and recover from natural and human-caused emergencies or disasters.

This procedure applies to all managers, supervisors, forepersons, employees, subcontractors, and visitors.

PURPOSE OF WORKING AT HEIGHTS RESCUE

When a worker falls and is suspended in a harness, it's important to rescue him or her as quickly as possible because of the following reasons.

- The worker may have suffered injuries during the fall and may need medical attention.
- When workers are suspended in their safety harnesses for long periods, they may suffer from blood pooling in the lower body. This can lead to suspension trauma.
- Suspended workers may panic if they are not rescued quickly.
- The event that led to the fall may create additional risks that need to be addressed.

EMERGENCY PLANNING

The three main parts of emergency planning are:

1) Training
2) Emergency Response Plan
3) Rescue Procedures.

1. TRAINING

All site personnel must attend a site-specific safety training session where they will review emergency response procedures and receive instruction on alarms and assembly areas.

Train a designated crew to perform the rescue. This crew must know how to use the equipment that is available to them at the jobsite and where they can find it.

2. EMERGENCY RESPONSE PLAN

If a worker falls and is suspended by a safety harness, implement the Emergency Response Plan by following the steps below.

Note: It's important to know your role.

1. The site supervisor (or alternate foreperson) takes control of the situation.
2. The site supervisor will sound the emergency alarm—two long blasts from a horn. All workers in the immediate vicinity of the incident must stop working. The site supervisor quickly evaluates the situation and identifies any further hazards that could arise.
3. The site supervisor or their designate goes to get help if workers are close by. If no one is close enough, the site supervisor calls for help.
4. The site supervisor calls 911 to notify local police, fire, and ambulance if required.
5. The site supervisor (or a worker assigned to the task) isolates the accident zone and its perimeter to limit further exposure.

6. The site supervisor (or a worker assigned to the task) moves all non-affected personnel to a safe zone or directs them to remain where they are.
7. The site supervisor enables radio silence on the jobsite, except for crisis communications from emergency responders. These communications are conducted on a pre-selected "emergency only" radio channel.
8. The site supervisor sends a designated worker to the site gate to meet the response team (police, medical, fire, etc.) and ensure that they have a safe access path to the accident scene.
9. The site supervisor assembles the emergency rescue team at the accident site as quickly as possible to determine the best rescue procedure for the situation.

3. RESCUE PROCEDURES

The following rescue procedures are ordered (A) through (D), with (A) being the preferred method and (D) being the method used when there is no other means of rescue.

A. **Elevating Work Platform Rescue**—If an elevating work platform (EWP) is available on site and the suspended worker can be reached by the platform, follow the procedure below.

    1. Bring the EWP to the accident site and use it to reach the suspended worker.
    2. Ensure that rescue workers are wearing full-body harnesses attached to appropriate anchors in the EWP.
    3. Ensure that the EWP has the load capacity for both the rescuer(s) and the fallen worker. If the fallen worker is not conscious, two rescuers will be needed to safely handle the weight of the fallen worker.
    4. Position the EWP platform below the worker and disconnect the worker's lanyard when it is safe to do so. When the worker is safely on the EWP, re-attach the lanyard to an appropriate anchor point on the EWP if possible.
    5. Lower the worker to a safe location and administer first aid. Treat the worker for suspension trauma and any other injury.
    6. Arrange transportation to hospital if required.

B. **Ladder Rescue**—If an elevating work platform is not available, use ladders to rescue the fallen worker with the procedure outlined below.

1. If the fallen worker is suspended from a lifeline, move the worker (if possible) to an area that rescuers can access safely with a ladder.
2. Set up the appropriate ladder(s) to reach the fallen worker.
3. Rig separate lifelines for rescuers to use while carrying out the rescue from the ladder(s).
4. If the fallen worker is not conscious or cannot reliably help with the rescue, at least two rescuers may be needed.
5. If the fallen worker is suspended directly from a lanyard or a lifeline, securely attach a separate lowering line to the harness.
6. Other rescuers on the ground (or closest work surface) should lower the fallen worker while the rescuer on the ladder guides the fallen worker to the ground (or work surface).
7. Once the fallen worker has been brought to a safe location, administer first aid and treat the person for suspension trauma and any other injury.
8. Arrange transportation to hospital if required.

C. **Rescue from Work Area or Floor Below**—If the fallen worker is suspended near a work area and can be safely reached from the floor below or the area from which they fell, use the following procedure.

1. Ensure that rescuers are protected against falling.
2. If possible, securely attach a second line to the fallen worker's harness to help rescuers pull the fallen worker to a safe area. You will need at least two strong workers to pull someone up to the level from which they fell.
3. Take up any slack in the retrieving line to avoid slippage.
4. Once the worker has been brought to a safe location, administer first aid and treat the person for suspension trauma and any other injury.
5. Arrange transportation to hospital if required.

D. **Basket Rescue**—If a worker has fallen and is suspended in an inaccessible area, you may need to perform a basket rescue.

For basket rescues, the basket must be designed by a professional engineer in accordance with good manufacturing processes to withstand all loads to which it may be subjected. It must be always kept on site in an accessible location where it is clear of material or other equipment. Fit the rescue basket with appropriate rigging for quick hookup by the crane operator.

Always keep the following items in the rescue basket.

1. First-aid kit
2. Three lanyards equipped with shock absorbers
3. One full-body harness
4. Tag line always attached to the basket
5. Descent controller rescue device in good working condition
6. Secondary safety line to tie the basket above the headache ball of the crane.

To perform a basket rescue, follow the steps below.

1. Make sure preferred methods A, B, and C are not possible.
2. Notify the crane operator right away to position the crane to attach the basket.
3. While the basket is being attached, the crew leader checks that all safety rigging is done and all the required safety equipment is available.
4. With two rescuers in the basket, hoist it to a position that is above and as close as possible to the fallen worker. A designated worker on the ground guides the basket with a tag line. The designated worker must make sure that when the rescue basket reaches the right elevation, the door of the basket is facing the structural steel to provide an easy exit for rescuer #1.
5. Rescuer #1 exits the rescue basket and gets into a position to reach the fallen worker. When doing this, rescuer #1 must be always tied off to either the structure or the rescue basket.
6. Rescuer #2, who is still in the rescue basket, lowers the line that will be used to retrieve the worker. Rescuer #2 attaches an extra lanyard to the line if required.
7. Rescuer #1 assesses the fallen worker for injuries and then decides how to proceed (i.e., treat injuries first, guide the fallen worker into the rescue basket, or lower the basket to the ground with the fallen worker attached to it).
8. Once the fallen worker has been brought to a safe location, administer first aid. Treat the person for suspension trauma and any other injury.

9. Arrange transportation to hospital. A designated worker must accompany the injured worker to hospital.

If basket rescue is the method used, keep the following points in mind.

- Perform a basket rescue only when it is not possible to use conventional equipment to rescue the fallen worker in a safe manner.
- Never exceed the maximum number of workers in the basket as indicated on the nameplate.
- Ensure that a competent worker inspects the crane and equipment being used prior to lifting rescuers.
- Always equip the crane with a fail-safe mechanism to prevent the boom from descending in the event of a power source or system failure.
- Always maintain an adequate means of communication between the rescuers in the basket and the crane operator.
- Ensure that workers in the rescue basket wear full-body safety harnesses attached to a lanyard and always anchored to appropriate points in the basket.
- Make sure that all rigging used to attach the rescue basket to the hook of a load line has a safety factor of 10 against failure. There should be a safety line attached to the load line directly from the basket.
- Do not allow cranes to travel while rescuers are in the basket.
- Do not use suspended rescue baskets during high winds, electrical storms, snow, ice, sleet, or other adverse conditions that could affect the safety of personnel on the platform or in the basket.

POST-RESCUE PROCEDURE

All non-affected workers should remain in the designated safe gathering zone until the site supervisor notifies them to do otherwise.

The site supervisor and health and safety representative should

- Begin the accident investigation.
- Quarantine all fall-arrest equipment that may have been subjected to fall fatigue effects and/or shock loading for further investigation.
- Secure the area (the OHSA requires that an accident scene not be disturbed where a fatal or critical injury has occurred).

- Determine whether the jobsite-specific rescue and evacuation plans were followed as designed.
- Record modifications or additions to the plans that the rescue team deems necessary.
- Record all documented communications with fire, police, MOL, and other contractors involved. (When a fall occurs and is arrested, you must notify the MOL in writing.)
- Record all documented statements from employees, witnesses, and others.
- Save all photographs of the incident.
- Record all key information such as dates, time, weather, general site conditions, and specific accident locales including sketches of the immediate incident area, complete with measurements if applicable.

RISK ASSESSMENT

Once hazards are identified, the next task is to assess the potential or risk involved in each. Questions which must be asked of each hazard identified include, but not limited to:

- ✓ What can go wrong?
- ✓ What are the consequences?
- ✓ How probable is it?
- ✓ How frequently is it likely to occur?

An analysis should follow a hazard from its source and initiate events through the situations that may follow to determine how people, property, and environments may be affected.

This process could be very sophisticated for hazards associated with very serious consequences. Nevertheless, a complete understanding is essential to analyzing any hazard.

For example; a window cleaner has fallen, and the fall arrest equipment has been engaged. This worker needs emergency rescue. The next window cleaner has fallen, and the fall arrest equipment has been engaged, but the worker is not wearing the four-point harness correctly and is hanging over a group of people which have gathered below. This second situation poses a different degree of hazard.

LEGAL REQUIREMENTS

In most situations there will be a need to consult with regulatory authorities. Areas where this may be advisable include, but not limited to health and safety, transportation, fire, police, ambulance, environmental agencies, or coast guard.

Most buildings will have fire protection requirements, insurance, workers compensation coverage and security.

Occupational Health and Safety Act, R.S.O. 1990, c. O.1
O. Reg. 213/91: CONSTRUCTION PROJECTS
R.R.O. 1990, Reg. 859: WINDOW CLEANING
O. Reg. 490/09: DESIGNATED SUBSTANCES
R.R.O. 1990, Reg. 860: WORKPLACE HAZARDOUS MATERIALS INFORMATION SYSTEM (WHMIS)
Workplace Safety and Insurance Act, 1997, S.O. 1997, c. 16, Sched. A
Criminal Code (R.S.C., 1985, c. C-46)

EMERGENCY TELEPHONE DIRECTORY

Provincial Emergency Number	**911**
Transport Canada	**1-866-995-9737**
Environment Canada	**1-800-668-6767**
Canadian Coast Guard	**1-800-563-2444**
Federal Emergency Number	**905-676-3033**
Skyline Supervisor	**647-928-7233 (Safe)**