

Emergency Preparedness



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Health & Safety Policies	September 17, 2019	137-2019	1	2
Subsection	Repeals By-Law Number		Policy Number	
Emergency Preparedness	27-2012		HS-12	

Purpose

As part of the City's Health and Safety Program, the City will develop, implement, and maintain procedures to effectively deal with potential emergency situations, which may occur at the workplace. .

The intent of these measures is to reduce the risk of death or personal injury, provide for the safety, care and comfort of workers, reduce and minimize damage to property, equipment and inventory, and accelerate the resumption of normal operations.

Responsibility

The Senior Leadership Team is responsible for ensuring that supervisors develop emergency plans specific to their workplace and ensuring that annual workplace emergency drills are being completed.

Supervisors are responsible for developing and implementing emergency plans specific to their workplace and scheduling regular emergency drills to ensure that the plan is effective and remains adequate.

Workers are responsible for knowing the requirements of their workplace emergency plans and participating in all training exercises to ensure the adequacy of the plan.

Emergency Plans

Each City of Kenora workplace must prepare an emergency response plan designed to identify potential emergencies and the appropriate responses to situations which may include fire, power failure, gas leak, chemical spill, weather conditions, violence, medical emergencies, fall arrest/high angle rescue, entrapment, and motor vehicle accidents.

The plan must include a floor plan of the workplace that clearly indicates exit routes for all workers, worker assembly points and emergency equipment such as fire extinguishers, hoses, alarm pull stations, emergency lights, eye wash stations, deluge showers and emergency exits.

The plan must also assign responsibility for contacting emergency response agencies, accounting for all workers, greeting the emergency response units, and authorizing workplace re-entry.

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Plans and any supporting documentation will be kept with supervisors within their respective departments.

Training

Plans will identify worker training requirements and training will be scheduled as needed. All training shall be documented and kept in employee personnel files..

References

Fire Protection and Prevention Act, 1997, Fire Code O. Reg. 213/07