

# Emergency Action Plan

## GENERAL DISCUSSION

The site has an Emergency Action Plan (EAP) . (This must be in writing if there are more than ten workers.) The plan covers incident reporting; rescue and evacuation procedures; communications and alarms; responsibilities of designated personnel during emergencies; and required training for those with such responsibilities. All employees have received training on the EAP, and copies of the EAP are available to employees. Our EAP is available at:

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Emergency phone numbers are properly posted on the site, and are easy to read. Locations where numbers are posted:

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Local emergency responders know how to access the site and where the main office is, to obtain directions to the location of an emergency.

### **First Aid and Emergency Medical Services:**

A suitable number of appropriately trained personnel are available to provide first aid, or there is a designated medical clinic nearby (within 4 minutes).

All supervisors and employees know the identity of the designated first aid providers (or clinic). Names and locations of designated first aid providers (or clinic): \_\_\_\_\_

As many workers as possible have been trained in first aid and CPR.

First aid kits are available and are well stocked, clean, and easily accessible. There is a portable kit for use at the scene of an emergency. Locations of first aid kits on this site:

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Only first aid supplies approved by the employer' s designated physician are included in first aid kits.

Workers are trained in procedures to follow in case of injury or illness. A written plan to provide emergency medical services is in place.

## **Emergency Equipment:**

Fire extinguishers are distributed throughout the site. There is at least one for each 3,000 square feet. In multi story buildings there is at least one for each floor.

There are extinguishers located near areas where flammables or combustibles are stored, transported, or used.

Extinguishers are inspected monthly and serviced annually by licensed personnel. Annual maintenance tags are attached.

Extinguishers are the right types for the hazards involved. Types and locations of fire extinguishers on this site:

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Other fire control devices (such as fire blankets, sand for extinguishing fires, sprinklers, and standpipes) are available if necessary.

Emergency eye washes and showers are available if workers may be exposed to hazardous or corrosive materials. These facilities are readily accessible and in good working order.

Effective communication procedures and means of communication exist to notify supervisors and medical personnel of an emergency anywhere on the site. Emergency communication devices (telephones, intercoms, megaphones, radios, alarms, etc.) are available.

There is proper equipment for prompt transportation of injured workers to the nearest appropriate medical facility.

For work areas 48 feet or more above or below ground, a Stokes basket, stretcher, or other equipment for moving injured people is provided. Equipment is properly stored and in good condition.

If workers enter confined spaces, there is a written confined space program and all procedures are followed. Confined space rescue equipment (respirators, harnesses, hoists, communication devices, etc.) is available and in good repair. Workers are trained in rescue procedures, and training is documented.

If workers are over or near water and are not continuously protected by railings, nets, or safety belts, they are given U.S. Coast Guard approved personal flotation devices. US Coast Guard approved ring buoys, lifesaving boats, and other safety devices are provided for emergency rescues.

All emergency equipment is properly and clearly marked.

## **GENERAL INSPECTION**

Other Hazards Noted

Action

Near Miss Reports:

Other:

## **GENERAL SAFETY REVIEW**

This is a time to review all safety concerns, not just today's topic. Keep your notes on this page before, during and after the safety meeting.

Are you aware of any safety hazards from any other crews? Point out any hazards other crews are creating that this crew should know about. Tell the crew what you intend to do about those hazards.

Do we have any other safety business? Discuss any past issues or problems. Report any progress of investigations and action taken.

Have there been any accidents, near misses or complaints? Discuss any accidents, near misses, and complaints that have happened since the last safety meeting. Also recognize the safety contributions made by members of the crew.

Please remember, we want to hear from you about any health and safety issues that come up. If we don't know about problems, we can't take action to fix them.

## **ENDING THE MEETING**

Circulate Sign-Off Form.

Assign one or more crew member(s) to help with next safety meeting.

Refer action items for follow-up.

Do you have any Safety Recommendations?

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Do you have any Job Specific Topics you would like us to discuss?

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Comments:

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