

Occupational Health and Safety Program Manual  
Chapter 6  
Emergency Prevention, Preparedness and Response

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## 6.1 Prevention, Preparation for and Response to Emergencies

Saint Mary's University has identified a wide variety of potential emergency situations, ranging from work related injuries to fires, building system failures, incidents of violence, and adverse weather conditions. Wherever possible, Saint Mary's has taken action to reduce the opportunity for emergency situations to occur, including design of facilities, modifications to procedures, employee training and the presence of deterrents such as security personnel and monitoring systems, etc.

Chapter 3 of this Manual describes the processes for undertaking formal and informal hazard assessments which are designed to identify potential hazardous situations and evaluate the risk potential of each. Chapter 5 identifies how preventive and protective measures for those with a high risk potential are undertaken, including the implementation of hazard controls, development of Safe Work Practices, etc.

However, even with the best preventive efforts, it is recognized that emergency situations will develop from time to time. Therefore, the University has developed a policy to respond to emergencies. This policy may be found at [https://www.smu.ca/webfiles/5-1006\\_EmergencyManagementPolicy.pdf](https://www.smu.ca/webfiles/5-1006_EmergencyManagementPolicy.pdf) Each Department and Faculty of the University has developed or is in the process of developing emergency response plans for their Department or Faculty. Each Department and Faculty will review specific Department and Faculty emergency response plans with employees annually. This Chapter of the OHS Program outlines some of the systems that are in place to prevent, prepare for, and respond to emergencies.

## 6.2 Emergency Quick Reference Guide

The University has produced an Emergency Reference Guide that is available to all employees and students, both on-line and in hard copy, when requested. The guide is intended to provide basic information to assist employees and students when an emergency occurs. Hard copies of the guide are available from the OHS Office. It is also posted on the Facilities Management Website, at: <http://www.smu.ca/emergencymanagement/response.html>. Any updated information should be forwarded to the Senior Director, Facilities Management for inclusion in revisions to the Emergency Reference Guide.

## 6.3 Mass Notification System

The University has an emergency mass notification speaker system. In the event of an emergency, the notification will instruct you to evacuate the building or seek shelter in place (your current location). Once advised to evacuate, leave the building immediately. Please note if you hear the message "Lockdown", this is the most serious message and means there is a person on campus using a weapon. If you hear the message, "Shelter in Place", this means Security has received a report that there is a person on campus with a weapon, but the person is not using the weapon at the time.

**If Lockdown or Shelter in Place**

(e.g. in case of a potentially armed person on campus)

- Lock doors
- Turn off the lights
- Turn off radios and televisions
- Turn phones to vibrate
- Stay quiet and out of sight

**If Evacuation (e.g. in case of fire or bomb threat):**

- Move to the nearest exit (in case of fire, check doors for heat before opening)
- Do not use the elevators
- Walk out of the building
- Assist others
- Move away from the building
- Watch for falling items or other hazards
- Alert emergency personnel about people that could not be evacuated
- Do not re-enter the building until notified by emergency personnel

## **6.4 First Aid for Worksite Injuries and Illnesses**

Prompt, effective first aid is a priority in an emergency where individuals are injured or become seriously ill. Provision of an organized first aid response is therefore part of the University's commitment to providing a healthy and safe work environment for its employees, students and other persons present on campus.

### **6.4.1 Standards for first aid**

In Nova Scotia, the First Aid Regulations set the standards for the provision of first aid services at worksites. A copy of these regulations may be found on the NS Justice website at [Workplace Health and Safety Regulations - Occupational Health and Safety Act \(Nova Scotia\)](#). The Reference Guide to the First Aid Regulations, produced by NS Labour and Advanced Education, may be found at: [Workplace-First-Aid-A-Guide-for-Employers-and-First-Aiders.pdf](#)

### **6.4.2 Responsibility for first aid**

The First Aid Regulations establish general responsibilities for both employers and employees at the worksite. The OHS Office is responsible to ensure First Aid Attendants are identified for designated zones within the University, the attendants are provided with the appropriate first aid training, first aid kits are located at designated zones throughout the University, and the names and contact information for first aid attendants are posted. Other Departments and Faculties are responsible to identify areas and situations where additional first aid training is

required for their department or faculty.

### **6.4.3 First Aid Room**

The Student Health Services Clinic has been designated as the University's First Aid Room. Any employees who have been injured at work, and do not require emergency transportation, may visit the clinic for assistance. The National Advisory Committee on Immunization (NACI) recommends immunization against Tetanus for all persons. Any Saint Mary's employee can receive a Tetanus vaccination at the Student Health Services clinic.

### **6.4.4 Vehicles**

The OHS Act deems a vehicle, whether a personal vehicle or rented vehicle, to be a workplace when the vehicle is used for work purposes. All vehicles, used for work purposes, must carry a # 2 First Aid Kit. Employees who regularly travel alone are expected to have first aid training.

### **6.4.5 Automatic External Defibrillators**

Two Automatic External Defibrillators (AEDs) are available on campus, and the applicable First Aid Attendants have been trained in its use. The AEDs are located at the MM016 Security desk, and in the Homburg Centre.

### **6.4.6 Number and qualification of first aid attendants**

Recognising the requirement that a First Aid Attendant be available at all times for all shifts, all Security Officers are qualified First Aid Attendants. A list of First Aid Attendants may be found at: [Attendants of FIRST AID KITS](#).

The OHS Office maintains a list of qualified First Aid Attendants who have agreed to serve at each zone and will ensure that the names and contact information for the First Aid Attendants for their zones are maintained and updated as required. The OHS Office will maintain records of the certification of First Aid Attendants and will arrange for training and recertification as required.

Senior Directors, Deans, Directors, Chairs, Supervisors and Managers shall ensure that there is adequate first aid coverage during all normal work times at their location. Any gaps occurring because of personnel changes should be communicated to the OHS Office to ensure additional First Aid Attendants are recruited and trained.

### **6.4.7 First aid attendant responsibilities**

It is the responsibility of each First Aid Attendant to:

- administer first aid as required;

- when a person has been seriously injured or is seriously ill and requires follow-up to the first aid which has been administered, ensure that arrangements are made for transportation to a medical facility where they can receive immediate and appropriate medical aid;
- carry out the duties defined by the Occupational Health and Safety First Aid Regulations, Section 11: Duties of First Aid Attendants;
- create records of first aid which they have administered as required by the Occupational Health and Safety First Aid Regulations, Section 8 (see Appendix A at the end of this Chapter of the OHS Program);
- ensure that first aid supplies are accessible and maintained as required by the Occupational Health and Safety First Aid Regulations, Sections 9, 10, 15 and 16 (See Appendices B and C at the end of this Chapter of the OHS Program for checklists of required contents); and
- maintain their certification as a First Aid Attendant.

#### **6.4.8 Assistance to first aid attendants**

When a First Aid Attendant has been called to administer first aid to a person who has been injured or has become ill, all other employees of the University are to provide whatever assistance is requested by the First Aid Attendant, including calling Security (5000), maintaining a secure area around the casualty, arranging for transportation to a medical facility, or calling 911. Note that there is no requirement for other employees to administer first aid or to assist in the administration of first aid.

#### **6.4.9 Transportation of the injured and seriously ill**

When a person has been seriously injured or is seriously ill and requires follow-up to the first aid which has been administered, the University will ensure that arrangements are made for the injured person to be transported to a medical facility where they can receive immediate medical aid.

Note that employee vehicles should not be used for this purpose. In some situations, such as for transport to a doctor's office or clinic, a taxi may be appropriate, provided that the injured person is accompanied by another person, in addition to the driver, when the injured person may require assistance of another person. Otherwise, an ambulance should be called (5000 and/or 911).

#### **6.4.10 Record keeping**

Section 8 of the First Aid Regulations requires:

**“Creation and maintenance of records**

Where a first aid attendant administers first aid to an injured person at a worksite, the employer

of the injured person shall, with respect to that person, maintain a written record for 5 years after the date of injury including the following:

- (a) the name of the injured person;
- (b) the date and time of the injury;
- (c) the location and nature of the injuries on the person's body;
- (d) the time when first aid was administered;
- (e) the first aid treatment provided;
- (f) the name of the person who provided the first aid; and
- (g) the name of the person to whom the injury was reported.”

The First Aid Attendant shall complete the record using the form in Appendix A at the end of this chapter. When the record forms are full or at the end of the fiscal year, the First Aid Attendant shall forward the records to the OHS Office. The records shall be maintained for five years following the end of the fiscal year.

#### **6.4.11 Reporting and investigation**

All incidents requiring the administration of first aid shall be reported and investigated to determine the cause and the steps required to prevent a recurrence. Please see Chapter 15 of this manual: Incident Investigation and Analysis.

#### **6.4.12 First aid supplies**

Section 10 of the First Aid Regulations stipulates conditions to be maintained respecting first aid supplies. A list of the locations of first aid kits may be found at the following website: [FirstAidKitLocations.pdf](#).

The contents of first aid kits are prescribed in the First Aid Regulations. One of the duties of First Aid Attendants is to keep the kit fully supplied. The First Aid Attendant shall inspect the first aid kit, as needed, and at the end of each fiscal year, completing the checklist in Appendix B for a NS #2 Kit and the checklist in Appendix C for a NS #3 Kit.

### **6.5 Fire Safety and Emergency Evacuation Plans**

Facilities Management has the responsibility to ensure that fire safety and emergency evacuation plans have been developed, all the provisions of fire and building codes are being observed, protective systems are in place and are operational, building systems are periodically tested, and drills are undertaken periodically. A copy of the plan can be found at: <https://www.smu.ca/webfiles/FirePlan2017.pdf>

Facilities Management has developed and implemented a system of Fire Wardens for each location where the University has employees. Fire Wardens have been appointed to assist in evacuating buildings. It is important for all persons on the Campus to cooperate with the Fire Wardens and to

follow any instructions they are given. A list of fire warden duties is located at:  
<http://www.smu.ca/webfiles/FMGMT.pdf>.

## 6.6 Workplace Violence Prevention Policy

Recognizing the potential for violence in the workplace and in compliance with the Violence in the Workplace Regulations, the University has assessed the potential for violence and has developed a Workplace Violence Prevention Policy. This document is available at the OHS Website at:  
<http://www.smu.ca/policy/documents/6-2001ViolenceWorkplace.pdf>.

An information session is offered to all employees to ensure awareness of the policy. Additionally, upon request, where required, the following workshops can be customized and delivered to employees:

- Critical Skills for Communicating in Conflict
- Asserting Yourself in Conflict Situations
- Managing the Hostile Individual
- Anger Management
- Shifting from Positions to Interests
- Understanding and Managing Harassment and Discrimination

To help ensure safety and prevent incidents, the Security Department has implemented a Lone Worker and a Safe Walk Program.

**Lone Worker:** Anyone who is working alone on campus, or after normal working hours, should advise Security and they will ensure Officers will check your location on their regular patrols.

**Safe Walk:** Saint Mary's University Security offers a safe walk program to all members of the University community and visitors. A University Security Officer will provide an escort anywhere on University property.

Both programs are available 24 hours, seven days a week by contacting University Security at 420-5577.

## 6.7 Use of Chemicals

The OHS Act gives employees the “Right to Know” about hazards in the workplace and gives the employer the responsibility to provide information to employees on these hazards. Section 59 of the OHS Act requires employers to prepare a list of all chemical substances regularly used, handled, produced or otherwise present at the workplace that may be a hazard to the health or safety of the employees or that are suspected by the employees of being a hazard. To be in compliance with the OHS Act, WHMIS Regulations, and the Transportation of Dangerous Goods Regulations and to aid fire fighters and other emergency responders, the University will maintain a system whereby chemical inventories are developed and maintained, Material Safety Data Sheets (MSDSs) will be obtained, when required, and training will be provided to employees, as required. A procedure has also been developed to handle

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emergency chemical spills.

In Nova Scotia, the purchase, storage and use of hazardous materials (controlled products) at workplaces is governed by the Workplace Hazardous Materials Information System (WHMIS) Regulations. These regulations require that all employees who work with controlled products or in proximity to a controlled product receive basic instruction including information about product classification, supplier and workplace labels, material safety data sheets, procedures for the safe use, storage, handling and disposal of controlled products, and procedures to be followed in case of an emergency involving a controlled product.

Departments and Faculties are responsible to identify positions that work with or in proximity to controlled products and ensure those positions receive adequate training.

Additionally, the University has identified that some employees perform duties covered by the Transportation of Dangerous Goods (TDG) Regulations. These employees are provided training in these Regulations and will perform these duties as per guidance provided by the TDG Regulations.



### Appendix A: Record of First Aid Form

This record is required by Section 8 of the First Aid Regulations and must be maintained for 5 years after the date of injury.

<b>Date and time of injury or illness</b>	<b>Time when first aid was administered</b>	<b>Name of the injured person</b>	<b>Nature of the injuries or illness including body part affected</b>	<b>First aid treatment provided</b>	<b>Name of person who provided first aid</b>	<b>Name of person to whom the injury or illness was reported</b>

This record shall be forwarded to the OHS Office when this page is full and at the end of each fiscal year. The OHS Office shall keep this record for five years after the end of the fiscal year in which it was created.

*April, 2014*

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**Appendix B: NS First Aid Kit #2 Checklist**

Inspection Checklist of a #2 First Aid Kit	AMOUNT	YES/NO If No, how many do you have?
First Aid Guide	1	
First Aid Record Form	1	
Pencil	1	
Safety Pins	12	
Splinter tweezers	1	
Pair of 100mm scissors	1	
Pairs of disposable latex gloves or gloves made of material that provides an equivalent level of protection against the spread of infection or contagious conditions.	2	
Sterile bandage compresses (100mm x 100mm)	2	
Sterile adhesive dressings (25mm wide)	24	
Sterile pads (75mm x 75 mm)	16	
Triangular bandages (1m)	6	
Roller bandage (50mm wide)	2	
Roll of adhesive tape ( 25mm wide by 2.5m long)	1	
Marked plastic bag for the disposal of biohazardous waste	1	
Airway barrier device for rescue breathing	1	
Individually wrapped towellettes with an adequate antiseptic	12	
Hand cleaners	24	

Location: \_\_\_\_\_ Inspected by: \_\_\_\_\_

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Date: \_\_\_\_\_

### Appendix C: NS First Aid Kit #3 Checklist

Inspection Checklist of a #3 First Aid Kit	AMOUNT	YES/NO If No, how many do you have?
First Aid Guide	1	
First Aid Record Form	1	
Pencil	1	
Safety Pins	12	
Splinter tweezers	1	
Pair of 100mm scissors	1	
Pairs of disposable latex gloves or gloves made of material that provides an equivalent level of protection against the spread of infection or contagious conditions.	4	
Sterile bandage compresses (100mm x 100mm)	6	
Sterile adhesive dressings (25mm wide)	32	
Sterile pads (75mm x 75 mm)	32	
Triangular bandages (1m)	6	
Roller bandage (50mm wide)	3	
Roll of adhesive tape ( 25mm wide by 2.5m long)	2	
Marked plastic bag for the disposal of biohazardous waste	1	
Airway barrier device for rescue breathing	1	
Individually wrapped towellettes with an adequate antiseptic	12	
Hand cleaners	24	

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**Location:** \_\_\_\_\_ **Inspected by:** \_\_\_\_\_  
**Date:** \_\_\_\_\_