

Offsite Emergency Plan

(As per the ISO 14001:2015 & ISO 45001:2018)



Copy No. 01
(Master Copy)

Note:

This procedure is the property of Organization and is not to be reproduced in part or full without the permission of Director.

Introduction

The Off-Site Emergency Response Plan (OERP) has been developed for the operations conducted from 675 Garyray Drive, Toronto, Ontario M9L 1R2, Canada, covering the construction, installation, commissioning, and maintenance of electrical works, as well as subcontractor activities including mechanical, civil, and design services, for residential, commercial, industrial, institutional, and infrastructure projects throughout Ontario. The purpose of this plan is to establish a coordinated framework for responding to off-site emergencies that may occur during project execution, transportation of personnel, materials and equipment, construction activities, electrical works, commissioning, maintenance, subcontractor operations, environmental incidents, vehicle accidents, fires, medical emergencies, hazardous material incidents, severe weather, and other unforeseen events. This plan has been developed in accordance with the Ontario Occupational Health and Safety Act (OHSA), Ontario Regulation 213/91 – Construction Projects, Transportation of Dangerous Goods Act, 1992, Transportation of Dangerous Goods Regulations (SOR/2001-286), Environmental Protection Act (Ontario), Emergency Management and Civil Protection Act (Ontario), Fire Protection and Prevention Act, 1997, Ontario Fire Code, WHMIS 2015, and other applicable federal, provincial, municipal, and client-specific requirements.

Aim

This Off-Site Emergency Response Plan establishes a systematic approach for managing emergencies associated with construction, installation, commissioning, maintenance, subcontractor activities, and transportation of personnel, materials, and equipment throughout Ontario. The plan provides guidance for emergency notification, communication, evacuation, rescue, incident control, environmental protection, business recovery, and coordination with external emergency services to minimize risks to personnel, contractors, visitors, the public, property, and the environment.

Objectives Of the Off-Site Emergency Response Plan

- To protect employees, contractors, visitors, emergency responders, and members of the public during emergency situations.
- To minimize injuries, fatalities, property damage, business disruption, and environmental impacts.
- To provide a timely, coordinated, and effective emergency response to incidents occurring during construction, installation, commissioning, maintenance, subcontractor activities, and transportation operations.
- To ensure effective communication with emergency services, regulatory authorities, clients, contractors, and other stakeholders.
- To support the safe evacuation, rescue, containment, recovery, and restoration of normal operations.
- To ensure compliance with applicable Canadian, Ontario, municipal, and client emergency preparedness requirements.

Planning

The Off-Site Emergency Response Plan prepares the organization to effectively manage emergencies associated with construction activities, electrical works, commissioning,

maintenance, subcontractor operations, transportation of materials and equipment, excavation activities, lifting operations, confined space work, work at height, energized electrical systems, hazardous materials, environmental incidents, and severe weather conditions. The plan identifies emergency response procedures, organizational responsibilities, communication systems, emergency resources, evacuation arrangements, rescue procedures, and recovery activities. Regular reviews, emergency drills, inspections, equipment maintenance, personnel training, and coordination with emergency services and project stakeholders shall be undertaken to ensure the continued effectiveness of the plan and compliance with applicable legal and contractual requirements.

Plan Activation

The Off-Site Emergency Response Plan shall be activated immediately whenever an emergency or potential emergency occurs during construction, installation, commissioning, maintenance, subcontractor activities, transportation of personnel, materials, or equipment that could threaten the health and safety of workers, contractors, visitors, the public, property, business operations, or the environment. The activation process shall ensure prompt notification of designated emergency response personnel and, where necessary, external emergency services.

Internal Alerting Mechanism

All employees, contractors, and visitors shall immediately report any emergency, unsafe condition, or incident to the Site Supervisor or Emergency Coordinator. The organization shall maintain an effective internal communication system to ensure the timely notification of management, emergency response personnel, project teams, and other relevant stakeholders. Emergency contact information shall be maintained, communicated, and periodically reviewed.

Situation Appraisal

Upon notification of an emergency, essential information including the date, time, exact location, type of project, nature of the incident, persons involved, injuries, hazardous materials, weather conditions, environmental impacts, and immediate hazards shall be collected and evaluated to determine the severity of the emergency and the appropriate response actions required.

Authority And Resource Mobilization

The organization shall establish a clearly defined chain of command assigning responsibilities and authority to competent personnel responsible for emergency management. Appropriate personnel, emergency response equipment, contractors, rescue teams, technical specialists, medical services, and external emergency agencies shall be mobilized according to the nature and severity of the emergency.

Response Tasks

Emergency response activities shall focus on protecting life, controlling the incident, preventing escalation, rescuing injured persons, isolating hazards, minimizing

environmental impacts, protecting property, coordinating with emergency services, and restoring normal operations safely and efficiently in accordance with established emergency procedures.

External Alerting Mechanism

Where required, the organization shall immediately notify external emergency response agencies including 911 Emergency Services, Toronto Fire Services, Toronto Police Service, Toronto Paramedic Services, the Ministry of Labour, Immigration, Training and Skills Development (MLITSD), the Ministry of the Environment, Conservation and Parks (MECP), Transport Canada (where applicable), utility providers, environmental response contractors, clients, and other relevant regulatory authorities in accordance with applicable legal and contractual requirements.

Contact List

The organization shall maintain a current emergency contact directory containing the contact details of management, project personnel, emergency coordinators, site supervisors, emergency response team members, hospitals, emergency services, regulatory authorities, environmental response contractors, utility providers, clients, and other organizations that may be required during an emergency. The contact list shall be reviewed and updated regularly.

Emergency Action / Containment / Clean-Up

Emergency response procedures shall include appropriate actions for fire suppression, rescue operations, electrical isolation, spill containment, hazardous material control, evacuation, environmental protection, recovery, clean-up, and disposal of contaminated materials. All emergency response activities shall be carried out using appropriate personal protective equipment, applicable Safety Data Sheets (SDS), WHMIS requirements, and relevant environmental and occupational health and safety legislation.

Communications

The organization shall maintain reliable communication systems, including mobile phones, two-way radios, electronic communication devices, and emergency notification systems, to ensure effective coordination between project personnel, contractors, emergency responders, clients, regulatory authorities, and other stakeholders throughout the emergency response and recovery process.

Logistic Support

The organization shall ensure the timely mobilization of emergency personnel, transportation, rescue resources, specialized contractors, emergency equipment, medical support, and other necessary materials required to effectively respond to and manage emergency situations occurring at project locations throughout Ontario.

Equipment And Materials

An inventory of emergency response equipment and materials, including fire extinguishers, first aid equipment, spill kits, rescue equipment, communication devices, personal protective equipment, emergency lighting, and other specialized emergency resources, shall be maintained, regularly inspected, and made readily available for emergency use.

Personnel

The organization shall appoint competent personnel with clearly defined emergency response responsibilities. All employees and subcontractors involved in emergency response activities shall receive appropriate training, understand their assigned duties, and participate in emergency drills to maintain preparedness.

Media

Only personnel authorized by top management shall communicate with the media, clients, regulatory authorities, or members of the public during or after an emergency. All information released shall be accurate, verified, timely, and consistent with organizational policies and applicable legal requirements.

Hazard Analysis And Risk Assessment

The organization shall identify, assess, and periodically review hazards and risks associated with construction activities, electrical works, subcontractor operations, transportation of personnel and materials, hazardous substances, environmental aspects, and other project-related activities. Risk assessments shall be updated whenever there are significant operational, organizational, legislative, or project-specific changes.

Training

All personnel assigned responsibilities under this Off-Site Emergency Response Plan shall receive appropriate training in emergency response procedures, WHMIS 2015, Transportation of Dangerous Goods (where applicable), fire safety, first aid, evacuation procedures, spill response, rescue operations, incident reporting, and the safe use of emergency response equipment. Training records shall be maintained and reviewed periodically.

Exercises

The effectiveness of the Off-Site Emergency Response Plan shall be evaluated through scheduled tabletop exercises, emergency drills, evacuation exercises, spill response simulations, rescue exercises, and other practical emergency scenarios. The results of these exercises shall be reviewed to identify opportunities for continual improvement.

Maintenance Of Response Equipment

Emergency response equipment shall be inspected, tested, serviced, maintained, and replaced, where necessary, in accordance with manufacturer recommendations, applicable legislation, and the organization's maintenance programme to ensure operational readiness at all times.

Investigative Follow-Up

Following any emergency, incident, near miss, or emergency exercise, the organization shall conduct an investigation to evaluate the effectiveness of the response, identify root causes, determine corrective and preventive actions, and incorporate lessons learned into the continual improvement of the Emergency Response Plan.

Updating

This Off-Site Emergency Response Plan shall be reviewed and updated at least annually, or whenever there are changes to legislation, organizational structure, operational activities, project requirements, emergency contact information, or following an emergency incident, drill, or exercise to ensure its continued suitability and effectiveness.

Plan Availability And Distribution

Controlled copies of this Off-Site Emergency Response Plan shall be made available to management, project managers, site supervisors, emergency coordinators, employees, subcontractors, and other personnel with emergency response responsibilities. The current approved version of the plan shall be maintained at the head office and made available at project sites, ensuring that all relevant personnel have access to the information necessary to respond effectively to emergencies.