Ask the Auditor

An SCSA Audit is a structured process used to verify the performance of a
health and safety management system through comparison to an industry standard.
The SCSA National Standard Safety Program Evaluation Tool;
often referred to as the Audit Tool, is a document designed to record,
measure, and present the results of a safety audit.
The questions for this edition of the Ask the Auditor are taken from
Section 11.0: Emergency Preparedness of the Audit Tool.

Audit Tool Section 11.0
Emergency Preparedness

Health and safety program management is a dynamic and
constantly evolving process. You must maintain records. These
records provide ready reference to program activities and results.
They provide the information necessary to assess the program,
to make necessary modifications, and to plan for future activities.
In addition, some records are required by the Saskatchewan
Occupational Health and Safety Regulations, 1996.

11.1 Are the emergency preparedness plans appropriate to work activities?

The company safety manual should contain emergency
preparedness plans that are appropriate to their work activities.
Once the auditor familiarizes themselves with a company's
scope of work, they must judge if the developed emergency
response plans are appropriate to the work activities. The most
common emergency response procedure involves a general
evacuation procedure from the company facilities and/or
worksite. The company must also be cognisant of the various
specific emergency scenarios that they may encounter such as,
*Severe Weather, Power Outage, Medical Emergency, Electric Shock
Emergency, Chemical Spill, Wild Life, etc.*

11.2 Does the plan include a requirement for training in emergency procedures, roles and responsibilities?

The company safety manual should contain a policy statement
on emergency preparedness. Such a policy would set out
the objectives of the emergency preparedness plan, identify
management, supervisor, and employee roles during an
emergency and must assign responsibility to provide training
to personnel for emergency response plans.

11.3 Has the emergency response plan been tested for deficiencies and corrective action taken?

In order to maintain a successful emergency response program it
is crucial that the Emergency Response Plan is periodically tested
to ensure its effectiveness. The auditor will look for records of
the emergency response tests which must indicate the results
of the test including, completion time, number of participants
— including names, areas of improvement, and what corrective
actions were taken to rectify the deficiencies.

11.4 Does the employer have a written fire response plan?

As a requirement of the SCSA National Standard Audit Tool, all
health and safety management program must include a written
fire response plan no matter what the company's scope of work
is. This plan could be its own standalone response plan or may
be included in other emergency response plans.

11.5 Are the correct class and size of extinguishers available, marked and visible?

An employer is required to ensure that the appropriate portable
fire extinguishers are available and clearly marked. Extinguishers
are labelled ABC or D — ensure that the right extinguisher for
the appropriate type of fire is in place throughout all required
areas.

Class of Fire	Type of Fire	Class of Extinguisher
A	Ordinary Combustibles: Wood, Paper, Rubber, Fabrics and Many Plastics	Water, Dry Powder, Halon
B	Flammable Liquids and Gases: Gasoline, Oils, Paints, Lacquer and Tar	Carbon Dioxide, Dry Powder, Halon
C	Fires Involving Live Electrical Equipment	Carbon Dioxide, Dry Powder, Halon
D	Combustible Metals or Combustible Alloys	Special Agents

11.6 Are extinguishers regulary inspected and maintained?

All fire extinguishers must be inspected and serviced as per the manufacturer's specifications. Typically this involves a monthly inspection to determine if the nozzle is unobstructed, tamper seal is intact, indication of proper pressure, no damage or corrosion is present, and extinguisher is properly charged. Maintenance requirements must be performed annually or anytime an inspection discrepancy is noted. The maintenance service must only be performed by a qualified person. Ensure documentation of monthly inspections and annual maintenance service is maintained.

11.7 Is an appropriate emergency communication system available?

In order to have a successful emergency response plan, an effective communications system that can notify all personnel quickly must be implemented. The use of air horns, hardwired alarm systems, and two-way radios are a few examples of what may be used as a communication system. When deciding a system that would be best suited for your worksite or company facility, please consider machine and equipment noise, as well as distance between workers and workstations. It is also a good idea to have a backup system in place in case the system is rendered useless by the emergency.

11.8 Are there adequate first aid supplies and facilities?

As stated in the *Occupational Health & Safety Regulations, 1996*, at minimum, every place of employment requires a first aid box containing standard supplies (see Table 10), a manual, a register, and emergency information. Additional requirements can be found in Table 9 of the *Occupational Health & Safety Regulations, 1996*.

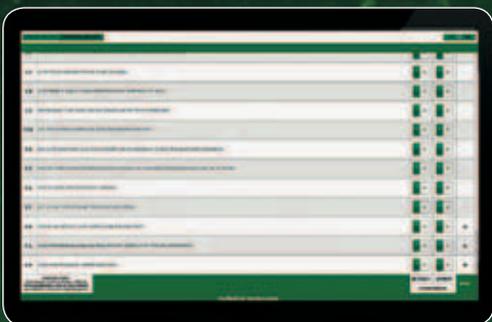### 11.9 Are the required number of qualified first aid personnel on site?

The number of required qualified first aid personnel must be adequate and will be determined by the size, type and location of the worksite. The requirements dependent on these factors are identified in Table 9 of the *Occupational Health & Safety Regulations, 1996*.

11.10 Is there a means to transport an injured employee to a medical facility?

Every worksite must have a method or access to a method to transport an injured worker to a medical facility. The requirements for the appropriate means of transportation of an injured worker can be found in Part V Section 61 of the *Occupational Health & Safety Regulations, 1996*.

When verifying documentation for Emergency Preparedness, ask yourself the following:

- Are our emergency preparedness plans appropriate to our work activities?

- Have all personnel been trained in the emergency procedures and their roles and responsibilities during a potential emergency?

- Do we have the correct class and size of fire extinguisher available; have they been inspected and maintained as per manufacturer's recommendation?

- Do we have the required amount of first aid personnel?

- Is our emergency communication system appropriate for our worksite and work environment?

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