



# Emergency Preparedness and Response Procedure

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Viking Reinforcing Ltd. – Rebar Fabrication Yard and Reinforcing Steel Placement Operations (Parksville, BC)

## Document Control

Document Number	SOP-OHS-03
Standard	ISO 45001:2018 Clause 8.2 – Emergency Preparedness and Response
Regulatory Reference	WorkSafeBC Occupational Health and Safety Regulation
Prepared By	Derek Sanderson, MBA, CISSP
Revision	1.0
Effective Date	2026-03-06

## 1. Purpose

This procedure establishes the process used by Viking Reinforcing Ltd. to prepare for, respond to, and recover from emergency situations that may occur during rebar fabrication yard operations or reinforcing steel placement on construction sites.

## 2. Scope

This procedure applies to all Viking Reinforcing employees, contractors, visitors, and subcontractors working within Viking controlled areas including fabrication yard operations, storage areas, material handling areas, and construction sites where Viking reinforcing crews operate.

## 3. Definitions

Term	Definition
Emergency	An unexpected event requiring immediate action to prevent injury, damage, or loss.
Evacuation	The orderly movement of personnel away from a



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hazardous area to a safe assembly point.

Emergency Equipment

Equipment used to respond to emergencies such as fire extinguishers, spill kits, and first aid kits.

### **4. Responsibilities**

Chief Safety Officer (Dan Ansell)

- Maintains emergency preparedness plans and coordinates drills.

Superintendent (Thomas Gabinet)

- Ensures jobsite emergency procedures are implemented.

Yard Foreman (Matt Warawa)

- Maintains emergency equipment and ensures workers understand procedures.

Director of Maintenance (Sean Vetra)

- Ensures emergency shutdown systems function properly.

Workers

- Follow emergency procedures and report emergencies immediately.

### **5. Types of Emergencies**

Potential emergency situations include:

- Fire
- Medical emergency or injury
- Chemical or fuel spill
- Gas leak
- Structural collapse
- Equipment malfunction
- Vehicle collision
- Severe weather events

### **6. Emergency Response Procedure**

1. Stop work immediately.
2. Alert nearby workers and supervisors.
3. Contact emergency services if required.
4. Provide first aid if trained.
5. Follow evacuation procedures if necessary.
6. Do not re-enter affected areas until authorized.



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### **7. Evacuation Procedures**

During an evacuation:

- Workers must proceed to the designated assembly point.
- Supervisors conduct head counts.
- Emergency responders are provided with incident information.
- Workers remain at assembly points until cleared to return.

### **8. Emergency Equipment**

Emergency equipment maintained at Viking Reinforcing operations may include:

- Fire extinguishers
- Spill response kits
- First aid kits
- Eyewash stations
- Emergency shutdown switches

### **9. Emergency Drills and Training**

Emergency drills will be conducted periodically to ensure workers understand response procedures. Drill activities must be recorded in LOG-OHS-03 – Emergency Drill Log.

### **10. Records and Documentation**

LOG-OHS-03 – Emergency Drill Log

FORM-OHS-10 – Emergency Equipment Inspection Form

FORM-OHS-03 – First Aid Treatment Report

REGISTER-OHS-02 – Corrective Action Register

### **11. Continuous Improvement**

Emergency procedures will be reviewed annually or following emergency incidents to improve response capability and preparedness.