



SOP-SITE-10 – Emergency Response Coordination with Site Owner

Procedure

Emergency Response Coordination with Site Owner Procedure

Viking Reinforcing Ltd. – Construction Site Operational Procedure
Coordination of Viking Emergency Response with the General Contractor or Site Owner on Active Jobsites
Applicable to All Viking Reinforcing Field Operations – British Columbia

Document Control

Document Number	SOP-SITE-10
Activity	Emergency Response Coordination with Site Owner
Applicable Standard	ISO 45001:2018 Clause 8.2 – Emergency Preparedness and Response
Jurisdiction	WorkSafeBC Occupational Health & Safety Regulation – Part 3 (Sections 3.16–3.21) and Part 4
Prepared By	Derek Sanderson, MBA, CISSP
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1. Purpose

This procedure defines how Viking Reinforcing Ltd. coordinates its emergency response with the General Contractor or Site Owner on active construction jobsites. The objective is to ensure that Viking crews respond to emergencies in a manner that is consistent with the site's overall Emergency Response Plan (ERP), that dual reporting to Viking and the Site Owner occurs, and that injured or endangered workers receive timely assistance without conflict between response authorities.

2. Scope

This procedure applies to all Viking Reinforcing employees working on any jobsite where a General Contractor, Site Owner, or Prime Contractor has overall safety authority. It extends and defers to:

- PLAN-OHS-01 Emergency Response Plan – Parksville Yard (governs the yard only)



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- SOP-OHS-03 Emergency Preparedness and Response Procedure (Viking internal emergency program)
- SOP-OHS-13 Emergency Medical Response Procedure
- SOP-OHS-14 Fire Prevention and Fire Response Procedure
- SOP-OHS-15 Chemical Spill Response Procedure
- SOP-OHS-16 Gas Leak Response Procedure
- SOP-SITE-05 Site Coordination with General Contractor Procedure

Where the General Contractor's ERP imposes stricter or more specific requirements than Viking's procedures, the General Contractor's ERP governs. Where Viking's procedures are stricter, Viking's procedures govern for Viking personnel.

3. Roles and Responsibilities

VP Production – Chad Cowan

Accountable for Viking's overall emergency preparedness posture across all active jobsites and for ensuring this procedure is resourced and enforced.

Chief Safety Officer – Dan Ansell

Reviews the General Contractor's ERP before mobilization, maintains the Emergency Contact and Response Register (REGISTER-OHS-03), coordinates investigation follow-through, and reports serious incidents to WorkSafeBC as required.

Foreman – Danny L'Heureux

Acts as Viking's on-site emergency coordinator. Confirms muster points, emergency communication channels, first aid coverage, and evacuation routes with the General Contractor before work begins and at each shift handover.

Site Lead Hand / First Aid Attendant

Provides first aid within scope of certification, coordinates with the General Contractor's first aid attendant, and ensures FORM-OHS-03 First Aid Treatment Report is completed.

Crew Members

Follow emergency procedures as communicated during site orientation and toolbox talks, report emergencies immediately to both Viking supervision and the General Contractor, and assemble at designated muster points when directed.

4. Authority and Jurisdiction on Site

On any jobsite where a General Contractor, Prime Contractor, or Site Owner has been designated under the Workers Compensation Act, that party holds overall coordination authority for emergencies affecting the site as a whole. Viking Reinforcing retains authority and responsibility for:

- Direction and protection of Viking workers
- Accountability for all Viking personnel during and after an emergency



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- First-line response for Viking-caused or Viking-contained emergencies (for example, a rebar handling incident)
- Notification to WorkSafeBC under Section 172 of the Workers Compensation Act for reportable events involving Viking workers

5. Pre-Mobilization Review

Before Viking mobilizes to a new jobsite, the Chief Safety Officer or Foreman obtains and reviews the General Contractor's Emergency Response Plan and captures the following information in REGISTER-OHS-03 Emergency Contact and Response Register:

- Primary and alternate muster points, with map or coordinates
- Site-wide alarm or notification method (air horn, radio channel, PA, siren, verbal relay)
- On-site first aid coverage (level, location of the First Aid Room, attendant names)
- Nearest hospital, clinic, and closest ambulance dispatch address
- Helicopter landing zone information for remote sites
- Site-specific fire response: extinguisher locations, hydrants, fire watch requirements
- Site-specific spill response: spill kit locations, drainage to receiving environment
- Gas, utility, and overhead power line contacts
- General Contractor's Emergency Coordinator name, phone, and alternate
- Site security and after-hours contact information

The Foreman briefs this information to the full Viking crew at the site-specific orientation and records attendance on FORM-OHS-11 Worker Training Record. The briefing is repeated whenever site conditions, contacts, or routes change.

6. Emergency Communication Channels

Viking crews use the General Contractor's designated emergency communication method. Where Viking also uses its own radios, a dedicated emergency channel is established and monitored by the Foreman. In all cases:

- Every Viking worker knows how to summon help (signal, phone, or radio)
- Cell phone coverage is verified; where absent, a satellite phone or runner plan is in place
- 911 may be called directly by any worker in a life-threatening emergency — the General Contractor is notified immediately after
- Viking notifies the General Contractor for any incident that could affect other trades or the site as a whole

7. Types of Emergencies Covered

This procedure addresses, at minimum, the following emergency types. Detailed response steps are in the referenced SOPs:



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- Serious injury or fatality (SOP-OHS-13)
- Minor injury requiring first aid (SOP-OHS-13; FORM-OHS-03)
- Fire or smoke (SOP-OHS-14)
- Chemical spill, fuel leak, or hydraulic release (SOP-OHS-15)
- Natural gas leak or odour of gas (SOP-OHS-16)
- Contact with or approach to overhead or underground utilities
- Structural collapse, cave-in, or falling object
- Severe weather (lightning, high wind, heavy snow)
- Violence or threat to worker safety
- Missing worker or failure to check in

8. Injury and Medical Emergency Coordination

For any injury to a Viking worker on a construction site:

- The nearest first aid attendant (Viking or Site) renders aid within scope. Follow SOP-OHS-13 Emergency Medical Response Procedure.
- Call 911 for any injury that is life-threatening, involves loss of consciousness, significant blood loss, difficulty breathing, suspected spinal injury, head injury, or amputation. Do not wait for transport decisions.
- Notify the General Contractor's Emergency Coordinator simultaneously with the 911 call so site access can be cleared for EMS.
- The Foreman notifies Viking's Chief Safety Officer immediately and VP Production as soon as practical.
- Transport of the injured worker is coordinated with the General Contractor; do not move a seriously injured worker unless required to protect them from further harm.
- Preserve the scene for investigation under SOP-OHS-02 Incident Reporting and Investigation Procedure.
- Complete FORM-OHS-03 First Aid Treatment Report and FORM-OHS-02 Incident Report Form within 24 hours; open FORM-OHS-04 Incident Investigation Report within 72 hours.
- The Chief Safety Officer reports to WorkSafeBC under WCA Section 172 where the event meets reportable criteria (fatality, major structural failure, dangerous incident, required admission to hospital, release of a hazardous substance, blasting, radiation, or diving).

9. Fire Emergency Coordination

If a fire is discovered or an alarm is sounded:

- Only fight incipient-stage fires (garbage-can size) using the correct class of portable extinguisher, and only when a clear escape route exists. Follow SOP-OHS-14.
- Activate the General Contractor's site alarm or notify a site supervisor immediately. Call 911 from a safe location.



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- Evacuate all Viking workers to the designated muster point via the nearest safe egress route; do not re-enter the area until cleared.
- Perform a Viking headcount at the muster point and report results to the General Contractor's Emergency Coordinator.
- Hot-work permits and fire-watch responsibilities are coordinated with the General Contractor before any cutting, welding, or grinding begins.

10. Evacuation and Muster Points

Muster points are set by the General Contractor. Viking responsibilities include:

- Communicating primary and alternate muster points at every site orientation and toolbox talk
- Performing a documented headcount of all Viking workers on site (cross-referenced against the daily sign-in)
- Reporting missing or unaccounted workers immediately to the General Contractor
- Remaining at the muster point until the all-clear is issued by the General Contractor
- Assisting workers with mobility, hearing, or language needs during evacuation

11. Spill and Environmental Emergency Coordination

For any release of fuel, hydraulic oil, diesel, or other regulated substance caused by Viking equipment or discovered by Viking personnel:

- Stop work and eliminate ignition sources.
- Control the source if safe to do so (shut-off valves, containment pads, absorbent booms).
- Notify the General Contractor's Emergency Coordinator immediately. The General Contractor coordinates reporting to the BC Ministry of Environment and Climate Change Strategy when thresholds are met.
- Deploy Viking spill response resources in accordance with SOP-OHS-15 Chemical Spill Response Procedure.
- Document the release and response actions; submit FORM-OHS-02 Incident Report Form.

12. Security and Violence Events

Threats, physical violence, trespassers, or weapons on site are reported immediately to the General Contractor and, if the threat is active, to 911. Viking workers do not confront or detain; workers withdraw to a safe area, perform a headcount, and await direction from the General Contractor's Emergency Coordinator.

13. Reporting Requirements (Dual Reporting)

Any emergency, incident, or near miss involving Viking workers is reported to both:



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- The General Contractor’s Emergency Coordinator or site supervisor (for site awareness, coordination, and site-level reporting obligations)
- Viking’s Chief Safety Officer and VP Production (for internal investigation, WorkSafeBC reporting, and corrective action)

Dual reporting ensures that neither the site nor Viking is operating on incomplete information. Reports are filed using Viking’s standard forms (FORM-OHS-01, FORM-OHS-02, FORM-OHS-04) with copies to the General Contractor where requested.

14. Post-Emergency Debrief

Within five working days of any emergency activation:

- The Chief Safety Officer holds a debrief with the affected Viking crew, Foreman, and (where applicable) the General Contractor.
- Root-cause findings and corrective actions are logged in REGISTER-OHS-02 Corrective Action Register with owners and target completion dates.
- Lessons learned are shared at the next Joint Health and Safety Committee (JHSC) meeting and reflected in revisions to this procedure or to site orientation content.
- Closure is verified by the Chief Safety Officer and recorded in LOG-OHS-06 Corrective Action Closure Verification Log.

15. Prohibited Practices

The following are prohibited at all times:

- Responding to an emergency without coordinating with the General Contractor when the emergency may affect others on the site
- Moving a seriously injured worker unless required to protect them from further harm
- Re-entering an evacuated area before the General Contractor issues the all-clear
- Withholding incident information from the General Contractor or from WorkSafeBC where a report is required
- Fighting a fire beyond incipient stage or without a clear escape route
- Altering a scene before investigation unless required to render aid

16. Emergency Procedures Summary

For all emergencies on a construction site:

- Protect life — render aid, secure the scene, call 911 if warranted.
- Alert — notify the General Contractor, the Viking Foreman, and the Chief Safety Officer.
- Account — perform a Viking headcount at the muster point; report missing workers.
- Contain — prevent escalation (isolate energy, stop spills, shut down equipment).



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- Report — complete Viking incident forms and share with the General Contractor as required.
- Investigate — open an investigation under SOP-OHS-02.
- Review — hold a post-emergency debrief and log corrective actions.

17. Records and Documentation

FORM-OHS-01 – Hazard / Near Miss Report Form

FORM-OHS-02 – Incident Report Form

FORM-OHS-03 – First Aid Treatment Report

FORM-OHS-04 – Incident Investigation Report

FORM-OHS-11 – Worker Training Record (site orientation)

LOG-OHS-03 – Emergency Drill Log

LOG-OHS-04 – Safety Meeting Log

LOG-OHS-06 – Corrective Action Closure Verification Log

REGISTER-OHS-02 – Corrective Action Register

REGISTER-OHS-03 – Emergency Contact and Response Register

REGISTER-OHS-14 – First Aid Attendant Designation Register

PLAN-OHS-01 – Emergency Response Plan – Parksville Yard (for cross-reference)

18. Continuous Improvement

Emergency activations, drills, near misses, and General Contractor feedback are reviewed at monthly Joint Health and Safety Committee meetings and at annual management reviews. Findings drive updates to muster-point briefings, communication channels, and this procedure. Emergency drills required by SOP-OHS-03 and logged in LOG-OHS-03 are used to validate the effectiveness of coordination with the Site Owner, and any identified gaps are tracked to closure in REGISTER-OHS-02.