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			Initial Issue Date	04/01/2014
<b>EMERGENCY PREPAREDNESS</b>			Revision Date:	02/20/2018
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**OBJECTIVE:**

The purpose of this written program is to set out company policy with regards to the use, handling and storage of hazardous materials. The program also outlines the policies and procedures regarding controlling worker exposure to chemical and biological substances. NEW Organic Digestion, LLC recognizes the hazard posed by handling and using controlled products and has developed this written program to aid in the protection of its workers.

**Scope**

Emergency procedures are developed to guide workers, supervisors and managers through emergency situations. These situations can be very stressful and clearly defined procedures and responsibilities should help ensure that emergency situations are handled appropriately and that the appropriate notifications are made.

**Administration and Program Evaluation**

The Health and Safety Manager will administer this Emergency Preparedness program. Administration will include the development, implementation and maintenance of this program. An annual evaluation of this program shall be conducted by the Health and Safety Manager to ensure the standard practices of this program are current and effectively protect our employees, contractors and clients.

**Responsibilities**

All Employees:

- All types and levels of emergencies must be reported to management immediately.
- Will follow the practices outlined in this program.

**Training and Competencies**


All workers and contractors will be provided with jobsite specific training on this program before beginning work and at least annually thereafter or when employee has a change of job responsibility or work location.

Details to be included in training shall include but not be limited to:

- Evacuation plans and muster locations
- Alarm systems
- Reporting/notification procedures and numbers
- Emergency shutdown procedures
- Special hazards training
  - flammable materials,
  - toxic chemicals
  - radioactive sources
  - water reactive substances

**Chain of Command**

The highest Ranking Manager available will coordinate all emergency response activities on the facility location. Foreman will coordinate all emergency response activities at a jobsite. In the absence of the Manager, the most senior member of the company on site will assume this responsibility. In this situation, management must be notified immediately of any emergency operations that take place.

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### Notification Procedures

All emergencies must be reported immediately. Emergencies will be reported to the Safety Manger as soon as possible, but no later than the end of the business day when the incident took place. Follow the accident / Incident reporting flow chart to determine which forms and notification are necessary.

### Accident Resulting in Loss or Damage

Where company property has been damaged or lost, evidence will need to be maintained in an undisturbed state until the company appointed insurance adjuster or government agencies involved have given permission to resume operations.

The immediate supervisor of the area in which the event occurred should be contacted immediately and advised of the situation. The supervisor will then notify Management and Safety. He / she will apprise them of the situation. Depending on the severity of the situation, further contacts may need to be made with corporate managers.

Appropriate incident forms shall be filled out as soon as possible after the incident and contact shall be made with the Safety Manger.

### First Aid

Any worker who has sustained an injury and requires first aid shall receive attention immediately. The injury must be immediately reported to the job site foreman, or immediate supervisor. All applicable incident forms shall be filled out as soon as possible. An employee receiving an injury which requires more extensive treatment than first aid must be transported to a definitive care facility. This shall be done following sound first aid / Emergency Medical System (EMS) principles. In most cases transport in a company vehicle is prohibited except in minor situations.

### Medical Emergency


During a medical emergency the following steps will be taken:

1. Take charge of the emergency site, call EMS immediately.
2. Assess the situation, provide first aid, organize and delegate others to assist and provide immediate first aid to the extent of training and skill.
3. Secure the emergency scene to prevent further injury.
4. Do not attempt a rescue from a confined space or an Immediately Dangerous to Life and Health (IDLH) area without wearing appropriate breathing protection and having back up.
5. Comfort, Treat and monitor the injured until Advanced medical help arrives.
6. Notify Safety and Human Resources per reporting guidance for assistance and relay details of incident.

### Serious Injuries and Accidents

All the same steps will be followed as during a medical emergency if there is serious injury or accident. These incidents must be reported immediately to the job site foreman or your direct supervisor. All work at the site must be halted and may not recommence until approved by both client and the Safety Manger. External reporting of all serious injuries and fatalities will be performed by the Health and Safety Manager in conjunction with Human Resources and senior management.

Following an incident where a serious injury or fatality has occurred, government agencies may

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investigate the cause and extent of damage.

A serious injury or accident that must be reported to a Director of Inspection – Workplace Health and Safety include:

- An injury or accident that results in death
- An injury or accident that results in a worker being admitted to hospital for more than 2 days
- An unplanned or uncontrolled explosion, fire or flood that causes a serious injury or that has the potential of causing a serious injury
- The collapse or upset of a crane, derrick or hoist
- The collapse or failure of any component of a building or structure necessary for the structural integrity of the building or structure.

Following a serious injury or accident, the Safety Manager, in cooperation with corporate management will conduct a formal investigation into the circumstances surrounding the serious injury or accident, and prepare a report outlining the circumstances of the incident and the corrective actions taken to prevent a reoccurrence. A copy of this report will be retained for a minimum of 30 years after the incident has occurred. The Safety Manager will contact company’s insurance company should any vehicle accident result in injury, has the potential for a claim or involves a third party.

**Vehicle Accident – No Injuries**

In the event of a vehicle accident in which NEW Organic Digestion, LLC vehicle or a contractor vehicle working on behalf of NEW Organic Digestion, LLC is involved in an accident where there are no injuries, the following procedure applies:

- Assess the area, ensure it is safe and confirm no casualties
- Obtain insurance and registration from other party, and notify the police
- Call the Safety Manager and give information regarding the incident.
- Within 24 hours, complete and submit a NEW Organic Digestion, LLC vehicle accident report.
- Do not comment or admit guilt under any circumstances to anyone including law enforcement.

**Vehicle Accident – With Injuries**


In the event of a vehicle accident in which NEW Organic Digestion, LLC vehicle or a contractor vehicle working on behalf of NEW Organic Digestion, LLC is involved in an accident where there are injuries, the following procedure applies:

- Take charge of the emergency site, aid and call 911 immediately.
- Assess the situation, provide first aid and organize and delegate others to assist and provide immediate first aid to the extent of training and skill.
- Treat life threatening and secondary injuries to level of training.
- Stay with the injured party(s) until advanced EMS care (Ambulance) arrives.
- Call the Safety Manager and perform other notifications and complete Big Ox Energy vehicle accident report.

**Vehicle Kit Inventory**

All NEW Organic Digestion, LLC vehicles must be equipped with the following:

- Pen
- Incident/Injury Reports

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- Motor Vehicle Accident Report
- Copy of current vehicle registration and insurance card

Once the kit has been used it must be replaced immediately.

### Spills, Leaks and Other Releases of Hazardous Substances

In the event of a spill, leak or release of a hazardous substance:

- Take control of the site and assess for hazards
- Determine if there are any injuries
- Secure and protect the lives of anyone in the area by evacuating to a safe location
- Assess the dangerous goods (spill, leak or condition) for controlling measures
- Notify on site client safety representative and ensure appropriate authorities are notified. Provide details of the incident.
- Contain the product if it can be done safely.

While dealing with a spill, leak or release of a dangerous substance, consider:

- Condition of Container
- Can the situation be controlled safely?

Do not attempt to control a dangerous goods situation until the following has been done:

- Identify the product using the Emergency Response Guidebook (ERG)
- Observe safety precautions on Material Safety Data Sheet / Safety Data Sheet
- Acquire appropriate equipment
- Have adequate back-up
- Breathing apparatus is required in the vicinity of any unknown leak
- Do not approach an unidentified substance or container
- Evacuate as necessary using recommendations from ERG
- Keep permits or shipping documentation within arms reach


### Natural Disasters

A natural disaster can occur at any time. Disasters can include floods, tornados, forest fires, earthquakes, thunderstorms and any other emergency that is not caused by man. There is very little we can do to prevent these natural disasters, but we can prepare for these emergencies by knowing the seasons when these disasters are more often to occur. During these seasons, the media increases our awareness on how to protect ourselves.

In all disasters, it is important to stop what you're doing immediately, ensure your safety and follow the directions of local authorities. In field locations, site representatives may provide emergency response directions. Information regarding disasters is often communicated through local radio/TV stations.

### Media Interaction

Proper handling of the media and public relations is very important and must not be attempted by company employees or contractors. If, during an emergency, media representatives arrive on site, the following guidelines should be observed:

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- At the emergency site, the senior company employee or foreman shall have the responsibility of handling accredited news media personnel.
- Although news media have no more rights than a private citizen to enter company property, they should be tactfully handled, always accompanied while on the premises and for their own safety, denied access to danger areas.
- Until the facts are clear, the media, in answer to its queries, should be told “a statement will be issued by the company as soon as the facts have been determined”. Do not speculate about what happened. If required, a public statement will be issued by corporate management after the incident has been investigated and causes have been determined.

#### Notification of Next of Kin

In the case of an unfortunate accident where an employee or contractor is seriously or fatally injured on the job, NEW Organic Digestion, LLC has implemented the following procedure. Once a serious injury has been reported to the Foreman or any Manager, clear factual information must be communicated to the Health and Safety Manager, Human Resources Manager and the Owners. The next of kin notification will be determined by the Human Resources Manager.

The family will be notified as soon as possible, in person where geographically possible. If next of kin is not within reasonable distance, they will be contacted via telephone. NEW Organic Digestion, LLC will assist in providing transportation, accommodation and/or child care to the family. It is very important to not speculate when talking to the family. Representatives must indicate an accident investigation is in progress and a detailed report will be released once it is complete. Administrative Managers must ensure that all employees and contractors submit current information regarding next of kin, emergency contact telephone numbers and addresses.

#### Emergency Response Drills


A fire drill / evacuation drill will be held at least annually at the office and shop. Care shall be taken to include as many employees as possible in each drill to test their responses. Emergency response drills will be held on field locations on a regular basis, to test the responses during a variety of emergencies, including, man down incidents, fires, Tornadoes and hazardous goods releases.

#### Records

Records shall be maintained of all field and office emergencies and emergency response drills. These records shall include a description of the emergency/simulation, responses of workers, positive observations, areas for improvement and a plan to improve responses where necessary.

#### Return to Work

The main objectives of the return to work program is to facilitate an injured/ill worker to return to work as soon as reasonably possible, with considerations to accommodate the worker’s medical restrictions. The intention of the program is to assist the worker to overcome disability barriers, provide financial security for the worker and cost control for the company. In the event of an accident where an injury has occurred and a claim is accepted, every effort shall be made on behalf of NEW Organic Digestion, LLC and the Workers Compensation Carrier to develop an effective return to work plan.

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**Onsite Command**

NEW Organic Digestion, LLC will ensure each emergency site has an Incident Commander. This commander will be responsible for the entire site as well as the hot zone. Site Commanders will be designated to manage personnel, equipment and security. Once the emergency is under control and all workers have returned to their stations, a debrief meeting must be conducted within 48 hours. Debriefing is not limited to meetings, but may include written reports, teleconference and individual interviews.

**Emergency Phone Numbers**

**Each work location shall ensure local contact numbers are readily available and reviewed with employees.**

**External Contact Numbers**

**Name Telephone Number**

- Hospital / Ambulance 911
- Fire Department 911
- Local Police – 24 hour Dispatch 911

**Rescue and Evacuation**

NEW Organic Digestion, LLC employees working on client sites shall ensure they are aware of and are able to comply with the client’s requirements for evacuation prior to starting work. NEW Organic Digestion, LLC employees must review the client’s established rescue procedures and be competent in the procedure to summon rescue services. NEW Organic Digestion, LLC employees working at controlled sites must review posted evacuation information and ensure they are familiar with primary and secondary evacuation routes prior to starting work. Unless otherwise provided, NEW Organic Digestion, LLC will utilize local EMS and Emergency services to affect a rescue at a NEW Organic Digestion, LLC site. Employees will be trained in the methods used to summon rescue services.

**OTHER REQUIREMENTS**

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Insubordination in regards to this standard will be dealt with as per NEW Organic Digestion, LLC’s Disciplinary Program.