**Remote Off Campus Emergency Procedures**

**Emergency Requirements Before Departure**

1. Conduct a risk assessment in any workplace in which a need to rescue or evacuate workers may arise
	1. If the risk assessment shows a need for evacuation or rescue, appropriate written procedures must be developed and implemented, and a worker assigned to coordinate their implementation. Procedures should consider, but are not limited to:
		1. High angles
		2. Confined spaces and risk entrapment
		3. On or over water
		4. Restricted
2. Emergency exit routes must be designed and marked to provide quick and unimpeded exit
3. Provide a list of all required materials, equipment, rations, emergency gear, etc., and check that all persons have them packed adequately for the duration of the trip
4. Have a written procedure for checking the well-being of a worker assigned to work alone or in isolation:
	1. Must include the time interval between checks and the procedure to follow in case the worker cannot be contacted, including provisions for emergency rescue
	2. A person must be designated to establish contact with the worker at predetermined intervals and the results must be recorded by the person
5. In areas with no cell phone coverage an alternate communication plan must be developed. Some options include:
	1. a personal locator beacon (that is registered with the Canadian Beacon Registry) should be used (assists responders in search and rescue operations)
	2. A satellite phone
	3. Closest landline phone identified within short walking distance
6. If an ambulance is not able to access the workplace, appropriate upgrading includes replacing a Level 2 attendant with a Level 3 attendant and supplying ETV equipment to facilitate preparing a patient for transport
	1. The ETV should be appropriate for the terrain to be traversed and the injured or ill worker's condition
7. Communicate and train workers on the written procedure for checking the worker's well-being
	1. Document all training as a training record
8. **ALWAYS LEAVE A RECORD OF PLANS**

**Working On Remote Land – Risk of Terrain or Wilderness**

Work in a position that cannot be reached by a standard stairway or elevator (rock scaling, etc.), and thus limited ambulance access, must have a procedure for contacting emergency responders and providing immediate care.

**Procedure:**

1. Conduct a risk assessment based on the nature of terrain, such as but not limited to:
	1. Heights and High Angles
	2. Rocky or loose ground
	3. Slippery
	4. Hazardous flora and fauna
2. Communicate terrain risks to all persons prior to navigating, in case the work is unsafe to some
3. In response to an emergency:
	1. Provide immediate first aid until a senior authorized attendant is present
	2. Radio/call for medical assistance
	3. Activate a locator beacon or high visibility equipment if present

**Working Under Thermal Conditions – Heat Stress**

Where there is or may be exposure to thermal conditions which could cause heat stress, or core body temperature exceeding 38°C (100°F), conduct a heat assessment and implement control strategies.

**Procedure:**

1. Provide and maintain an adequate supply of cool potable water close to the work area for the use of a heat exposed worker
2. If a worker shows signs or reports symptoms of heat stress or strain, the worker must be removed from the hot environment and treated by an appropriate first aid attendant
3. In response to an emergency:
	1. Provide immediate first aid until a senior authorized attendant is present
	2. Radio/call for medical assistance
	3. Activate a locator beacon or high visibility equipment if present

**Working On, Near or Over Water**

A worker who is employed under conditions which involve working on, near or over water, must wear a personal flotation device (PFD) or lifejacket with sufficient buoyancy to keep the worker's head above water.

* If the water is too shallow to allow the lifejacket or PFD to function effectively, provide other acceptable safety measures that will protect the worker from the risk of drowning
* If a personal fall protection system, guardrail, or safety net is being used in accordance with the Occupational Health and Safety Regulation, a PFD does not need to be worn.

**Procedure:**

1. If someone gets swept away by a rogue wave (waves in the open ocean that overtake others and add together to create a larger than normal wave – these large surges can catch people working in the intertidal area off guard):
	1. Have someone keep their eyes on the person and point to them to identify their location
	2. Call the Coast Guard using a VHF radio to inform them that someone has fallen in the water
	3. Using a buoyant heaving line, throw one end to them to assist them back to shore
	4. Do NOT jump in after them as it is very difficult to make a water rescue in cold, surging waters
	5. If you are with others, make sure that everyone stays back and are not in danger of falling
	6. Once back on land, the person may require treatment for hypothermia and other possible injuries; be sure to have back up on the way from the Coast Guard or other available services
2. If workers are required to work in places from which they could fall and drown, and are not protected by guardrails or other means of fall protection permitted by the Occupational Health and Safety Regulation, the employer must provide:
	1. A suitable rescue boat, equipped with a boat hook, available at the site and capable of being used for rescue at all times
	2. A buoyant apparatus attached to a nylon rope not less than 9 mm (3/8 in) in diameter, and not less than 15 m (50 ft) in length
	3. A sufficient number of workers who are available when work is underway to implement rescue procedures and who are properly equipped and instructed in those procedures
3. In response to an emergency:
	1. Provide immediate first aid until a senior authorized attendant is present
	2. Radio/call for medical assistance
	3. Activate a locator beacon or high visibility equipment if present

**Working On, Near or Over Water - Boat Specific (Working from within a Boat)**

Important: The following section excludes diving and commercial fishing operations.

Boating operations must be conducted by personnel with required training and, where applicable, Operator Licenses, and only:

1. During daylight hours
2. In appropriate weather, current and sea conditions
3. From a vessel with the necessary maneuverability to ensure the worker's safety, and which is under the control of a competent master

**Procedure:**

1. The supervisor must ensure that all safety equipment is aboard the vessel and operational before leaving the dock. Equipment includes, but may not be limited to:
	1. Fuel
	2. Bailer, pumps
	3. Throw rope
	4. Anchor
	5. Personal floatation device (CSA Approved)
	6. Life-ring and rope
	7. Wire for unplugging cooling system of engines
	8. Running lights at night
	9. Paddles
	10. Lanyard for kill switch
	11. VHF radio
	12. Safety kits
	13. Charts and maps
2. The supervisor must ensure that:
	1. The propulsion system is disengaged if a worker falls overboard into water
	2. A worker overboard is continually monitored
	3. There is continuous voice communication between the driver and supervisor if different
	4. All crew members are familiar with their duties and responsibilities with respect to the work safety, and they may terminate the work if worker safety is jeopardized
3. The supervisor must establish procedures, train, and assign responsibilities to each crewmember to cover all emergencies including:
	1. Crewmember overboard
	2. Fire on board
	3. Flooding of the vessel
	4. Abandoning ship
	5. Calling for help

**Working On, Near or Over Water - Boat Specific (Working from within a Boat)**

**Procedure (cont’d):**

1. Before leaving on a voyage/expedition the supervisor must ensure that the vessel is capable of safely making the passage, due consideration being given to:
	1. The seaworthiness of the vessel
	2. The stowage and securing of all cargo, skiffs, equipment, fuel containers and supplies
	3. Ballasting
	4. Present and forecast weather conditions
2. If workers are required to work in places from which they could fall and drown, and are not protected by guardrails or other means of fall protection permitted by this Regulation, the employer must provide:
	1. A suitable rescue boat, equipped with a boat hook, available at the site and capable of being used for rescue at all times
	2. A buoyant apparatus attached to a nylon rope not less than 9 mm (3/8 in) in diameter, and not less than 15 m (50 ft) in length
	3. A sufficient number of workers who are available when work is underway to implement rescue procedures and who are properly equipped and instructed in those procedures
3. In response to an emergency:
	1. Provide immediate first aid until a senior authorized attendant is present
	2. Radio/call for medical assistance
	3. Activate a locator beacon or high visibility equipment if present

**Remote Rescue and Evacuation – Air Transport Restriction**

**Procedure:**

1. If air transportation is the primary or only method for transporting an injured worker, all of the following requirements must be met:
	1. before the start of operations in a workplace, arrangements must be made with an air service to ensure that an appropriate aircraft is reasonably available to the workplace during those operations;
	2. the arrangements must include procedures for
		1. the employer to determine the availability of appropriate aircraft before the start of each work day, and
		2. the air service to notify the employer if an appropriate aircraft ceases to be available;
	3. a system must be provided that enables the pilot of the aircraft and the first aid attendant attending to an injured worker to communicate at all times when the aircraft is in transit to the location of the injured worker and during transport of the injured worker to medical treatment.
2. In response to an emergency:
	1. Provide immediate first aid until a senior authorized attendant is present
	2. Radio/call for medical assistance
	3. Activate a locator beacon or high visibility equipment if present