

**Appendix H**  
**Disinfectant Material Safety Data Sheets**



# MATERIAL SAFETY DATA SHEET

KEM CANADA MFG.  
 4 BLAIR DRIVE  
 BRAMPTON, ONTARIO  
 L6T 2H5  
 TEL# (905) 456-9444

EMERGENCY # CANUTEC (613) 996-6666  
 "USE IN CASE OF CHEMICAL EMERGENCY ONLY"

W.H.M.I.S. CLASSIFICATION D2B

MATERIAL REFERENCE NO: 110900

## SECTION I - MATERIAL IDENTIFICATION AND USE

MATERIAL NAME/I.D.: CITRO-D	
CHEMICAL NAME: NOT APPLICABLE	CHEMICAL FAMILY: BLENDED PRODUCT
CHEMICAL FORMULA: MIXTURE	MOLECULAR WEIGHT: NOT APPLICABLE
SYNONYMS: NONE	
MATERIAL USE: NON-BUTYL CLEANER DEGREASER DEODORANT	

## SECTION II - HAZARDOUS INGREDIENTS OF MATERIAL

HAZARDOUS INGREDIENTS	APPROX. % CONCENT.	TLV PPM	C.A.S. NUMBERS	LD 50 ORAL, RAT
SODIUM METASILICATE	5.0-10.0	NOT AVAILABLE	6834-92-0	NONE ESTABLISHED
BENZALKONIUM CHLORIDE	1.0-5.0	NOT AVAILABLE	8001-54-5	500 MG/KG

## SECTION III - PHYSICAL DATA FOR MATERIAL

PHYSICAL STATE: LIQUID		
ODOUR AND APPEARANCE: SEMI-FLUORESCENT GREEN, CLEAR LIQUID, CHARACTERISITIC ODOUR.		
ODOUR THRESHOLD (PPM) NOT ESTABLISHED	SPECIFIC GRAVITY 1.063	VAPOUR PRESSURE (MM) NOT ESTABLISHED
VAPOUR DENSITY (AIR=1) NOT ESTABLISHED	EVAPORATION RATE SAME AS WATER	SOLUBILITY IN WATER (20°C) COMPLETE
BOILING POINT (C) 100	FREEZING POINT (C) 0 ESTIMATED	% VOLATILE (BY VOLUME) > 85
pH (10% SOLUTION) 12.9	DENSITY (G/ML) NOT APPLICABLE	COEF. OF WATER/OIL DISTR NOT AVAILABLE



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## SECTION IV - FIRE AND EXPLOSION HAZARD OF MATERIAL

FLAMMABILITY: NON-FLAMMABLE IF YES, UNDER WHICH CONDITIONS:		
MEANS OF EXTINCTION: AS APPROPRIATE FOR SURROUNDING MATERIALS.		
SPECIAL PROCEDURES: NONE		
FLASH POINT (C) AND METHOD: NONE		
HAZARDOUS COMBUSTION PRODUCTS: CARBON MONOXIDE, CARBON DIOXIDE, CHLORINATED COMPOUNDS.		
UPPER EXPLOSION LIMIT NOT APPLICABLE	LOWER EXPLOSION LIMIT NOT APPLICABLE	AUTOIGNITION TEMP (C) NOT AVAILABLE
EXPLOSION DATA SENSITIVITY TO CHEMICAL IMPACT NOT AVAILABLE	RATE OF BURNING NOT APPLICABLE	EXPLOSIVE POWER NOT APPLICABLE
SENSITIVITY TO STATIC DISCHARGE: NOT AVAILABLE		

## SECTION V - REACTIVITY DATA

CHEMICAL STABILITY: STABLE IF NO, UNDER WHICH CONDITIONS:
INCOMPATIBILITY TO OTHER SUBSTANCES: YES IF SO, WHICH ONES: ACIDIC SUBSTANCES, SOAPS AND NONIONIC DETERGENT
REACTIVITY AND UNDER WHAT CONDITIONS: NOT ESTABLISHED
HAZARDOUS DECOMPOSITION PRODUCTS: OXIDES OF CARBON AND CHLORINATED COMPOUNDS.

## SECTION VI - HEALTH HAZARD DATA

ROUTE OF ENTRY:		
SKIN CONTACT: YES INHALATION: YES	SKIN ABSORPTION: YES INGESTION: YES	EYE CONTACT: YES



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EFFECTS OF ACUTE EXPOSURE TO MATERIAL:  
EYES-CAN CAUSE IRRITATION, REDNESS, TEARING.  
SKIN-MAY CAUSE IRRITATION, REDNESS.  
INHALATION-OF MIST OR VAPOURS MAY CAUSE IRRITATION OF RESPIRATORY TRACT.  
INGESTION-MAY CAUSE IRRITATION OF MOUTH, THROAT AND LARNYX, NAUSEA, VOMITING, DIARRHEA.

EFFECTS OF CHRONIC EXPOSURE TO MATERIAL:  
EYES-PROLONGED OR REPEATED EXPOSURES CAN CAUSE CORNEAL DAMAGE.  
SKIN-DRYING AND IRRITATION OF SKIN.

LD 50 OF MATL. NOT AVAILABLE	LC 50 OF MATL. NOT AVAILABLE	EXPOSURE LIMIT(S) NOT AVAILABLE	IRRITANCY OF MATL MODERATE
---------------------------------	---------------------------------	------------------------------------	-------------------------------

SENSITIZATION OF MATERIAL NOT AVAILABLE	SYNERGISTIC MATERIALS NOT AVAILABLE
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CARCINOGENICITY, REPRODUCTIVE EFFECTS, TERATOGENICITY, MUTAGENICITY:  
NONE KNOWN

## SECTION VII - PREVENTIVE MEASURES

PERSONAL PROTECTIVE EQUIPMENT:

GLOVES: RUBBER / VINYL  
RESPIRATORY: NOT NORMALLY REQUIRED  
EYE: SAFETY GOGGLES  
FOOTWEAR: NO SPECIAL REQUIREMENTS  
CLOTHING: NO SPECIAL REQUIREMENTS. COVER EXPOSED SKIN.  
OTHER: EYE WASH AND SAFETY SHOWER  
ENGINEERING CONTROLS (EG VENTILATION, ENCLOSED PROCESS): GENERAL

LEAK AND SPILL PROCEDURE:  
VENTILATE. SMALL SPILLS SHOULD BE FLUSHED WITH LARGE AMOUNTS OF WATER. LARGE SPILLS SHOULD BE COLLECTED FOR REUSE OR DISPOSAL.  
ABSORB REMAINING MATERIAL ONTO INERT ABSORBENT AND PLACE IN DISPOSAL CONTAINER. FLUSH RESIDUAL WITH VOLUMES OF WATER.

WASTE DISPOSAL:  
DISPOSE OF IN A LICENSED FACILITY IN ACCORDANCE WITH LOCAL, PROVINCIAL AND FEDERAL REGULATIONS.



# MATERIAL SAFETY DATA SHEET

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## SECTION VIII - FIRST AID MEASURES

### PROCEDURES:

EYES- FLUSH WITH WATER FOR AT LEAST 15 MINUTES. IF IRRITATION PERSISTS GET MEDICAL ATTENTION.  
SKIN- THOROUGHLY FLUSH WITH WATER FOR AT LEAST 15 MINUTES. IF IRRITATION PERSISTS SEEK MEDICAL ATTENTION.  
INHALATION- REMOVE TO FRESH AIR. GIVE OXYGEN IF BREATHING IS DIFFICULT. GET MEDICAL ASSISTANCE.  
INGESTION- DO NOT INDUCE VOMITING. RINSE MOUTH WITH WATER. DRINK MILK OR WATER. DO NOT GIVE ANYTHING BY MOUTH TO AN UNCONSCIOUS VICTIM. GET IMMEDIATE MEDICAL ATTENTION.

SOURCES USED: RAW MATERIAL SUPPLIER'S MATERIAL SAFETY DATA SHEETS

ADDITIONAL INFORMATION: NONE

## SECTION IX - TDG SHIPPING INFORMATION

SHIPPING NAME	CLASS	UN NO.	PACKING GROUP
NOT REGULATED			

### HANDLING PROCEDURES AND EQUIPMENT:

AVOID CONTACT WITH EYES AND SKIN. WASH THOROUGHLY AFTER HANDLING.

### STORAGE REQUIREMENTS:

STORE IN A COOL, DRY PLACE. KEEP CONTAINERS CLOSED WHEN NOT IN USE.

SPECIAL SHIPPING INFORMATION: NONE

## SECTION X - HAZARD RATING INFORMATION

FLAMMABILITY	REACTIVITY	HEALTH
0	0	1

## SECTION XI - PREPARATION DATE OF MSDS

PREPARED BY: TECHNICAL DEPARTMENT TELEPHONE # (905) 456-9444  
REVIEWED: JULY 25, 2003

### DISCLAIMER:

THE INFORMATION CONTAINED HEREIN IS COMPILED FROM SOURCES BELIEVED TO BE RELIABLE. THE MANNER AND CONDITIONS OF USE AND HANDLING MAY INVOLVE OTHER AND ADDITIONAL CONSIDERATIONS. WE ACCEPT NO RESPONSIBILITY FOR THE ACCURACY, SUFFICIENCY, RELIABILITY OR FOR ANY LOSS OR INJURY RESULTING FROM THE USE OF THE INFORMATION.

**Appendix I**  
**MWM Brampton Facility Health and Safety Policy**



## **HEALTH & SAFETY POLICY STATEMENT**

November 11, 2003

The management of Medical Waste Management Inc. is committed to protecting the health of all employees by preparing, implementing and promoting safety programs. Such programs are extended to include property, materials, products and services as well as the environment.

In fulfilling this commitment, we will provide and maintain the entire work environment as indicated by acceptable industry standards and legislated requirements. We will strive to eliminate any foreseeable hazards, which may result in fires, security losses, property damage, accidents and personal injuries/illness.

All Supervisors will comply with safety and health accident/loss prevention requirements as they apply to the design, operation and maintenance of facilities and equipment.

All employees will be equally responsible for minimizing accidents within our facilities. Job practices and procedures are developed and implemented to promote safe working standards. Employees are responsible for reporting all unsafe and unhealthy conditions.

Contractors/Sub-Contractors will be equally responsible and accountable for ensuring they comply with our health and safety standard or operation.

Daniel Kennedy  
President – MWM





**Appendix J**  
**MWM Brampton Facility Emergency Contingency Plan**

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**EMERGENCY CONTINGENCY PLAN  
MEDICAL WASTE MANAGEMENT  
BRAMPTON INCINERATOR FACILITY**

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**EMERGENCY NUMBERS**

FIRE DEPARTMENT	9-905-451-1234(OR DIAL 9- 911)
AMBULANCE	9-905-459-3424 (OR DIAL 9-911)
POLICE	9-905-453-3311(OR DIAL 9-911)
PEEL MEMORIAL HOSPITAL	9-905-457-1710
BRAMPTON HYDRO EMERGENCY	9-905-840-6300
CONSUMERS GAS	9-905-276-3450
MINISTRY OF ENVIRONMENT	9-416-325-3000
POISON INFORMATION CENTRE	1-800-268-9017
MINISTRY OF LABOUR	9-905-273-7800

**JOINT HEALTH & SAFETY COMMITTEE MEMBERS**

David Prince	ext. 24
Larry Hurley	ext. 34

**EMERGENCY CONTACT NUMBERS**

Daniel Kennedy	905-452-1811	416-433-3003
David Prince	905-843-0873	416-452-6064
Larry Hurley	905-884-5008	416-617-8700

**POLICE/FIRE/AMBULANCE 911  
MEDICAL CLINIC**

The Doctor's Office – MCI Medical Clinic                      416-749-5300

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**MEDICAL WASTE MANAGEMENT EMERGENCY ORGANIZATION PLAN**

Planned action by a few employees can lessen injury, confusion, and panic ultimately reducing costly mistakes in an emergency.

Medical Waste Management's Emergency Action Plan and trained Emergency Response Team (ERT) has one main goal; THE ***PRESERVATION OF THE HEALTH AND SAFETY OF OUR EMPLOYEES AND VISITORS.***

The following "**Action Plan**" outlines the procedures to be followed during an emergency and lists the ERT members.

The MWM ERT is comprised of the Operations Manager and a volunteer representative from each department.

The Operations Co-ordinators are the Operations Manager and the Manager, Administration & Finance and in their absence, the most Senior Operating Supervisor on site.

The current team list is as follows:

<u>DEPARTMENT</u>	<u>SUPERVISOR</u>	<u>ERT MEMBERS</u>
Incinerator	Tony Mauro	Keith Burroughs Sam Osmond Jeff Neely
Waste Processing	Bob Bennett	Mark Saar Rob Coish
Sharpsmart	David Misener	Greg Iatrou
Office	David Prince	Debbie Kennedy

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### RESPONSIBILITIES OF SUPERVISORS

1. Instruction of employees
  - (a) fire and evacuation procedures
  - (b) location of fire exits
  - (c) where and how to sound a fire alarm
  - (d) location and how to use fire fighting equipment
  - (e) location and how to use spill kits
2. Housekeeping in their departments.
3. Enforcing "No Smoking" policy.
4. Immediately reporting the use or damage of fire fighting equipment. All used or damaged fire fighting equipment is to be placed in front of the Receiving office for replacement by the Contractor used by the company.
5. Reporting fire hazards in their departments.
6. Attending fire extinguisher training sessions.
7. Write concise and detailed reports to the Environmental, Health and Safety (EHS) department regarding all emergency situations (Near Miss Reports or Accident Reports).
8. Notify the person(s) in charge in the case of an accident or emergency (only when/if safe to do so).
9. Co-operate with those in charge. The Chief Officer of the Fire Department usually takes complete charge of the situation, so make sure you are available for any assistance.
10. All Supervisors will respond to all emergency alarms.
11. The first Supervisor to arrive at the scene will take charge of the situation until relieved by the Operations Manager.
12. Supervisors who have not been delegated to specific duties in regard to an emergency will immediately return to their respective departments.
13. If an evacuation is called, Supervisors will immediately return to their departments to ensure a safe and orderly evacuation.

*By taking a personal interest in our jobs, especially in those matters pertaining to safety and protection, your place of employment will be safer for you and your fellow employees.*

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## CRITICAL INJURY PROCEDURE

Before understanding the procedures to take in the case of a critical injury, it is first necessary to understand and recognize a critical injury.

Under the Occupational Health and Safety Act, Ontario Regulation 834, a critical injury is defined as:

"Critically injured" means an injury of a serious nature that,

- (a) places life in jeopardy,
- (b) results in substantial loss of blood,
- (c) produces unconsciousness,
- (d) involves the fracture of a leg or arm, **NOT** a finger or toe,
- (e) involves the amputation of a leg, arm, hand or foot, **NOT** a finger or toe,
- (f) consists of burns to major portions of the body,
- (g) causes the loss of sight in an eye

With regard to critical injuries, please note the following excerpts from the Occupational Health and Safety Act, and the procedures that must be followed in order to meet our obligations under the Act.

1. Where a person is killed or critically injured from any cause at the workplace, the most senior member of Management shall notify a Ministry of Labour Inspector and the Joint Health & Safety Committee **immediately** of the occurrence by telephone or other direct means. The employer shall, within **forty-eight hours** after the occurrence, send to the Ministry of Labour Director a written report of the circumstances, containing such information and particulars as the regulations may prescribe.
2. Where a person is killed or critically injured at a workplace, no person shall, except for the purpose of-
  - (a) saving a life or relieving human suffering,
  - (b) maintaining an essential public utility service or a public transportation, or
  - (c) preventing unnecessary damage to equipment or other property

interfere with, disturb, destroy, alter or carry away any wreckage, article or thing at the scene of or connected with the occurrence, until permission to do so has been given by the Ministry of Labour Inspector.

**\*\*IMPORTANT NOTICE\*\***

**Do not attempt to move an injured worker(s) unless there is a danger of further injury or exposure to a hazard.**

Shut off, lock out and tag the machine or equipment involved. Maintenance must be contacted for assistance. Cordon off the immediate area and restrict entry.

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### WHEN A CRITICAL INJURY OCCURS

1. The Supervisor on duty will call for ambulance assistance to transport the injured to a treating centre. **Dial 9- 911 (note time of the call).**
2. The Supervisor will inform the emergency operator of the type of injury and the nearest Operations door to the location of the accident victim.
3. The Supervisor will send an employee to the entrance of the Operations with instructions to watch for and direct the ambulance crew to victim's location **(note time of ambulance arrival).**
4. The Supervisor will notify the Operations Manager of the circumstances and await further instructions from the him.
5. The Operations Manager will notify the President, who will notify the victim's family.
6. The Operations Manager or his designate will notify the Ministry of Labour Inspector of the incident to obtain clearance to continue operations. **(Note time of call).** All Ministry instructions will be forwarded to the immediate Supervisor.
7. The Supervisor will notify the Joint Health & Safety Committee member on site and conduct an accident investigation. You may also call the Operations Manager. If no JHSC member is on site, notify the Health & Safety Chairman of the accident.

#### \*\*IMPORTANT NOTICE\*\*

#### **YOU MUST FOLLOW ANY INSTRUCTION GIVEN TO YOU BY THE MINISTRY OF LABOUR INSPECTOR.**

The Ministry of Labour Inspector may instruct that s/he wishes to attend the investigation or give orders that work is not to proceed until s/he arrives, etc. Follow his/her instructions.

In the case of a fatality, the law is very specific, OHS Act Section s 51 & 52 . Work at the accident scene must not proceed, the area must be flagged off, and no disturbance or removal of any evidence is to take place without the consent and approval of the Ministry of Labour Inspector.

Peel Regional Police and the Coroner's Office must be notified **immediately** to facilitate a prompt investigation.



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**SAMPLE LETTER RE: CRITICAL/FATAL INJURY**  
**ACCIDENT/MAJOR INCIDENT NOTIFICATION - SECTION 51&52 OHSA**

Date:

Director Industrial Health & Safety Branch  
Ministry of Labour  
400 University Avenue  
Toronto, Ontario  
M7A 1T7

Dear Sir / Madam:

We wish to inform you that on [DATE], at approximately [TIME], [EMPLOYEE NAME], a 23 year old Incinerator operator at our Brampton Operations, suffered a fracture to his left arm.

[EMPLOYEE NAME] was removed to Peel Memorial Hospital for treatment and subsequently released home.

The circumstances of the accident were that [EMPLOYEE NAME] was walking in an aisle in the vicinity of the Incinerator operating panel, when he slipped on water on the floor. When he put out his arm to break his fall, he suffered the injury.

Further details will be furnished as our investigation continues. Your local officer, Mr. Smith has been notified and our Joint Health & Safety Committee is involved.

Yours truly,

Medical Waste Management

cc: File  
Medical  
Joint Health & Safety Committee  
Brampton Management

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## **POWER FAILURE**

In the event of a power failure:

1. Operators should shut off all equipment that can be powered down, as the equipment may be unattended when the power is restored.
2. The Department Supervisor will arrange to assemble employees in a safe location next to an exit. The locations are the same as for a fire evacuation, but employees should remain inside the building unless otherwise directed by a Supervisor.
3. Office employees will return to their work areas unless otherwise instructed by a Supervisor.
4. When the power is restored, production should not begin until authorized by a Supervisor or a person in charge.

## **PROCEDURE TO TRANSFER GRID POWER TO STAND-BY GENERATOR**

1. Ensure that Main Power Breaker is positioned to "Isolation"
2. Manually start up generator following standard procedure.
3. Once generator has been operating for one minute, move Main Power Breaker switch to "Generator"

## **PROCEDURE TO TRANSFER POWER BACK TO GRID POWER**

1. When Grid Power has been restored to the building, reposition the Main Grid Breaker position to "City".
2. Turn off Stand-by Generator.
3. Resume normal operating procedures.

## **EMERGENCY PROCEDURES – ELECTRICAL**

NOTE THAT ALL ELECTRICAL WORK MUST BE PERFORMED BY QUALIFIED/TRAINED ELECTRICAL PERSONNEL ONLY

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## CHEMICAL SPILLS

The Medical Waste Management mandate in regards to chemical spills is to:

**DO IT RIGHT: DO IT NOW: DO IT RIGHT NOW.**

It is every employee's responsibility to assist in maintaining an environmental quality that will protect human health and the ecosystem. The contingency plan is designed to be a simple action plan to:

**REPORT  
CONTAIN  
CLEAN-UP  
RESTORE**

In the event of a chemical or coolant spill:

### **(A) FIRST RESPONSES**

Any employee (the Supervisor, if present) will assume immediately the role of **ON-SITE CO-ORDINATOR (OSC) ?????** for the Brampton facility in the event of a pollution spill or environmental mishap.

The OSC must take quick and immediate action. These actions are the responsibility of the OSC and should be in priority as follows:

### **(B) REPORT**

1. Stop or reduce discharge **if safe to do so.**
2. Notify (warn) people - down stream, down wind, etc., of impending danger or potential hazard. Keep the uninvolved away from the spill site.
3. Notify directly or ensure that the Ministry of Environment and/or Spill Response teams have been contacted. **M.O.E. 1-800-268-6060 or CANUTEC (613) 996-6666.**
4. Consult the WHMIS manual, located in one of the four Hazard Awareness Centres for the proper handling and clean up procedures for the specific chemical. If further information on the chemical is needed, the supplier can be contacted for advice. Telephone numbers of suppliers are located on each MSDS.
5. The OSC must notify his/her Supervisor or immediate Supervisor. Each Supervisor must promptly notify his/her immediate Supervisor until the company's Vice President of Operations is informed.
6. If the situation warrants (i.e. persons health involved), notify emergency response agencies: Police/Fire/Ambulance (**Dial 9 1 1**).

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*Note: The reporting and alerting procedures should have a "fan-out" system of contacting the various responsible parties. This is done in order to reduce the number of telephone calls that the OSC or any other person has to make. Remember **time** is important, a spill can spread into a disastrous situation in only a few minutes.*

### **(C) CHEMICAL EXPOSURE**

1. Identify the type and name of chemical the victim has been exposed to.
2. If the exposure is critical, get the victim to medical attention as soon as possible.
3. If the exposure is not critical, give the victim first aid appropriate with the chemical and type of exposure that has occurred. This information may be found in the WHMIS manual under the individual MSDS.
4. Have someone call ahead to the Clinic/Hospital to inform them what has happened, the type of exposure (oral or contact) and the type of chemical(s) involved.

### **(D) CONTAIN & CLEAN UP**

After the initial response and reporting effort, the OSC should focus every means at his/her disposal to contain the spill using items in the spill control kits. It is important that all employees are aware of the location of spill kits and Hazardous Awareness Centres - Material Safety Data Sheets (MSDS).

When environmental authorities arrive, the OSC and all others at the scene need to co-operate fully.

A resource inventory outlining all of the resources available to the company in the immediate area should be developed to properly plan for the availability and suitability of containment and cleanup equipment and materials. The inventory should include:

1. A list of specific types of equipment available in each region/area should be maintained. The procedures on how to use each piece of equipment should also be noted, i.e., floatation collars and containment booms.
2. All types of support equipment should be included, i.e., floodlights, shovels, rain-gear, rubber boots, rakes, oil-proof gloves, etc.
3. Identify emergency contact procedures - "fan out" method. Ensure all emergency contact numbers are available.
4. Often heavy equipment such as bulldozers or front-end loaders are useful for cleanup and restoration. The source and method of obtaining this equipment should be listed.
5. In some areas, there are contractors who specialize in the field of spill control and clean up. These should be known and listed.

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6. The type, amount and location of various spill kits and treating agents within the kits, such as absorbents, should be recorded. There should also be some extra agents stockpiled. These should also be recorded and maintained. It is important to ensure a constant supply of these treating agents.
7. All available communications equipment and systems should be identified, i.e., location of closest "emergency" phones in each area.

#### **(E) RESTORE AND DISPOSE**

The generator is responsible to restore the spill-site to "pre-spill" conditions where this can be reasonably expected. The federal and provincial environmental legislative programmes require that everything "practical" be done by the generator to minimize the adverse effects of the spill and to restore the natural environment.

After the situation is under control, the OSC - in consultation with approval from the environmental authorities - must dispose of the contaminants from the spill. The disposal is to be done in a timely manner to the satisfaction of the Ministry.

#### **(F) RELEASING PUBLIC INFORMATION**

All employees are expected to be courteous when dealing with the public, the media or other agencies and authorities external to the company.

Only the OSC should release information. All other employees should refer inquires to their OSC or supervisor. Please ensure all information released is factual and pertinent.

One fact of importance from the outset is the exact description of the spilled product. If this product is classified as a **dangerous good, it is identified by product identification number or "PIN."** This PIN is of critical importance when reporting the spill to the emergency response agencies and governmental authorities.

*Avoid speculation or opinion - stick to the facts:*

- WHAT:** The common name and the exact PIN of the spilled product.
- WHERE:** The exact location (name landmarks for speedy emergency response).
- WHEN:** The date and time of the incident.
- EXTENT:** Estimated quantity spilled.

All public releases should be stated honestly, and tentatively. For example "it appears that or it seems that", etc.

Normally any spill incident will undergo a thorough investigation and this assurance should be given: for example, "the matter is under investigation".

#### **(G) PREPARING THE POLLUTION SPILL REPORT**

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The company OSC is responsible to keep an accurate diary of the pollution incident. The account will document the following:

1. The events leading up to the spill .
2. The spill - listing names, addresses and phone numbers of each individual and companies directly involved. The product and PIN.
3. First responses taken.
4. Exact notification procedures naming date and times, as well as the name of exact people contacted.
5. Time and nature of emergency response.
6. An accurate record of the spill abatement effort listing the equipment, [man]power and materials employed on behalf of the spill cleanup.
7. Actions taken by others: i.e., insurance company's, municipalities, etc.
8. Any special frustration or annoyances.
9. Recommended ideas to prevent a spill recurrence.
10. A copy of this report should be sent to the company Vice President of Operations.

### **EVACUATION: WHEN THE ALARM SOUNDS**

1. Operators should shut down all pieces of equipment they are responsible for, using the emergency stop button.
2. In immediate danger, Operations employees should leave by the closest, safest exit and report to their assigned evacuation point (see accompanying map).
3. If the danger is not immediate (i.e. the danger is not in the employees area of work), then the Supervisor will arrange to assemble his employees in a safe location near an exit. The Supervisor will ensure all employees are accounted for before proceeding to the assigned evacuation point.
4. The Maintenance Department is responsible for shutting down all services (hydro, gas) in the case of an evacuation.
5. The Supervisor will then report to the Operations Manager at the Central Control Post (see map).
6. After receiving instructions from the emergency coordinator to evacuate, office employees will leave by the closest exit and report to the assigned evacuation point in front of the building.
7. Department heads will ensure that all members of their department are accounted for and then report to the Operations Manager at the Central Control Post.
8. The Operations Manager will then inform the Fire Department of the number, names and possible location of all missing persons in case of a fire.
9. If an employee is unable, due to the circumstances of the emergency, to reach their assigned evacuation point, they should report to the closest evacuation point and make that Supervisor aware of their name and their Supervisor's name.

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10. No employee should leave their evacuation point without authorization from a Supervisor.

***IN ORDER FOR AN ACCURATE ACCOUNTING OF THE INDIVIDUALS IF AN EVACUATION IS NECESSARY, ANYONE LEAVING WORK AT TIMES OTHER THAN THE REGULAR OPERATIONS HOURS SHOULD INFORM THEIR SUPERVISOR OF THEIR DEPARTURE AND RETURN***

**SEARCH TEAM - EMERGENCY TEAM MEMBERS**

When it is safe to do so, conduct a thorough search of all areas – locker room, lunchroom, washroom, etc., after the alarm is sounded to ensure all personnel are out of the building. Upon completion of the search, the search team is to report back to the Department Supervisor. Under no circumstances is any person to go back inside the Operations once they've exited the facility.

The **EVACUATION ASSEMBLY POINTS** are:

**AREA #1**

PERSONNEL MUST CONGREGATE IN THE **EAST TRUCK BASIN**

**AREA #2**

PERSONNEL MUST CONGREGATE IN THE **WEST PARKING LOT.**

At this point, each Supervisor will take attendance, making sure each employee is safe and accounted for. Now await further instructions from the Fire Official.

**RE-ENTRY AFTER AN EVACUATION**

Only after management has decided the situation is safe can employees re-enter the building. The following procedure should be carried out:

1. All department heads will be informed of the decision by the Operations Manager. In his/her absence the most Senior Operating Supervisor will take over.
2. The department heads will then report to their employees at their respective evacuation points and inform the employees of the decision and assign any clean up crews that may be necessary.
3. The employees will then proceed back to their workstations and await further instructions from their Supervisor.

**FIRE**

In the event of a fire:

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1. The fire alarm is located beside the time clock. In case of fire, activate this alarm.
2. If possible, fires should be eliminated immediately using a hand fire extinguisher. These are located throughout the Operations, usually on the structural columns distinguished with red stripes. Employees should become familiar with locations of fire extinguishers in their department.
3. If the fire is too large to be contained safely, the following steps should be followed:
  - (a) Inform the Supervisor in the area of the fire and other affected areas.
  - (b) The Supervisor should have all workers in the area shut down their equipment and turn the power off.
  - (c) The Supervisor will assemble the employees to a safe exit.
  - (d) The following people or *their designate* should be contacted:

**LARRY HURLEY: EXT. 34**  
**DANIEL KENNEDY: EXT. 21**  
**DAVID PRINCE: EXT.24**

- (e) The evacuation of employees should be supervised. Emergency voice communication or public address systems should be used if possible.
- (f) Notify the Fire Department (911).
- (g) Upon arrival of the fire fighters, inform them of the situation.
- (h) Provide access and vital information to the fire fighters.
- (i) Make sure the fire alarm is not silenced until the Fire Department has responded.
- (j) Keep doors closed at all times.
- (k) Keep passageways and exits clear at all times.
- (l) Be sure roadways, fire routes and fire pumper connections are kept clear and accessible.

### **NATURAL GAS OR PROPANE LEAKS**

The following steps should be taken if a natural gas leak is detected:

1. **Do not smoke**
2. If you determine that there is a natural gas or propane leak shut the gas source off.
3. Try to determine the extent of the leak.
4. The Supervisor should contact the maintenance supervisor, who will call **Consumers Gas (276-3450)** and the Operations Manager.
4. If the Maintenance Supervisor feels the situation warrants further action, an evacuation of part or all of the Operations can be called.



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In the case of a serious **propane** leak, the bottles should be removed from the Operations or the storage area immediately and placed in open space.

PLEASE NOTE: The main incoming shutoff is located outside at the ??? of the office and another by the Maintenance Department (painted blue)?????. In the event of a major fire or broken gas line, both these valves should be closed.

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### EMERGENCY PROCEDURES – WATER

Main Water Shutoff Valve is located in the Mechanical Room located on the south side of the building.

### BOMB THREATS

If you receive a bomb threat, you should:

1. Remain calm.
2. Try to obtain the following information from the caller:
  - (a) his/her name (identity), location, condition (intoxicated, unstable, etc.)
  - (b) the name of the organization they represent
  - (c) location and type of bomb
  - (d) when the bomb is set to go off.
3. If possible, attract the attention of a co-worker, inform him/her in writing that a bomb threat is taking place. That person should **call the police immediately** so the call can be traced.

After you have received a bomb threat, the following steps should be taken in a timely manner:

1. Call the Police Department (**9 1 1**)
2. Inform the Operations Manager
3. Evacuate the building - go to your evacuation station
4. Await further instructions.

### STORMS/TORNADOES

If the Operations Manager is informed that there is a danger the Operations may be affected by a severe storm (tornado), the following steps should be taken:

1. The Operations Manager will inform the Department Supervisor of the danger and tell them to take preventative measures.
2. The Supervisor will inform the employees of the situation.
3. Operations employees should take shelter beside a structural column.
4. The Supervisor should check washrooms for people that may not receive the warning of possible danger.

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**AIRCRAFT DISASTER**

In the event of a direct aircraft hit, where company property has been struck by an aircraft, it must be treated as a fire. **FULL EVACUATION PROCEDURES OF THE ENTIRE OPERATIONS MUST TAKE PLACE AT ONCE!**

**DO NOT** attempt to re-enter the area unless specifically authorized to do so.