



Site-specific safety plan

Site information

Name of site:

Address of site:

Company contact:

Site safety coordinator and phone number:

Site emergency contacts

Title	<i>Ex. Emergency coordinator</i>	Name	Phone

Local emergency contacts

Title	<i>Ex. Police department</i>	Name	Phone

Site-specific safety plan

Medical equipment locations

First aid kits	
AEDs	

Contractors on site

Contractor name	Site contact name	Phone
ABC construction		

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Medical emergency

- Contact the designated on-site first responders or 911
 - When in doubt about the severity of illness or injury, or if there is no on-site first aid team, immediately call 911
 - If personnel trained in first aid are not available, follow the direction of the 911 dispatcher — they will help you provide the appropriate assistance until EMS arrives
- Send someone to access the on-site medical team/first aid kit/AEDs and provide care within the level of training received
- If additional personnel are available, have someone meet EMS and show them to the location of the victim
- Do not move the victim unless the victim is in immediate danger or it is necessary to provide care (i.e. to perform CPR) and you can move them safely
- Provide appropriate care for the injury/illness at the level you have been trained to do so until professional rescuers take over care
- After the emergency, report an injury/illness, and fill out any necessary paperwork required for on-site/on-the-job documentation
- When calling 911, be prepared to provide the following information:
 - Nature of the medical emergency
 - Any injuries
 - The specific location of the emergency (address, building, room number, etc.)
 - Include any specific information needed about how to access the location
 - Your name and phone number from which you were calling
- Do not hang up with emergency services unless told to do so by the dispatcher

Fire emergency

- Activate the nearest fire alarm, if available
- Notify the local fire department by calling 911
- Notify the site emergency contact
- Leave the building using the designated evacuation routes
- Assemble in the designated area
- Remain outside until the designated company contact or safety coordinator has announced it is safe to re-enter
- Fight the fire only if:
 - The fire department has been notified
 - The fire is small and is not spreading
 - You have been trained in using a fire extinguisher
 - The fire extinguisher is nearby and operational
 - Escaping the area is possible at all times, the exit is not blocked

Site-specific safety plan

Evacuation procedures

- Remain calm
- Immediately cease all operations
- Confine any hazardous materials and turn off oxygen/flammable gasses
- Leave quickly, without running
- Shut all doors behind you
- Accompany and assist employees or visitors with disabilities or special needs, or any co-workers who appear to need direction or assistance
- Proceed as quickly as possible, but in an orderly manner, do not push or shove, hold handrails when using stairs
- Move to a previously designated assembly area or safe area away from the building

Designated safe area for this site:

Shelter in place

- Remain calm
- Immediately cease all operations
- Confine any hazardous materials and turn off oxygen/flammable gasses
- Shut all doors behind you
- Accompany and assist employees or visitors with disabilities or special needs, or any co-workers who appear to need direction or assistance
- Proceed to a designated SIP room/area or to a safe interior windowless room
- Listen to radio or television for updates on the situation
- Do not leave the building until authorities give the verbal “all clear” message

Shelter in place area for this site: