

Planning for Emergencies on the Job

Every workplace should have a plan for dealing with different kinds of emergencies. All workers should be trained on what's in the plan and what they should do. A plan should answer all the questions below.

EXIT AND ESCAPE PLANS

- What is the escape plan for fires, floods, earthquakes, and chemical spills?
- Where are emergency exits located and how do you open them?
- Where should you go if there is an evacuation? Is there a designated meeting area?

FIRE EXTINGUISHERS

- How does the fire alarm system work, and how should you respond?
- Where are fire extinguishers located?
- How do you operate fire extinguishers properly? Everyone who is expected to use a fire extinguisher must be trained.

OTHER EMERGENCY EQUIPMENT

- Where are emergency eye wash stations and safety showers located (if any)?
- Where are first aid kits located?
- Which workers on each shift are trained in first aid? Unless a hospital is nearby, at least two trained people should be available.

IF SOMEONE IS INJURED

- Who should be notified of an injury?
- Who is designated to provide first aid?
- What procedures should be followed to get medical care?

