



WEEKLY SAFETY MEETING

EMERGENCY ACTION PLAN

- ✚ Emergency telephone numbers MUST be posted at each job site. This includes, ambulance, fire, police, and utility company phone numbers as well as any Emergency Action Plans in the locations you are working. All employees SHALL be made aware of the nearest medical facility and the emergency evacuation procedures for their work location.
- ✚ If the customer where you are working does not have an established Emergency Action Plan, discuss your EAP utilizing your Winger PJHA. It is your responsibility to develop a plan that covers these four items:
 - Reporting procedures – establish a way for your crew to report emergencies.
 - Head Counting – establish procedure to account for all Winger personnel at that work location.
 - Muster Points – predetermine locations for crew to gather.
 - And rescue responsibilities – employees can only perform rescue duties according to their level of training.
- ✚ In case of an emergency, it is your responsibility to know the following:
 - Emergency Action Plan Phone Numbers (e.g., Cargill/Blair-3000; Cargill/Eddyville—55; John Deere—222; OGS—Line 5, your Foreman’s cell phone number, Safety Director – (641) 777-5717; etc.)
 - Exit door locations
 - First aid kits locations
 - Nearest AED (Automatic External Defibrillator)
 - Do not approach a victim unless it is safe to do so
 - Fire extinguishers and water hose locations
 - Safety showers and eye wash stations locations (flush if allowed)
 - Emergency evacuation areas, routes and wind direction
 - Report any spill within 15 minutes
 - Keep all emergency exits and pathways continuously free of obstructions.
 - Do not block emergency fire safety equipment or park in front of any fire hydrant.
- ✚ Depending on the work site, all emergencies should be reported immediately by contacting your foreman, supervisor, safety, and customer personnel.
- ✚ When there is an emergency, **DO NOT PANIC!** Carefully survey the scene. Look for hazards that could harm you and other responders such as fire, exposed power lines, confined spaces, or caved-in excavations, etc. If you are in danger, leave the area immediately! Call or send someone to call the appropriate Emergency Response Team or Emergency Medical Services (EMS) immediately.
- ✚ When reporting an emergency, give as accurate information as possible and stay on the line until you are dismissed by the individual taking the information. Report the following information to the proper authorities and/or facility personnel:
 - The nature of the emergency, such as injury, fire, explosion, etc.
 - The location of the emergency. Be as specific as possible.
 - The number and condition of the victim(s), if any.
 - The location you are reporting from.
 - Your name and phone number.
 - The approximate time of the incident.
 - Other information as requested by the person taking the report.
- ✚ Winger employee’s regular duties do not include any task that would need to be shutdown or monitored for critical operations before they evacuate.
- ✚ In the event of an emergency, all employees are to leave the work site immediately.
- ✚ Follow the appropriate escape procedures and escape route assignments as designated by our customer facility’s EAP plans or your supervisor.
- ✚ All personnel should report to their immediate supervisor for head count.
- ✚ Ensure streets and paths are clear for emergency personnel to arrive at the scene.
- ✚ Notify local rescue team before entering and ending confined spaces.
- ✚ Remember to use proper equipment if you are involved in rescue of a fall victim(s).
 - Aerial lifts
 - Crane with man basket
 - Ladders
 - Retrieval devices with 4 to 1 ratio winch
 - Body harness – on victim, unless it would further endanger his life
- ✚ Notify local HAZMAT team or local authorities immediately in case of chemical spill or leak. Do not cleanup chemical spills or leaks yourself. Stay clear of the area until notified area is okay to return to work.
- ✚ If you are not needed at a scene, stay away from the area so emergency personnel can perform their duties.
- ✚ Do not volunteer information, as to the incident, to anyone other than customer or emergency medical services personnel. Winger personnel are not allowed to discuss any incident with the news or social media. Media must be handled in a professional manner by the owner or designated alternate.
- ✚ When entering or exiting a secured location such as a customer’s facility, each employee must scan in and out with their own scan/badge cards. This is used for your benefit in the event of an emergency. Do not scan in or out with another person’s scan/badge card. Do not scan another person in or out with your scan/badge card. Employees not following this procedure will be immediately disciplined and/or terminated.
- ✚ Contact your Safety Director (641)777-5717, as soon as possible for reporting purposes.
- ✚ For further assistance with emergency evacuation procedures, contact your supervisor, foreman or safety personnel.



Meeting Date: _____

Trainer: _____

Supervisor: _____

Location: _____

Attendees: (Please print clearly)



WEEKLY SAFETY MEETING

EMERGENCY ACTION PLAN QUIZ

1. It is my responsibility to have a predetermined emergency action plan in place. True or False? _____
2. When necessary, all employees are to leave the work site immediately, gather at the designated location and report to their supervisor for an accurate head count. True or False? _____
3. Emergency telephone numbers MUST be posted at each job site. True or False? _____
4. It is my responsibility to know the following:
 - A. EAP phone numbers
 - B. Exit door locations
 - C. First aid kits and nearest AED locations
 - D. Fire extinguishers, water hose locations
 - E. Safety showers and eye wash locations
 - F. Evacuation areas and storm shelter locations
 - G. Report any spill within 15 minutes
 - H. All the above

5. State the following information when reporting an emergency:
 - A. The nature of the emergency, such as injury, fire, explosion, spill, etc.
 - B. The location of the emergency. Be as specific as possible.
 - C. The number and condition of the victim(s), if any.
 - D. The location you are reporting from.
 - E. Your name and phone number.
 - F. The approximate time of the incident.
 - G. Other information as requested by the person taking the report
 - H. All of the above

6. Only qualified persons trained in first aid/CPR should attend to an injured person. True or False? _____
7. DO NOT approach the victim unless it is safe to do so. True or False? _____
8. I can scan in another person with my customer issued badge/scan card. True or False? _____
9. Ensure streets, entryways, and walkways are clear for rescue personnel. True or False? _____
10. If you are not needed at a scene stay away so emergency personnel can perform their duties. True or False? _____
11. It is okay to talk to news media or post incidents on my social media account. True or False? _____
12. Contact your Safety Director as soon as possible for reporting purposes. True or False? _____

Printed Name: _____ **Trained by:** _____

Signature: _____ **Trained by Signature:** _____

Date: _____ **Location:** _____