



ACADIA
ATLANTIC ULC

Emergency Procedure

Contact Personnel

Fire/Police/Ambulance: 911

Emergency Procedure

- ◆ The nearest employee to the incident will become the emergency response designate and will not leave the injured person(s).
- ◆ If a fall occurred or there may be injury to the head/neck, ensure the injured person(s) do not move.
- ◆ The designate will immediately call emergency services (911).
- ◆ The designate will signal for another employee to notify the manager.
- ◆ Once the manager is notified, they will contact and notify a workplace first aid provider (as per the posted list).
- ◆ Will first aid provider will provide medical attention until the arrival of emergency services.
- ◆ Upon arrival of emergency services, the designate will serve as the primary communication link between the first responders and all other parties.
- ◆ If the injured person(s) must be taken to hospital the designate will travel with the ambulance.
- ◆ An incident report for will be completed within 3 days of the incident and will be reported to WorkSafe.
- ◆ A thorough incident investigation will be completed by the Joint Health and Safety Committee and submitted to Head Office and WorkSafe.