

## Emergency Policy

The risk of an incident cannot be totally eliminated, therefore (*Company name here*) will take the following steps to help insure the proper reaction to any situation:

- Provide initial emergency first aid training and refresher training, ensuring the appropriate number of first aid trained individuals at each work place at all times.
- Ensure first aid trained personnel are known or their names are posted.
- Provide transportation to a medical facility for injured persons.
- Provide training on fire extinguishers and initial fire fighting.
- Provide communications in the form of cell phone or radios.
- Provide appropriate first aid kits and ensure that records are kept.
- Have a site rescue / evacuation plan posted and employees given training on how to safely evacuate.

Signed: \_\_\_\_\_

Date: \_\_\_\_\_