

Landfill Emergency Response Plan: Example

Landfill Emergency Response Plan Example

Disclaimer

This is an example of a landfill emergency response plan for a small landfill and may not be suitable for larger urban or regional landfills. The SWANA template was modified to create this example. For the full SWANA template please see <https://swananorthernlights.org/crisis/>

If you require assistance with the landfill Emergency Response Plan, please call the Client Service Office at 1-800-567-4224 to speak to an Environmental Protection Officer.

Landfill operators are to use this for informational purposes only and as a guide. This example is not all encompassing and there may be site specific operations that are not included.

Emergency response activities are only to be performed by adequately trained staff, and this document is a sample that should be adjusted to your specific activities.

This is for information purposes only.

**Rural Municipality of Riderville
Waste Disposal Ground**

EMERGENCY RESPONSE PLAN

2021

Table of Contents

2020	Error! Bookmark not defined.
Rural Municipality of Riderville	Error! Bookmark not defined.
Waste Disposal Ground.....	Error! Bookmark not defined.
Table of Contents	4
Introduction	6
Emergency Plan Review and Updates	7
Emergency Organization	8
Landfill Foreman Responsibility	8
Evacuation Procedures.....	8
Muster points.....	9
Evacuation Rules and Considerations:	9
Medical Emergencies	10
Minor Medical Injuries	11
Prevention.....	11
Response Plan	11
Serious Medical Injury.....	11
Prevention.....	11
Response Plan	12
Vehicle or Equipment Accidents	12
Prevention.....	12
Response Plan	12
Fires	14
Fire Prevention.....	14
General Fire Response Procedures	14
General Instructions.....	14
General Fire-Fighting Guidelines.....	15
Small Contained Fires.....	15
Uncontained Fires	15
Building Fires.....	16
Prevention.....	16
Response	16
Fires at the Working Face.....	17
Prevention.....	17
Response	17
Stored Material Fires.....	18
Prevention.....	18
Response	18
Environmental Contingencies	19
Notification	19
Documentation	19
Prohibited Wastes Delivered to the Landfill	20
Prevention.....	20
Response Plan	20
Prohibited Waste Discovered at the Landfill.....	20
Prevention.....	20
Response Plan	21
Extreme Weather	22
Prevention.....	22
Response Plan	22
On Site Spills:.....	23
Prevention.....	23
Response Plan	23
Emergency Disasters	24

Prevention.....	24
Response Plan i.e Flood	24
Check Lists.....	25
General.....	25
Medical Emergency: Page 9 of Plan	26
Accidents: Page 10 of Emergency Plan	26
Fires: Page 12 of Emergency Plan	27
Environment Emergency: Page 17 of Emergency Plan	28
Training and Competency Expectations	30
Site Diagram	31
Waste Dangerous Goods Storage	32
Above Ground Storage Tanks.....	32
CONTENTS.....	32
EcoCentre	32
CONTENTS.....	32

Introduction

The Rural Municipality (RM) of Riderville's response plan sets out appropriate procedures to address foreseeable emergencies. The key elements of this plan are:

1. What is the nature and severity of the emergency?
2. What is to be done?
3. Who does it?

Emergency and contingency responses include the following:

- Fires;
- Accidents and Medical Emergencies;
- Environmental Release and Weather Contingencies

Emergency Plan Review and Updates

The RM will conduct the following reviews as set below:

Fire Prevention and Safety Meetings

- Fire prevention meetings will be conducted with all landfill employees and the Fire Department at least twice a year.
- Safety and emergency meetings will be held with landfill employee's monthly
- One table top emergency response exercise will be conducted by February 28th each year

Following an Emergency Event

The Landfill Foreman will review the emergency plan following an emergency incident to document and update any deficiencies or opportunity for improvement identified during the event.

Annual Review

The Landfill Foreman will review the emergency plan by February 28th each year. The plan will be reviewed for the following:

- Emergency response procedures for the RM of Riderville are effective and updated as necessary;
- Review Appendix A - D to ensure phone numbers, training, site diagrams and Waste Dangerous Goods storage are up to date;
- Appropriate individuals are appointed to manage emergency situations;
- All fire prevention meetings conducted with landfill employees and the local Fire Department are documented and logged;
- Safety Meetings held with the landfill employees are documented and logged;
- Ensure the ERP conditions within the Saskatchewan Ministry of Environment (ministry) Permit to Operate are met; and,
- Summarize any changes made to the ERP and submit with the ministry annual report for approval

Emergency Organization

The Landfill Foreman is designated to have the primary responsibility to manage emergency situations at the landfill. The Landfill Operator is designated as the alternate person responsible.

The Landfill Foreman will have **complete commission** for the duration of the emergency. This together with proper training of operating personnel, practice drills to test emergency response activities, and continual review and updating of the plan will be undertaken to ensure an efficient and effective response to any emergency that may occur. See Appendix B for training and competency expectations.

Landfill Foreman Responsibility

The Landfill Foreman has the responsibility to:

- Review and update the emergency response procedures;
- Ensure that all emergency response procedures are appropriate;
- Declare an emergency;
- Respond to all emergencies and to contact appropriate emergency response agencies;
- Establish control of the emergency prior to the arrival of appropriate emergency response agencies;
- Direct personnel and site visitors to a safe muster point;
- Liaise with the emergency response representatives upon their arrival;
- Correct any potential emergency or unsafe situations; and
- Complete necessary documentation with respect to emergencies.

The Landfill Foreman will report any emergency or contingency situations to the RM of Riderville's Chief Administrative Officer. The Chief Administrative Officer will contact appropriate agencies to report incidents for any environmental or health and safety issues related to the emergency. All reporting will be done in accordance to the listed permits and/or regulations. See Appendix A for a list of government and contingency agencies contact information.

Evacuation Procedures

In the event that an area or structure at the landfill must be evacuated due to a fire, gaseous, or other situations, landfill employees, customers, and site visitors will be evacuated. Employees and site visitors will exit buildings via the closest exit and will proceed to a designated posted muster point.

In the event of a fire or gaseous release from active areas of the landfill, the Landfill Operator will direct all staff and site visitors to immediately leave the area and proceed to the designated posted muster point. Visitors will be requested to remain at the muster point until otherwise notified.

The designated muster point is to be assigned for each emergency situation according to the nature and the location of the emergency and a safe exit route. A wind sock will be installed on an appropriate structure to assess wind direction in the event of an emergency. A muster point **will not** be used when it is located downwind of a fire or gaseous release or if deemed unsafe to use.

Muster points

Note: Muster Points were assigned using the prevailing wind directions and proximity to any potentially hazardous materials.

1. Primary: **North Entry Gate** or
2. Secondary: **West Personnel Gate**; or
3. An alternate area designated by the Landfill Foreman or designate at the time of the emergency.

Evacuation Rules and Considerations:

The following rules apply to all employees during an evacuation emergency:

- Do not exit buildings through a smoke filled area. Use an alternate exit and notify 911
- Do not return to the work area if alarm sounds
- Do not re-enter smoke filled areas or buildings.
- Do not re-enter an area being evacuated due to a chemical release
- Do not remove any vehicle from a parking area or area that is endangered by a fire or chemical release.

The prime consideration for the Landfill Foreman is to ensure that all employees and site visitors are safely evacuated. The Landfill Foreman will:

- Only if safe to do so, check areas and buildings, including washrooms, to ensure that all individuals have left;
- Closing doors as they move throughout the facility;
- Will meet at the muster point to ensure all site employees have been evacuated;
- Wait for appropriate emergency response personnel; and
- As required, establish perimeter security, conduct searches, or other actions that may be warranted by specific circumstances.

The Landfill Foreman at the time of an alarm will remove the Visitor Log Book and take it to the muster point. The Landfill Foreman will verify any names appearing in the book as being present or employees who are signed out or away from the facility at the time of the alarm.

Employees and visitors must treat fire alarms as an actual fire and undertake a total and immediate evacuation of the facility. If for some reason, the alarm stops, employees and visitors will always complete the evacuation. In the event of a fire or chemical release, the Landfill Operator is **NOT** to conduct searches in the involved areas for their own personal safety. If personnel are unaccounted for, emergency response search and rescue personnel will be informed.

ALL CLEAR

All employees and visitors will remain at the muster point until the Landfill Foreman gives permission to return to the site. Upon termination of the emergency, an "All Clear" will be indicated to allow employees and visitors to return to their work areas. Under NO circumstances will an employee or visitor return to the work area without receiving permission from the Landfill Foreman.

Medical Emergencies

All injuries should be considered important and will be reported as a safety incident to the Landfill Foreman and Chief Administrative Officer.

First Aid should be applied that is appropriate to the nature of the injury. If the injury requires medical assistance, the individual will be taken to a medical emergency centre or an ambulance service contacted.

If required, First Aid measures should be applied by someone certified in first aid. Follow all appropriate RM procedures developed for administering or determining resources for medical aid.

Minor Medical Injuries

Prevention

- Safety Plan and Procedures
 - Incident Reporting and Tracking Procedure
 - Job Hazard Analysis Documentation
- Employee Safety Training and Awareness.
 - Landfill Orientation Training
- First Aid Training.

Response Plan

Action	Time Frame	Who?	Resources
Apply appropriate First Aid	Immediately	• First Aider	• First Aid Kit
Assess if injury requires additional medical aid	Immediately	• First Aider	• Medical Aid Procedures
Take injured person to a medical emergency centre or contact an ambulance service if deemed appropriate	Immediately	• First Aider	
Complete incident report, review cause of the injury and prepare appropriate measures to mitigate future incidents	Within 1 month	• Landfill Forman • Administrative Chief Officer	• Site Staff • Occupational Health and Safety • Incident Reporting and Investigation Procedure

Serious Medical Injury

Prevention

- Safety Plan and Procedures
 - Incident Reporting and Tracking Procedure
 - Job Hazard Analysis Documentation
- Employee Safety Training and Awareness.
 - Landfill Orientation Training
- First Aid Training.

Response Plan

Action	Time Frame	Who?	Resources
Assess site conditions for personal safety and safety of others, and take appropriate actions to secure unsafe areas	Immediately	<ul style="list-style-type: none"> Landfill Foreman Landfill Operator First Aider 	<ul style="list-style-type: none"> Site employees
Attend to the injured person and apply First Aid	Immediately when safe to do so	<ul style="list-style-type: none"> First Aider 	<ul style="list-style-type: none"> First Aid Kit and/or AED
Contact 911	Immediately	<ul style="list-style-type: none"> First Aider Site Employees 	
Stay with the injured person until medical assistance arrives	Duration of medical emergency	<ul style="list-style-type: none"> First Aider 	
Report incident, conduct an investigation to determine the cause of the injury and prepare appropriate measures to mitigate future incidents	Investigate immediately following the incident. Complete mitigating measures within 1 month of the incident	<ul style="list-style-type: none"> Landfill Foreman Chief Administrative Officer 	<ul style="list-style-type: none"> Site Personnel Occupational Health and Safety Incident Reporting and Investigation Procedure

Vehicle or Equipment Accidents

All vehicle accidents will be reported to the Chief Administrative Officer and an investigation to determine the root cause will be carried out. Following the investigation, appropriate measures to mitigate future incidents will be determined and implemented. The reporting and investigation requirements are detailed in the RM Incident Reporting and Investigation Procedure.

Prevention

- Safety Plan and Procedures
 - Incident Reporting and Tracking Procedure
 - Job Hazard Analysis Documentation
- Employee Safety Training and Awareness.
 - Landfill Orientation Training
- Traffic Control Signs
- Posted Speed Limits
- Back in Parking
- Waste/Recycle Signs

Response Plan

Action	Time Frame	Who?	Resources
Report the accident to the Landfill Foreman	Immediately	<ul style="list-style-type: none"> All employees 	<ul style="list-style-type: none"> Incident Reporting and Investigation Procedure

Action	Time Frame	Who?	Resources
If damage is minor, have the vehicle driver report the accident to the RCMP. Take pictures prior to vehicle leaving.	Immediately	<ul style="list-style-type: none"> • Landfill Foreman • Landfill Operator 	
If the damage is significant, call the RCMP, take pictures.	Immediately	<ul style="list-style-type: none"> • Landfill Foreman • Landfill Operator 	
If an injury is involved, call 911, and implement medical response actions	Immediately	<ul style="list-style-type: none"> • Landfill Foreman • Landfill Operator 	
Secure the area for a follow-up investigation	Immediately	<ul style="list-style-type: none"> • Landfill Foreman • Landfill Operator 	
If a reportable discharge occurred from the vehicle accident contact ministry to report it.	Immediately when safe to do so	<ul style="list-style-type: none"> • Landfill Foreman • Chief Administrative Officer 	<ul style="list-style-type: none"> • Appendix A – Phone List • Discharge and Discovery Reporting Standard (for reportable quantities)
Investigate the root cause of the accident and prepare appropriate measures to mitigate future incidents	Within 30 days of the accident	<ul style="list-style-type: none"> • Landfill Foreman • Chief Administrative Officer • RCMP • Occupational Health and Safety 	<ul style="list-style-type: none"> • Incident Reporting and Investigation Procedure
If a reportable discharge occurred, submit 30 day spill report form to ministry	Within 30 days	<ul style="list-style-type: none"> • Chief Administrative Officer 	<ul style="list-style-type: none"> • Online Portal

Fires

Fire Prevention

The RM of Riderville will be operated in a manner that will minimize the potential for landfill fires. Fire prevention techniques will include:

- Thoroughly compacting all waste;
- Applying weekly cover to completely cover waste in the active cell;
- Maintaining a comprehensive load checking program to prevent the dumping of hot/burning materials and prohibited materials;
- Maintenance around burn pits to keep weeds and grass down to maintain a fire break area; and
- Ongoing employee training on early fire hazard recognition.

General Fire Response Procedures

Fires may occur at the following locations:

- Fires in the Gate House;
- Fires in the equipment maintenance building;
- Fires in storage compounds or in recycling containers;
- Fires at the active landfill working face; or
- Fires in treed or grassed areas.

All fires will be treated as serious.

All fires will be reported as an emergency situation. Should an emergency occur, employees shall report to the primary muster point. If the primary muster point is inaccessible, employees shall report to the secondary muster point.

General Instructions

- **DO NOT PANIC**, the greatest danger lies not in fighting the fire, but in the panic that arises from a fire. Spend a few minutes to assess the situation. Develop a plan to ensure human health and safety is prioritized. Go through the steps of notifying the appropriate authorities and follow the basic steps in the fire control plan.
- Contact other nearby employees.
- Re-deploy the appropriate landfill equipment.
- Notify the Landfill Foreman immediately.
- Notify the Fire Department. Tell them the location and type of fire and whether it looks like it will spread out of the immediate area.
- Keep in mind waste dangerous goods or hazardous products that may pose a serious risk if the fire spreads e.g. Fuel storage areas.
- Notify surrounding property owners, particularly if it appears the fire could spread beyond the landfill.
- When the fire department arrives, follow their instructions.
- Do not fight a fire alone.
- Do not place yourself or others in danger while fighting the fire.

General Fire-Fighting Guidelines

- For a landfill fire, the fire is better controlled with the use of a dozer and dirt. If it is safe to do so, dig out and isolate the burning waste. Then either let it burn out or cover with dirt. Lots of water will not necessarily extinguish the fire and can cause more problems than it solves.
- Do not over use water. Remember that most landfill fires can be controlled with a relatively small amount of water. In most cases, soil is more effective than water.
- Do not waste time trying to fight a large fire with a fire extinguisher.
- Do not approach any fire with a tractor unless a water truck is close by for backup.
- Never risk personal injury or death attempting to save a machine or building.
- Remember, SAFETY FIRST.
- When choosing your muster point, choose a location upwind of the plume coming from the fire. Consider proximity to near by hazards that may impact response (i.e. Fuel storage, EcoCentre).

Small Contained Fires

- Do not attempt to fight a fire alone.
- Secure the area and re-direct customers to a safe area.
- Work with other site staff to extinguish the fire ONLY if safe to do so.
- If the fire becomes uncontained, or if it gives off toxic fumes, do not attempt to extinguish the fire, and wait for the Fire Department to arrive. Remember to stay upwind.

Uncontained Fires

- Do not attempt to fight the fire.
- Follow evacuation procedures.
- Call 911.

Building Fires

Prevention

- Fire alarms in buildings.
 - Semi-annual check of all fire alarm equipment
- Staff training and awareness.
 - Fire Drill, Evacuation Procedures and Muster Point Awareness
- Coordination with Fire Department and Saskatchewan Ministry of Environment
 - Ensure Fire Department is aware of any waste dangerous goods or special items stored or disposed of at the facility and any special fire fighting measures required when dealing with fires in these areas.
 - Site Diagram showing all fuel storage locations and waste dangerous goods container storage (i.e. EcoCentre), is provided in Appendix D and is distributed to the local Fire Department when changes are made

Response

Action	Time Frame	Who?	Resources
Evacuate the Building	Immediately	<ul style="list-style-type: none"> • All staff 	
Call 911	Immediately	<ul style="list-style-type: none"> • Landfill Foreman • Landfill Operator 	
Secure the Area	Immediately	<ul style="list-style-type: none"> • Landfill Foreman • Designated Alternate 	
Report the incident to the Chief Administrative Officer	Within the Hour	<ul style="list-style-type: none"> • Landfill Foreman • Designated Alternate 	<ul style="list-style-type: none"> • Incident Reporting and Investigation Procedure
Report incident to ministry	Immediately when safe to do so	<ul style="list-style-type: none"> • Landfill Foreman • Chief Administrative Officer 	<ul style="list-style-type: none"> • Phone List – Appendix A
Submit 30 day spill report form to ministry	Within 30 days	<ul style="list-style-type: none"> • Chief Administrative Officer 	<ul style="list-style-type: none"> • Online Portal

Fires at the Working Face

Prevention

- Staff training and awareness.
 - Fire Drill, Evacuation Procedures and Muster Point Awareness
- Waste acceptance procedures and policies.
 - Accepted waste policy and training
- Application of cover soils to minimize size of the active working face.

Response

Action	Time Frame	Who?	Resources
Evacuate and secure the area	Immediately	<ul style="list-style-type: none"> • Landfill Foreman • Landfill Operator 	<ul style="list-style-type: none"> • Site employees
If contained, inform Fire Department	Immediately	<ul style="list-style-type: none"> • Landfill Foreman • Chief Administrative Officer 	<ul style="list-style-type: none"> • Phone list – Appendix A
If uncontained call 911	Immediately	<ul style="list-style-type: none"> • Landfill Foreman • Chief Administrative Officer 	
Isolate burning wastes	Immediately	<ul style="list-style-type: none"> • Landfill Foreman • Landfill Operator 	<ul style="list-style-type: none"> • Landfill Equipment
Determine nature and extent of the fire	Immediately	<ul style="list-style-type: none"> • Landfill Foreman • Landfill Operator 	<ul style="list-style-type: none"> • Site staff
Report incident to ministry	Immediately when safe to do so	<ul style="list-style-type: none"> • Landfill Foreman • Chief Administrative Officer 	<ul style="list-style-type: none"> • Phone List – Appendix A
Excavate and remove burning waste and soak	As soon as it is determined safe to do so	<ul style="list-style-type: none"> • Landfill Foreman • Landfill Operator 	<ul style="list-style-type: none"> • Site staff • Fire Department • Landfill equipment •
Confirm the fire is extinguished	Immediate	<ul style="list-style-type: none"> • Landfill Foreman • Fire Department 	
Review cause of fire and prepare appropriate measures to mitigate future incidents	within 30 days	<ul style="list-style-type: none"> • Landfill Foreman • Chief Administrative Officer 	<ul style="list-style-type: none"> • Site employees • Fire Department
Submit 30 day spill report form to ministry	Within 30 days	<ul style="list-style-type: none"> • Chief Administrative Officer 	<ul style="list-style-type: none"> • Online Portal

Stored Material Fires

Prevention

- Site security.
 - Accepted Waste Policy and Training
 - Site Inspections
- Separation of stored materials according to the Fire Code.

Response

Action	Time Frame	Who?	Resources
Evacuate and secure the area	Immediately	<ul style="list-style-type: none"> • Landfill Foreman • Designated Alternate 	<ul style="list-style-type: none"> • Site employees
If contained, inform Fire Department	Immediately	<ul style="list-style-type: none"> • Landfill Foreman • Chief Administrative Officer 	
If uncontained call 911	Immediately	<ul style="list-style-type: none"> • Landfill Foreman • Landfill Operator 	
Determine nature of the burning material and potential for emission of toxic fumes	Immediately	<ul style="list-style-type: none"> • Landfill Foreman • Landfill Operator 	<ul style="list-style-type: none"> • Fire Department • Ministry
Report the incident to the Chief Administrative Officer	Immediately	<ul style="list-style-type: none"> • Landfill Foreman • Landfill Operator 	<ul style="list-style-type: none"> • Incident Reporting and Investigation Procedure
Isolate burning material	Immediately when safe to do so	<ul style="list-style-type: none"> • Landfill Foreman • Landfill Operator 	<ul style="list-style-type: none"> • Landfill Equipment • Fire Department
Report incident to ministry	Immediately when safe to do so	<ul style="list-style-type: none"> • Landfill Foreman • Chief Administrative Officer 	<ul style="list-style-type: none"> • Phone List – Appendix A
Extinguish the fire as appropriate to the nature of the material	As soon as it is determined safe to do so	<ul style="list-style-type: none"> • Landfill Foreman • Landfill Operator 	<ul style="list-style-type: none"> • Site staff • Fire Department • Landfill equipment • Safety Data Sheets for available materials
Confirm the fire is extinguished	Immediate	<ul style="list-style-type: none"> • Landfill Foreman • Fire Department 	
Review cause of fire and determine appropriate measures to mitigate future incidents	Within 30 days	<ul style="list-style-type: none"> • Landfill Foreman 	<ul style="list-style-type: none"> • Site employees • Fire Department
Submit 30 day spill report form to ministry	Within 30 days	<ul style="list-style-type: none"> • Chief Administrative Officer 	<ul style="list-style-type: none"> • Online Portal

Environmental Contingencies

Environmental and operational contingencies may vary in degree of their nature and seriousness, therefore, actual situations will dictate the appropriate actions and responses that should be undertaken. Generally, the response plan includes the following steps:

- Secure and contain the problem;
- Report to any impacted 3rd party and/or government agency
- Verify and validate the problem;
- Investigate the cause and potential risk;
- Assess appropriate corrective actions;
- Implement the corrective action; and
- Review operation procedures and preventative measures.

Notification

In the event of an off-site release, the Landfill Foreman or Landfill Operator is to immediately contact the Chief Administrative Officer and provide information on:

- The nature and status of the release; and
- Activities and corrective actions being undertaken.
- Chief Administrative Officer is to provide notification to any impacted 3rd party or government agency. See Appendix A for a list of government and contingency group contact information.

Documentation

All incidents and corrective measures undertaken will be documented and maintained in the operating record.

Prohibited Wastes Delivered to the Landfill

Prevention

- Accepted Waste Policy and Training
 - Employee Training and Awareness
 - Load Screening

Response Plan

Action	Time Frame	Who?	Resources
Deny entry of the load	Immediate	<ul style="list-style-type: none">• Landfill Foreman• Landfill Operator	<ul style="list-style-type: none">• Operations Plan Accepted Waste Policy
Determine if load is safe for transport on local roads	1 hour	<ul style="list-style-type: none">• Landfill Foreman• Landfill Operator• Load Driver	<ul style="list-style-type: none">• Transport Canada• Transportation of Dangerous Goods Regulation
Inform the waste generator of the infraction	1 hour	<ul style="list-style-type: none">• Landfill Foreman• Landfill Operator	
Document nature of incident and actions taken	1 hour	<ul style="list-style-type: none">• Landfill Foreman• Landfill Operator	<ul style="list-style-type: none">• Daily Activity Log Book
Report incident. Review waste acceptance procedures and implement and corrective actions	30 days	<ul style="list-style-type: none">• Landfill Foreman• Chief Administrative Officer	<ul style="list-style-type: none">• Incident reporting and investigation procedure

Prohibited Waste Discovered at the Landfill

Prevention

- Operations Plan Accepted Waste Policy and Training
 - Employee Training and Awareness
 - Load Screening

Response Plan

Action	Time Frame	Who?	Resources
Isolate waste and cease operations in the area of the waste	Immediate	<ul style="list-style-type: none"> • Landfill Foreman • Landfill Operator 	
Construct containment around perimeter of the waste if necessary	Immediate	<ul style="list-style-type: none"> • Landfill Foreman • Landfill Operator 	<ul style="list-style-type: none"> • Landfill equipment
Determine source of waste, and if possible the waste hauler and generator	Immediate	<ul style="list-style-type: none"> • Landfill Foreman • Landfill Operator 	<ul style="list-style-type: none"> • Gate House records • Staff observations
Arrange for appropriate disposal to an accepted landfill	1 to 2 days	<ul style="list-style-type: none"> • Landfill Foreman 	
If identified, contact the hauler and waste generator to review options	1 to 2 weeks	<ul style="list-style-type: none"> • Landfill Foreman 	
Review waste acceptance procedures and practices, and implement mitigative measures	30 days	<ul style="list-style-type: none"> • Landfill Foreman 	
Report the incident to the Chief Administrative Officer	Within the Hour	<ul style="list-style-type: none"> • Landfill Foreman • Designated Alternate 	<ul style="list-style-type: none"> • Incident Reporting and Investigation Procedure

Extreme Weather

Prevention

- Monitor weather forecasts.
- Employee safety and response training and awareness.
- Maintain on and off-site communications systems.

Response Plan

Action	Time Frame	Who?	Resources
Tornado warning - cease all operations and all employees and visitors take immediate precautionary measures	Immediate	<ul style="list-style-type: none">• All staff• Site visitors	<ul style="list-style-type: none">• Radio• Cell Phones
Severe Electrical Storm - employees and site visitors should take precautionary measures	Immediate	<ul style="list-style-type: none">• Landfill Foreman• All staff• Site visitors	<ul style="list-style-type: none">• Radio• Cell Phones
Extreme snow storm with no visibility - employees and site visitors should take precautionary measures	Immediate	<ul style="list-style-type: none">• Landfill Foreman• All staff• Site visitors	<ul style="list-style-type: none">• Radio• Cell Phones

The Landfill Foreman has the right to close the facility due to any severe weather conditions that may affect the health and safety of the staff and customers of the facility, without notice. Should this occur, notice will be posted on the gates as well as through the local radio stations.

On Site Spills:

Prevention

- Minimize on site storage of liquids
- Liquids stored on appropriate containment
- Prohibition of liquid waste disposal.

Response Plan

Action	Time Frame	Who?	Resources
Isolate the area and implement containment to prevent spill from entering off-site and on-site drainage systems	Immediate	<ul style="list-style-type: none">• Landfill Foreman• Landfill Operator	
Notify Chief Administrative Officer that a spill occurred and approximate quantity.	As soon as possible.	<ul style="list-style-type: none">• Landfill Foreman	
Review the SK Discharge and Discovery Standard. Report to ministry if a reportable event occurred.	As soon as possible	<ul style="list-style-type: none">• Chief Administrative Officer	<ul style="list-style-type: none">• SK Discharge and Discovery Standard
Arrange for clean up and appropriate disposal of contaminated materials	As soon as possible	<ul style="list-style-type: none">• Landfill Foreman• Environmental Consultant	
Investigate the cause of the leak/spill	Immediate	<ul style="list-style-type: none">• Landfill Foreman	<ul style="list-style-type: none">• Environmental Consultant
Investigate corrective measures	Within 24 hours	<ul style="list-style-type: none">• Landfill Foreman	<ul style="list-style-type: none">• Environmental Consultant
Implement corrective measures	Within 24 hours	<ul style="list-style-type: none">• Landfill Foreman	<ul style="list-style-type: none">• Environmental Consultant
Review operating procedures and revise if appropriate	2 weeks	<ul style="list-style-type: none">• Landfill Foreman• Chief Administrative Officer	<ul style="list-style-type: none">• Environmental Consultant
If reportable, submit 30 day spill report form to ministry	Within 30 days	<ul style="list-style-type: none">• Chief Administrative Officer	<ul style="list-style-type: none">• Online Portal

Emergency Disasters

Prevention

- Safety Plan and Procedures.
- Employee Safety Training and Awareness.
- First Aid Training.

Response Plan i.e. Flood

Action	Time Frame	Who?	Resources
Assess site conditions for personal safety and safety of others, and take appropriate actions to secure unsafe areas	Immediately	<ul style="list-style-type: none"> • Landfill Foreman • First Aiders 	<ul style="list-style-type: none"> • Site employees
Evaluate local resources and requirements	Immediately when safe to do so	<ul style="list-style-type: none"> • Landfill Foreman 	<ul style="list-style-type: none"> • Site employees • Local Municipalities • Solid Waste Association of North America (SWANA)
Assess for any unauthorized leachate or environmental releases. Report to spill line if identified.	Immediately when safe to do so	<ul style="list-style-type: none"> • Landfill Foreman 	<ul style="list-style-type: none"> • Appendix A – Phone List
Identify alternative locations and routes for waste handling	When safe and information is available	<ul style="list-style-type: none"> • Landfill Foreman 	<ul style="list-style-type: none"> • Local Municipalities • Other Waste Facilities
Put a short term and long term plan together for handling and trucking of waste	As soon as possible	<ul style="list-style-type: none"> • Landfill Foreman 	<ul style="list-style-type: none"> • Site Personnel • Occupational Health and Safety • SWANA
If unauthorized release occurred, submit 30 day spill report form to ministry	Within 30 days	<ul style="list-style-type: none"> • Chief Administrative Officer 	<ul style="list-style-type: none"> • Online Portal

Check Lists

General

Action	Time Frame	Who?	Done? Checkmark when completed	Initial of person who performed this task
Identify the Emergency	Immediately	<ul style="list-style-type: none"> • Landfill Staff 	<input type="checkbox"/>	
Is there a need to Evacuate and secure the area	Immediately	<ul style="list-style-type: none"> • Landfill Foreman • Landfill Operator • Designated Alternate 	<input type="checkbox"/>	
Evacuate and secure the area. Bring list of customers on site to muster point.	Immediately	<ul style="list-style-type: none"> • Landfill Foreman • Landfill Operator 	<input type="checkbox"/>	
If necessary call 911	Immediately	<ul style="list-style-type: none"> • Landfill Foreman • Landfill Operator 	<input type="checkbox"/>	

Medical Emergency

Action	Time Frame	Who?	Checkmark when completed	Initial of person who performed this task
Assess site conditions for personal safety and safety of others, and take appropriate actions to secure unsafe areas	Immediately	<ul style="list-style-type: none"> Landfill Foreman First Aiders 	<input type="checkbox"/>	
Attend to the injured person and apply First Aid	Immediately when safe to do so	<ul style="list-style-type: none"> First Aider 	<input type="checkbox"/>	
Contact 911 if Warranted	Immediately	<ul style="list-style-type: none"> First Aider Site employees 	<input type="checkbox"/>	
Stay with the injured person until medical assistance arrives	Duration of medical emergency	<ul style="list-style-type: none"> First Aider 	<input type="checkbox"/>	
Conduct an investigation to determine the cause of the injury and prepare appropriate measures to mitigate future incidents	Investigate immediately following the incident. Complete corrective actions within 30 days of the incident.	<ul style="list-style-type: none"> Landfill Foreman Chief Administrative Officer 	<input type="checkbox"/>	

Accidents

Action	Time Frame	Who?	Checkmark when completed	Initial of person who performed this task
Report the accident to the Landfill Foreman	Immediately	<ul style="list-style-type: none"> All employees 	<input type="checkbox"/>	
If damage is minor, have the vehicle driver report the accident to the RCMP. Take pictures prior to vehicle leaving.	Immediately	<ul style="list-style-type: none"> Landfill Foreman Landfill Staff 	<input type="checkbox"/>	
If the damage is significant, call the RCMP, take pictures.	Immediately	<ul style="list-style-type: none"> Landfill Foreman Landfill Staff 	<input type="checkbox"/>	
If an injury is involved, call 911, and implement medical response actions	Immediately	<ul style="list-style-type: none"> Landfill Foreman Landfill Staff 	<input type="checkbox"/>	
Secure the area for a follow-up investigation	Immediately	<ul style="list-style-type: none"> Landfill Foreman Landfill Staff 	<input type="checkbox"/>	
Report incident to ministry if a environmental release occurred from the accident	Immediately when safe to do so	<ul style="list-style-type: none"> Landfill Foreman Chief Administrative Officer 	<input type="checkbox"/>	
Conduct an investigation to the cause of the accident and prepare appropriate corrective actions	Within 30 days of the accident	<ul style="list-style-type: none"> Landfill Foreman Chief Administrative Officer RCMP Occupational Health and Safety 	<input type="checkbox"/>	

Action	Time Frame	Who?	Checkmark when completed	Initial of person who performed this task
If Reportable, submit 30 day spill report form to the ministry	Within 30 days	<ul style="list-style-type: none"> • Landfill Foreman • Chief Administrative Officer 	<input type="checkbox"/>	

Fires

Action	Time Frame	Who?	Checkmark when completed	Initial of person who performed this task
Evacuate and secure the area	Immediately	<ul style="list-style-type: none"> • Landfill Foreman • Landfill Operator • Designated Alternate 	<input type="checkbox"/>	
If contained, inform Fire Department	Immediately	<ul style="list-style-type: none"> • Landfill Foreman • Landfill Operator • Chief Administrative Officer 	<input type="checkbox"/>	
If uncontained call 911	Immediately	<ul style="list-style-type: none"> • Landfill Foreman • Landfill Operator 	<input type="checkbox"/>	
Determine nature of the burning material and potential for emission of toxic fumes	Immediately	<ul style="list-style-type: none"> • Landfill Foreman • Landfill Operator 	<input type="checkbox"/>	
Isolate burning material	Immediately when safe to do so	<ul style="list-style-type: none"> • Landfill Foreman • Landfill Operator 	<input type="checkbox"/>	
Determine nature and extent of the fire	Immediately	<ul style="list-style-type: none"> • Landfill Foreman • Landfill Operator 	<input type="checkbox"/>	
Report incident to ministry	Immediately when safe to do so	<ul style="list-style-type: none"> • Landfill Foreman • Chief Administrative Officer 	<input type="checkbox"/>	
Extinguish the fire as appropriate to the nature of the material	As soon as it is determined safe to do so	<ul style="list-style-type: none"> • Landfill Foreman • Landfill Operator 	<input type="checkbox"/>	
Confirm the fire is extinguished	Immediate	<ul style="list-style-type: none"> • Landfill Foreman • Landfill Operator 	<input type="checkbox"/>	
Review cause of fire and prepare appropriate corrective actions	Within 30 days	<ul style="list-style-type: none"> • Landfill Foreman • Chief Administrative Officer 	<input type="checkbox"/>	
Submit 30 day spill report form to ministry	Within 30 days	<ul style="list-style-type: none"> • Chief Administrative Officer 	<input type="checkbox"/>	

Environment Emergency

Action	Time Frame	Who?	Done? Checkmark when completed	Initial of person who performed this task
Evacuate and secure the area, if warranted	Immediately	<ul style="list-style-type: none"> • Landfill Foreman • Landfill Operator • Designated Alternate 	<input type="checkbox"/>	
Verify and validate the problem	Immediately	<ul style="list-style-type: none"> • Landfill Foreman • Landfill Operator 	<input type="checkbox"/>	
Investigate the cause	Immediately	<ul style="list-style-type: none"> • Landfill Foreman • Landfill Operator 	<input type="checkbox"/>	
Assess appropriate corrective actions	Immediately	<ul style="list-style-type: none"> • Landfill Foreman • Landfill Operator 	<input type="checkbox"/>	
Implement the corrective action	Immediately when safe to do so	<ul style="list-style-type: none"> • Landfill Foreman • Landfill Operator 	<input type="checkbox"/>	
Notify appropriate government agencies or impacted third parties.	Immediately	<ul style="list-style-type: none"> • Landfill Foreman • Landfill Operator 	<input type="checkbox"/>	
If required, submit 30 day spill report form to ministry	Within 30 days	<ul style="list-style-type: none"> • Chief Administrative Officer 	<input type="checkbox"/>	

Phone List

Appendix A

Contact	Contact Information
Landfill Foreman	1-306-555-5555 RMRidervilleForeman@email.com
Chief Administrative Officer	1-306-555-5555 RMRiderville@email.com
Saskatchewan Ministry of Environment (ministry)	Spill Line (Spill or Unintended Fire): 1-800-667-7525 General Inquiries: 1-800-567-4224
Riderville Fire Department	1-306-555-5555
C&F Equipment <ul style="list-style-type: none"> • Dozer • Skid Steer • Loader 	1-306-555-5555
Old Macdonald Farms Inc. <ul style="list-style-type: none"> • Soil • Sand • John Deere 7R 210 • Water Tanks 	1-306-555-5555
RCMP	911
Environmental Consultants	Environmental Services Riderville, SK 1-306-555-5555 Environmental Company Ltd Saskatoon, SK 1-306-555-5555
Transportation of Dangerous Goods – EMERGENCY	1-888-CAN-UTEC (226-8832)

Training and Competency Expectations

Appendix B

The identified roles below will be trained and proven to be competent in the following items:

Landfill Operator

- Landfill Orientation Training
- First Aid
- Fire Extinguisher Awareness
- Workplace Hazardous Material Information System (WHMIS)
- Internal procedures, processes and training:
 - Waste Separation
 - Participate in ERP exercise and drills
 - Incident Reporting and Tracking Procedure
 - Job Hazard Analysis Documentation

Landfill Foreman

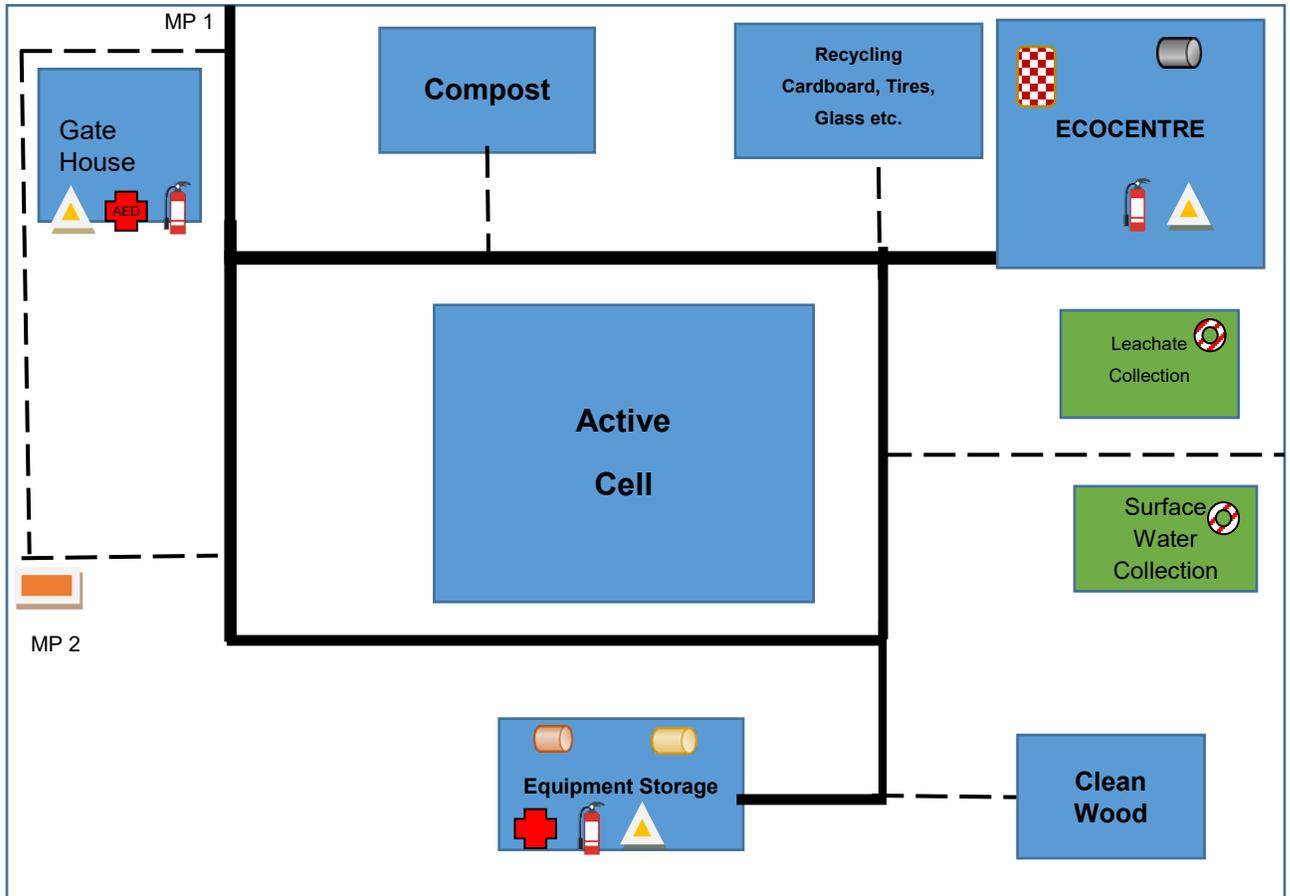
- Landfill Orientation Training
- Incident Investigation Awareness
- First Aid
- Fire Extinguisher Awareness
- Workplace Hazardous Material Information System (WHMIS)
- Internal procedures, processes and training:
 - Waste Separation
 - Participate in ERP exercise and drills
 - Incident Reporting and Tracking Procedure
 - Job Hazard Analysis Documentation
- ISO 100 Training
- ISO 200 Training (recommended)

Chief Administrative Officer

- Participate in ERP exercise and drills
- Proficient in the use of the Ministry Online Portal and document submission
- Incident Reporting and Tracking Training

Site Diagram

Appendix C



Legend:

- Spill Kit
- First Aid Kit with AED
- First Aid Kit
- Fire Extinguisher
- Sand
- Flotation Equipment
- Mustering Point
- Primary Road
- Secondary Road
- Diesel Storage
- Gasoline Storage
- Used Oil Storage
- Paint Can Storage

Location	Equipment	Type
Gate House	1 – Extinguisher	30 LBS ABC
	1 – First Aid Kit / AED	Standard Kit with AED
	1 – Spill Kit	Standard Spill Kit
Equipment Storage	1 – Extinguisher	30 LBS ABC
	1 – First Aid Kit	Standard
	1 – Spill Kit	Standard Kit
EcoCentre	1 – Fire Extinguisher	500 Gallon
	1 – Spill Kit	Standard Kit with oil socks

Waste Dangerous Goods Storage

Appendix D

Above Ground Storage Tanks

TANK NO.	CONTENTS	VOLUME (Liters)
Tank 1	Diesel	4530 LITRES (L)
Tank 2	Gasoline	500 LITRES (L)
Tank 3	Used Oil	350 gallon
Plastic Barrel (EcoCentre)	Antifreeze	120 LITRES (L)

EcoCentre

IDENTIFICATION	CONTENTS	AREA (m²)
EcoCentre	Used Oil	33.5
	Antifreeze	
	Used Paint Cans	