

# Transfer Station 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 transfer station Emergency Response Plan, please call the client service office at 1-800-567-4224 to speak to an Environmental Protection Officer.

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  
Transfer Station

*EMERGENCY RESPONSE PLAN*

2021

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## 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**

- Annual fire prevention meetings will be conducted with all Transfer Station employees

### **Following an Emergency Event**

The Chief Administrative Officer 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 Chief Administrative Officer will review the emergency plan by February 28<sup>th</sup> 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, and site diagrams are up to date;
- Appropriate individuals are appointed to manage emergency situations;
- All fire prevention meetings conducted with Transfer Station 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 annually to ministry for approval if significant changes are made.

## ***Emergency Organization***

The Transfer Station Attendant is designated to have the primary responsibility to manage emergency situations at the transfer station. The RM Foreman is designated as the alternate person responsible.

The Transfer Station Attendant 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.

### ***Transfer Station Attendant Responsibility***

The Transfer Station Attendant 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 Transfer Station Attendant will report any emergency or contingency situations to the RM Foreman. The RM Foreman will advise the Chief Administrative Officer who 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, Transfer Station employees and site visitors will be evacuated. Employees and site visitors will proceed to a designated posted muster point.

In the event of a fire or gaseous release at the Transfer Station, the Transfer Station Attendant 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 Transfer Station Attendant 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 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 Transfer Station Attendant is to ensure that all employees and site visitors are safely evacuated. The Transfer Station Attendant will:

- Only if safe to do so, check areas and buildings 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.

In the event of an evacuation, the Transfer Station Attendant ensure all site employees and visitors are accounted for at the muster point.

In the event of a fire or chemical release, the Transfer Station Attendant 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 Transfer Station Attendant 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 Transfer Station Attendant.

## Medical Emergencies

All injuries should be considered important and will be reported as a safety incident to the Transfer Station Attendant and RM Foreman.

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.
  - Transfer Station Orientation Training
- First Aid Training

#### *Response Plan*

Action	Time Frame	Who?	Resources
Apply appropriate First Aid	Immediately	<ul style="list-style-type: none"><li>• First Aider</li></ul>	<ul style="list-style-type: none"><li>• First Aid Kit</li></ul>
Assess if injury requires additional medical aid	Immediately	<ul style="list-style-type: none"><li>• First Aider</li></ul>	<ul style="list-style-type: none"><li>• Medical Aid Procedures</li></ul>
Take injured person to a medical emergency centre or contact an ambulance service if deemed appropriate	Immediately	<ul style="list-style-type: none"><li>• First Aider</li></ul>	
Complete incident report, review cause of the injury and prepare appropriate measures to mitigate future incidents	Within 1 month	<ul style="list-style-type: none"><li>• Transfer Station Attendant</li><li>• RM Foreman</li></ul>	<ul style="list-style-type: none"><li>• Site Staff</li><li>• Occupational Health and Safety</li><li>• Incident Reporting and Investigation Procedure</li></ul>

### Serious Medical Injury

#### Prevention

- Safety Plan and Procedures
  - Incident Reporting and Tracking Procedure

- Job Hazard Analysis Documentation
- Employee Safety Training and Awareness.
  - Transfer Station 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"> <li>• Transfer Station Attendant</li> <li>• RM Foreman</li> </ul>	<ul style="list-style-type: none"> <li>• Site employees</li> </ul>
Attend to the injured person and apply First Aid	Immediately when safe to do so	<ul style="list-style-type: none"> <li>• First Aider</li> </ul>	<ul style="list-style-type: none"> <li>• First Aid Kit and/or AED</li> </ul>
<b>Contact 911</b>	Immediately	<ul style="list-style-type: none"> <li>• First Aider</li> <li>• Site Employees</li> </ul>	
Stay with the injured person until medical assistance arrives	Duration of medical emergency	<ul style="list-style-type: none"> <li>• First Aider</li> </ul>	
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"> <li>• Transfer Station Attendant</li> <li>• RM Foreman</li> <li>• Chief Administrative Officer</li> </ul>	<ul style="list-style-type: none"> <li>• Site Personnel</li> <li>• Occupational Health and Safety</li> <li>• Incident Reporting and Investigation Procedure</li> </ul>

**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.
  - Transfer Station Orientation Training
- Traffic Control Signs
- Back in Parking

## ***Response Plan***

<b>Action</b>	<b>Time Frame</b>	<b>Who?</b>	<b>Resources</b>
Report the accident to the RM Foreman	Immediately	<ul style="list-style-type: none"> <li>All employees</li> </ul>	<ul style="list-style-type: none"> <li>Incident Reporting and Investigation Procedure</li> </ul>
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"> <li>Transfer Station Attendant</li> <li>RM Foreman</li> </ul>	
If the damage is significant, call the RCMP, take pictures	Immediately	<ul style="list-style-type: none"> <li>Transfer Station Attendant</li> <li>RM Foreman</li> </ul>	
If an injury is involved, call 911, and implement medical response actions	Immediately	<ul style="list-style-type: none"> <li>Transfer Station Attendant</li> <li>RM Foreman</li> </ul>	
Secure the area for a follow-up investigation	Immediately	<ul style="list-style-type: none"> <li>Transfer Station Attendant</li> <li>RM Foreman</li> </ul>	
Report incident to ministry if a environmental release occurred from the accident	Immediately when safe to do so	<ul style="list-style-type: none"> <li>Landfill Foreman</li> <li>Chief Administrative Officer</li> </ul>	<ul style="list-style-type: none"> <li>Appendix A – Phone List</li> <li>Discharge and Discovery Reporting Standard (for reportable quantities)</li> </ul>
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"> <li>RM Foreman</li> <li>Chief Administrative Officer</li> <li>RCMP</li> <li>Occupational Health and Safety</li> </ul>	<ul style="list-style-type: none"> <li>Incident Reporting and Investigation Procedure</li> </ul>
If a reportable discharge occurred, submit 30 day spill report form to ministry	Within 30 days	<ul style="list-style-type: none"> <li>Chief Administrative Officer</li> </ul>	<ul style="list-style-type: none"> <li>Online Portal</li> </ul>

# Fires

## Fire Prevention

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

- 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 waste or recycling bins; 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.
- Notify the Chief Administrative Officer and RM 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 (i.e. used oil storage).
- Notify surrounding property owners, particularly if it appears the fire could spread beyond the property.
- 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*

- Do not waste time trying to fight a large fire with a fire extinguisher.
- 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. used oil storage).

### ***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***

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

## ***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"> <li>Transfer Station Attendant</li> <li>RM Foreman</li> </ul>	<ul style="list-style-type: none"> <li>Site Staff</li> </ul>
If contained, inform Fire Department	Immediately	<ul style="list-style-type: none"> <li>RM Foreman</li> <li>Chief Administrative Officer</li> </ul>	
<b>If uncontained call 911</b>	Immediately	<ul style="list-style-type: none"> <li>Transfer Station Attendant</li> <li>RM Foreman</li> </ul>	
Determine nature of the burning material and potential for emission of toxic fumes	Immediately	<ul style="list-style-type: none"> <li>Transfer Station Attendant</li> <li>RM Foreman</li> </ul>	<ul style="list-style-type: none"> <li>Fire Department</li> <li>Ministry</li> </ul>
Report the incident to the Chief Administrative Officer	Immediately	<ul style="list-style-type: none"> <li>Transfer Station Attendant</li> <li>RM Foreman</li> </ul>	<ul style="list-style-type: none"> <li>Incident Reporting and Investigation Procedure</li> </ul>
Report incident to ministry	Immediately when safe to do so	<ul style="list-style-type: none"> <li>RM Foreman</li> <li>Chief Administrative Officer</li> </ul>	<ul style="list-style-type: none"> <li>Phone List – Appendix A</li> </ul>
Isolate burning material	Immediately when safe to do so	<ul style="list-style-type: none"> <li>Transfer Station Attendant</li> <li>RM Foreman</li> </ul>	<ul style="list-style-type: none"> <li>Site Staff</li> </ul>
Determine nature and extent of the fire	Immediately	<ul style="list-style-type: none"> <li>Transfer Station Attendant</li> <li>RM Foreman</li> </ul>	<ul style="list-style-type: none"> <li>Site Staff</li> </ul>
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"> <li>Transfer Station Attendant</li> <li>RM Foreman</li> <li>Fire Department</li> </ul>	<ul style="list-style-type: none"> <li>Site Staff</li> <li>Fire Department</li> <li>Transfer Station equipment</li> <li>Safety Data Sheets for available materials</li> </ul>
Confirm the fire is extinguished	Immediate	<ul style="list-style-type: none"> <li>RM Foreman</li> <li>Fire Department</li> </ul>	
Review cause of fire and determine appropriate measures to mitigate future incidents	Within 30 days	<ul style="list-style-type: none"> <li>RM Foreman</li> </ul>	<ul style="list-style-type: none"> <li>Site Staff</li> <li>Fire Department</li> </ul>
Submit 30 day spill report form to ministry	Within 30 days	<ul style="list-style-type: none"> <li>Chief Administrative Officer</li> </ul>	<ul style="list-style-type: none"> <li>Online Portal</li> </ul>



## **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 3<sup>rd</sup> 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 RM Foreman or Transfer Station Attendant 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 3<sup>rd</sup> 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 Transfer Station***

### **Prevention**

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

### ***Response Plan***

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

## ***Prohibited Waste Discovered at the Transfer Station***

### **Prevention**

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

## ***Response Plan***

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

## ***Extreme Weather***

### **Prevention**

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

### ***Response Plan***

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

The Transfer Station Attendant and/or RM 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 within appropriate containment
- Inspection of used oil storage tank and seacan
- 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"> <li>• Transfer Station Attendant</li> <li>• RM Foreman</li> </ul>	
Notify Chief Administrative Officer that a spill occurred and approximate quantity	As soon as possible	<ul style="list-style-type: none"> <li>• Transfer Station Attendant</li> <li>• RM Foreman</li> </ul>	
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"> <li>• Chief Administrative Officer</li> </ul>	<ul style="list-style-type: none"> <li>• SK Discharge and Discovery Standard</li> </ul>
Arrange for clean up and appropriate disposal of contaminated materials	As soon as possible	<ul style="list-style-type: none"> <li>• RM Foreman</li> <li>• Environmental Consultant</li> </ul>	
Investigate the cause of the leak/spill	Immediate	<ul style="list-style-type: none"> <li>• RM Foreman</li> </ul>	<ul style="list-style-type: none"> <li>• Environmental Consultant</li> </ul>
Investigate corrective measures	Within 24 hours	<ul style="list-style-type: none"> <li>• RM Foreman</li> </ul>	<ul style="list-style-type: none"> <li>• Environmental Consultant</li> </ul>
Implement corrective measures	Within 24 hours	<ul style="list-style-type: none"> <li>• RM Foreman</li> </ul>	<ul style="list-style-type: none"> <li>• Environmental Consultant</li> </ul>
Review operating procedures and revise if appropriate	2 weeks	<ul style="list-style-type: none"> <li>• RM Foreman</li> <li>• Chief Administrative Officer</li> </ul>	<ul style="list-style-type: none"> <li>• Environmental Consultant</li> </ul>
If reportable, submit 30 day spill report form to ministry	Within 30 days	<ul style="list-style-type: none"> <li>• Chief Administrative Officer</li> </ul>	<ul style="list-style-type: none"> <li>• Online Portal</li> </ul>

## ***Emergency Disasters***

### **Prevention**

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

### ***Response Plan i.e. Flood***

<b>Action</b>	<b>Time Frame</b>	<b>Who?</b>	<b>Resources</b>
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"> <li>• RM Foreman</li> <li>• First Aiders</li> </ul>	<ul style="list-style-type: none"> <li>• Site Staff</li> </ul>
Evaluate local resources and requirements	Immediately when safe to do so	<ul style="list-style-type: none"> <li>• RM Foreman</li> </ul>	<ul style="list-style-type: none"> <li>• Site Staff</li> <li>• Local Municipalities</li> <li>• Solid Waste Association of North America (SWANA)</li> </ul>
Identify alternative locations and routes for waste handling	When safe and information is available	<ul style="list-style-type: none"> <li>• RM Foreman</li> </ul>	<ul style="list-style-type: none"> <li>• Local Municipalities</li> <li>• Other Waste Facilities</li> </ul>
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"> <li>• RM Foreman</li> </ul>	<ul style="list-style-type: none"> <li>• Site Personnel</li> <li>• Occupational Health and Safety</li> <li>• SWANA</li> </ul>

## Phone List

Contact	Contact Information
RM Foreman	1-306-555-5555 <a href="mailto:RMRidervilleForeman@email.com">RMRidervilleForeman@email.com</a>
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"> <li>• Dozer</li> <li>• Skid Steer</li> <li>• Loader</li> </ul>	1-306-555-5555
Old Macdonald Farms Inc. <ul style="list-style-type: none"> <li>• Soil</li> <li>• Sand</li> <li>• John Deere 7R 210</li> <li>• Water Tanks</li> </ul>	1-306-555-5555
RCMP	911
Environmental Consultants	<b>Environmental Services</b> Riderville, SK 1306-555-5555  <b>Environmental Company Ltd</b> Saskatoon, SK 1-306-555-5555
Transportation of Dangerous Goods – EMERGENCY	1-888-CAN-UTEC (226-8832)

## **Appendix B**

### **Training and Competency Expectations**

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

#### **Transfer Station Attendant and RM Foreman**

- First Aid
- Fire Extinguisher Awareness
- Workplace Hazardous Material Information System (WHMIS)
- Internal procedures, processes and training:
  - Waste Separation
  - Incident Reporting and Tracking Procedure
  - Job Hazard Analysis Documentation

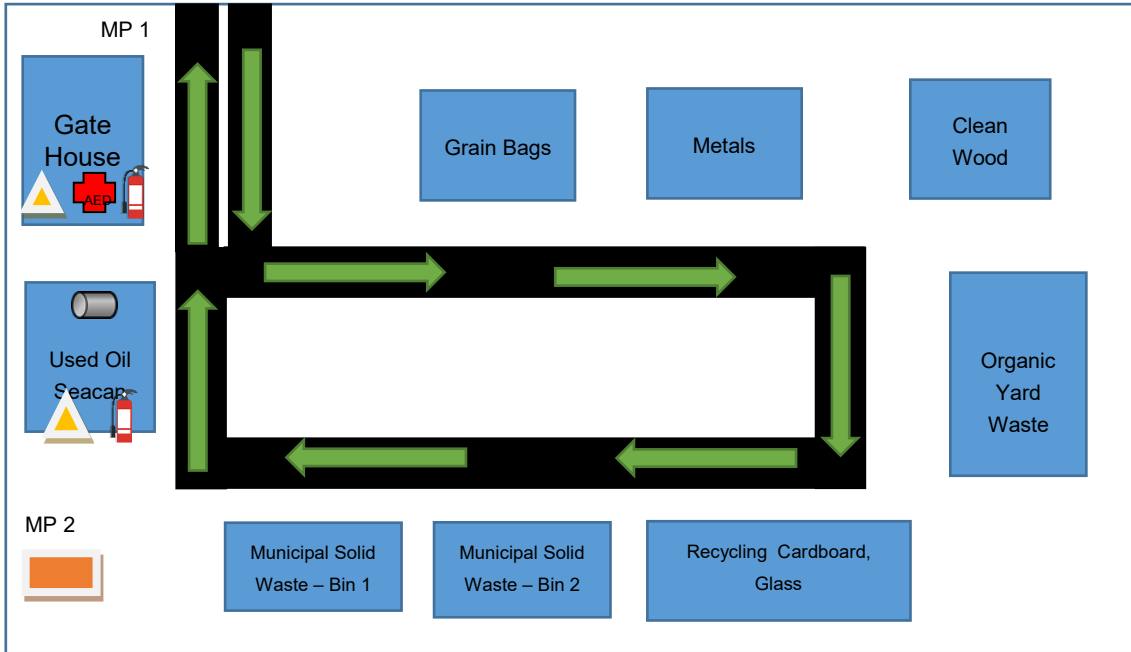
#### **Chief Administrative Officer**

- Familiar with ministry Online Portal and document submissions



**Appendix C**

Site Diagram



Legend:

- Spill Kit
- First Aid Kit with AED
- Fire Extinguisher
- Sand
- Muster Point
- MP

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
Used Oil Seacan	1 – Extinguisher	30 LBS ABC
	1 – Spill Kit	Standard Spill Kit with Oil Socks

- Primary Road (Follow Traffic Control Arrows)

- Used Oil Tank

Appendix D

**Waste Dangerous Goods Storage**

*Seacan*

IDENTIFICATION	CONTENTS	AREA (m <sup>2</sup> )
Used Oil Storage	Used Oil and Oil Filters	33.5
Batteries	Automotive Batteries	