

TOOLBOX TALK

JOBSITE HAZARDS



Emergency Action Plan

Emergency Action Planning (EAP) is planning not to fail in the event of an emergency evacuation, severe weather event, fire, or other emergency. OSHA requires that every employer have an EAP for each workplace. To successfully develop an EAP, a workplace assessment should be done to identify all potential and likely threats and emergencies at your workplace.

The purpose of an EAP is to facilitate and organize employer and employee actions during workplace emergencies. The written plan shall be kept at the workplace and made available for employee review. The EAP plan should cover at a minimum:

- A preferred method for reporting fires and other emergencies
- An evacuation policy and procedure
- Emergency escape procedures and route assignments (maps and visuals are most effective here)
- Names, titles, departments, and telephone numbers of individuals both within and outside your company
- Procedures for employees who remain to perform or shut down critical plant operations, operate fire extinguishers, or perform other essential services
- Rescue and medical duties for any workers designated to perform them

Before implementing the EAP the employer is responsible for designating and training a sufficient number of employees to assist in the safe and orderly emergency evacuation of employees. The employer shall designate what signal will be used to warn employees and to designate rally points throughout the jobsite.

Good Emergency Action Plans will have an associated Fire Prevention Plan, but great EAPs will also have detailed plans for explosions, toxic releases, civil disturbances, and workplace violence. Depending on where in the country you may be located, planning for additional natural disasters like floods, earthquakes, hurricanes, tornados, wildfires, and winter weather should be considered.

Excavation Safety

Take Home Point:

Emergency Action Plans (EAP) help you stay prepared in case of an emergency. Be sure to know the plan, your role within the plan, and how to execute the plan safely and orderly during an emergency.

Date: _____

Safety Leader: _____

Crew Members:

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