

**TOWN OF MIDDLETON  
CODE E - OCCUPATIONAL HEALTH & SAFETY**

<b>Subject: Emergency Policy</b>	<b>Number: E.1.4</b>
<b>Coverage: Staff, OH&amp;S, Council, &amp; Contractors</b>	<b>Approved by: OH&amp;S, Council, &amp; CAO</b>
<b>Effective Date : September 2, 2014</b>	<b>Revision Date:</b>

***Policy Statement***

The purpose of this policy is to outline the Town of Middleton's actions to ensure the proper reaction to any emergency situation.

***Objectives***

The risk of an incident cannot be totally eliminated; therefore the Town of Middleton will take the following steps to help ensure the proper reaction to any situation:

1. 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.
2. Ensure first aid trained personnel are known or their names are posted.
3. Provide transportation to a medical facility for injured persons.
4. Provide training on fire extinguishers and initial firefighting.
5. Provide communications in the form of cell phones or radios.
6. Provide appropriate first aid kits and ensure that records are kept.

***References***

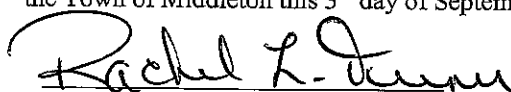
Province of Nova Scotia - *Occupational Health and Safety Act.*

***Previous Policies***

***Certification***

**THIS IS TO CERTIFY** that this policy was duly passed by a majority vote of the whole Council at a duly called Council meeting held on the 2<sup>nd</sup> day of September, 2014.

**GIVEN** under the hand of the CAO and under the seal of the Town of Middleton this 3<sup>rd</sup> day of September, 2014.

  
Rachel L. Turner  
Chief Administrative Officer