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الهيئة السعودية للمقاولين
Saudi Contractors Authority

National Council for
Occupational Safety & Health

Guideline for Emergency and Incident Response

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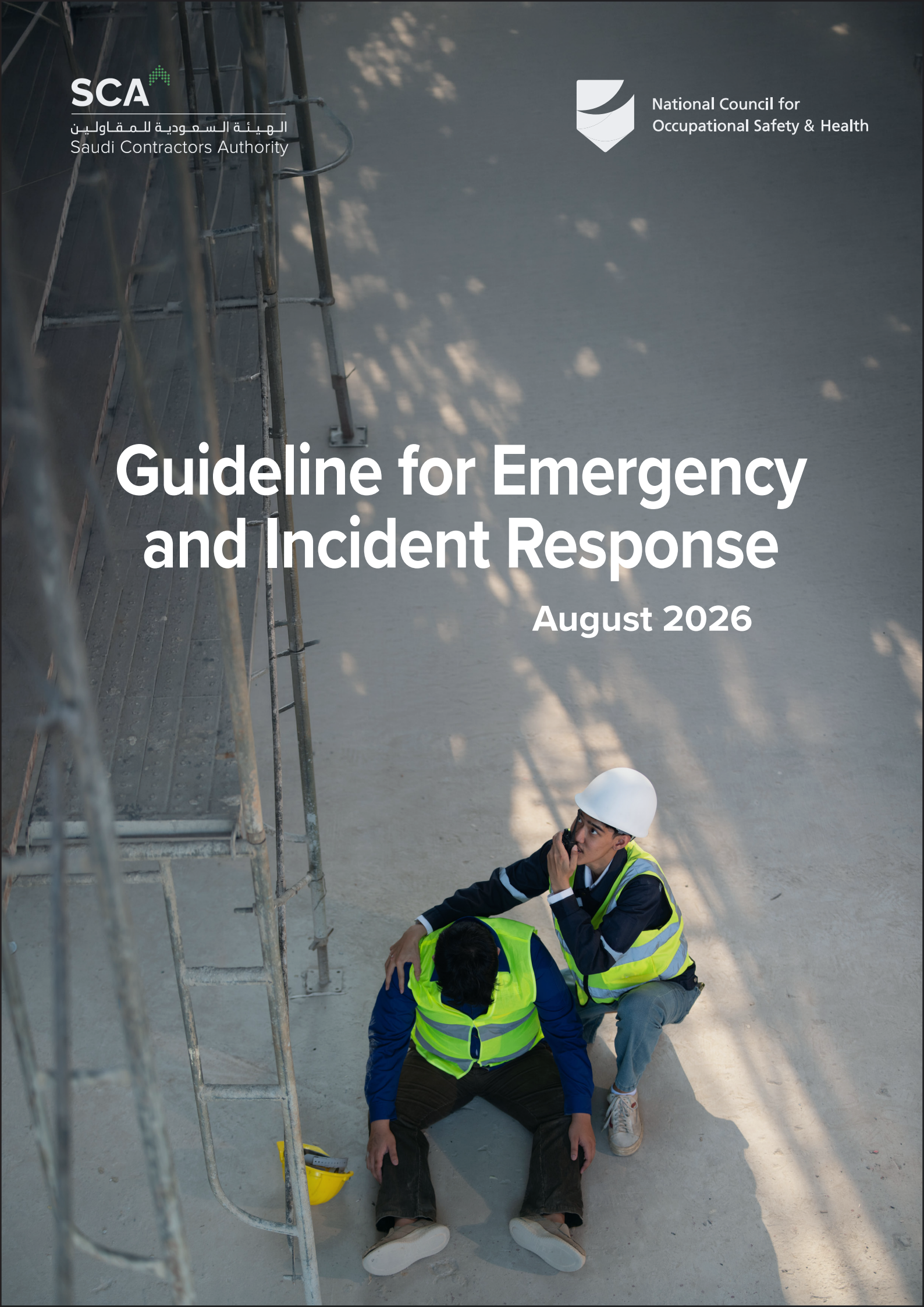


بسم الله الرحمن الرحیم



Introduction

Work environments are exposed to a variety of risks that may lead to incidents or emergencies that threaten the safety of workers, property, and business continuity. These include fires, explosions, chemical leaks, serious injuries, natural disasters, and other unexpected events.

Preparedness and effective emergency response planning are essential pillars of occupational safety and health systems. The existence of clear plans and approved procedures contributes to minimizing human and material losses and accelerating response and rescue operations.

Therefore, organizations must develop emergency plans appropriate to the nature of their activities and ensure that employees are trained to implement them effectively in the event of incidents or emergencies

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Purpose of the Guide

This guide aims to:

- Enhance the preparedness of organizations to deal with emergencies.
- Raise awareness of response procedures.
- Reduce injuries and human and material losses.
- Clarify roles and responsibilities during emergencies.
- Support the implementation of occupational safety and health requirements.

Target Audience

This guide is intended for:

- Workers / Employers / Facility Managers.
- Occupational Safety and Health Officers.
- Emergency teams within organizations.
- Supervisors and workers at work sites.
- Contractors and visitors within the site.

Emergencies

Emergencies refer to unexpected events that require immediate response to minimize their impact, including:

- Fires.
- Explosions.
- Leakage of substances (chemical, radiological, biological, or gases).
- Electrical shocks.
- Collapse of buildings or structures.
- Natural disasters such as floods or storms.

Organization Responsibilities

- Provide clear and updated emergency response policies, plans, and procedures.
- Provide safety and emergency equipment.
- Conduct regular training for employees.
- Establish emergency teams.
- Coordinate with relevant authorities.

Employee Responsibilities

- Comply with emergency policies, plans, and procedures.
- Actively participate in drills and practical exercises.
- Report hazards.

Emergency Risk Assessment

It is recommended to conduct a comprehensive assessment of potential emergency risks through:

- Identifying potential emergency scenarios.
- Assessing the level of risk for each scenario.
- Identifying the most vulnerable locations.
- Determining the resources and emergency teams required for response.

Risk assessment helps in developing effective emergency plans suitable for the nature of the activity.

Emergency Plan in the Organization

The emergency plan includes the following elements:

- Emergency reporting procedures.
- Formation of teams.
- Incident response sequence.
- Identification of emergency exits.
- Evacuation routes.
- Safe assembly points.
- Communication mechanisms with relevant authorities.
- Provision of necessary emergency equipment.
- Ensuring the emergency plan is written, available to all employees, and regularly updated.

Emergency Team Formation

The organization should establish an emergency team consisting of trained employees and decision-makers. Their duties include:

- Leading emergency response operations.
- Assisting in site evacuation.
- Providing first aid.

- Using equipment to manage incidents.
- Coordinating with relevant authorities.
- Defining the responsibilities of each team member.

Emergency Evacuation Procedures

Evacuation procedures include:

- Clearly identify emergency exits.
- Provide signage for evacuation routes.
- Designate safe assembly points outside the building.
- Ensure the evacuation of all workers and visitors.
- Assist persons with disabilities.
- Conduct regular evacuation drills to ensure preparedness.

Safety and Emergency Systems

Safety and communication systems are essential elements in enhancing response speed and reducing risks during emergencies:

1. Early Warning Systems

These are systems and devices used to detect potential risks at early stages and provide immediate alerts.
(Examples: radiation leak detection systems, biological hazard detection systems, smoke and gas detectors, audio and visual alarm systems.)

2. Safety and Guidance Signage

Visual tools used to guide workers and indicate emergency routes and locations.
(Examples: emergency exit signs, safety equipment location signs, clear warning symbols.)

3. Communication Systems

These are the means used to ensure rapid communication within and outside the organization during emergencies.
(Examples: emergency contact numbers, internal communication systems, designated communication officer.)

Handling Incidents and Injuries

In the event of an incident:

- Secure the incident site to prevent the situation from worsening.
- Provide first aid to injured persons.
- Contact emergency medical services when necessary.
- Report the incident according to approved procedures.
- Communicate with relevant authorities.

Incident Documentation

- Record incident details.
- Conduct investigations by specialists.
- Prepare official reports.

Improve procedures based on lessons learned.

Review and Improvement of Emergency Plans

- Analyze previous incidents.
- Update the plan when changes occur in the organization.
- Review the results of emergency drills.
- Improve procedures based on lessons learned.

Training and Awareness

- Train employees on emergency procedures.
- Conduct drills for decision-makers in operation rooms.
- Train emergency teams on the use of equipment.
- Evaluate drill results and improve procedures.

Common Mistakes to Avoid

- Delay in reporting incidents.
- Delay in activating the operations room.
- Lack of knowledge of emergency exits.
- Failure to follow evacuation procedures.
- Misuse of emergency equipment.
- Lack of training on emergency plans.

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Conclusion

Preparedness and effective planning for emergencies are among the most important elements for protecting lives and property in work environments. Commitment to emergency plans and continuous training of employees enhances the ability to respond quickly and reduces the impact of incidents.

A safe work environment is achieved when management and employees work together to implement safety procedures and emergency response measures in an organized and effective manner.



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