

CBS Corporate Safety and Environmental Affairs

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Emergency Action Plans

The past several newsletters have stressed the importance of an Emergency Action Plan in the workplace. The Occupational Safety and Health Administration (OSHA) requires that each workplace have a site-specific Plan to organize employer and employee actions during workplace emergencies. While employers should always strive to prevent workplace emergencies, a detailed plan must be in place to protect employees if an emergency situation should occur.

Some typical emergencies to be included in the Plan are as follows:

- Fire
- Weather-related situations
- Chemical spill
- Accident
- Medical
- Workplace violence
- Bomb threat
- Building intrusion

Emergency Action Plans should contain site-specific information on the following:

- How to report a fire or other emergency in your workplace
- How employees can protect themselves from injury during an emergency
- Evacuation procedures to be followed
- How to account for employees after an evacuation
- Names and phone numbers of employees to contact for additional information

Practice drills are not specifically required by OSHA, but local fire codes usually require drills be conducted annually. These drills are important as a means of providing information on any shortcomings in an existing plan. They can also serve to:

- Test your security system
- Test your notification system
- Provide training for employees

If you are not aware of the Emergency Action Plan for your location, please contact your supervisor. Written copies should be available for all employees.

Corporate Safety has a [sample Plan](#) available for your use. Please contact Mark.Perriello@cbs.com with any questions or for additional information.

Winter Driving

While the start of winter is still a few days away, many parts of the country are already dealing with snowy and icy road conditions.

A little planning and preparation can help to minimize these dangerous conditions:

- Winterize your car by checking fluid levels; wiper blades; battery; and antifreeze
- Check the pressure and tread on your tires
- Pack an emergency kit with booster cables; blankets and extra clothing; shovel and scraper; flashlight and batteries; non-perishable food; and flares
- Before starting a trip, check for road and weather conditions
- Clear snow and ice from all windows and lights and the hood and roof of your car.
- Turn on your headlights to make it easier for you to see and to be seen by other drivers
- Give yourself extra travel time in bad weather
- Avoid using cruise control on slippery roads
- Always wear your seat belt – whatever the weather!