

**1. General Requirements:**

All employees on industrial plant job-sites will be informed by project supervisor of standard plant emergency procedures and of the addition of any of the specific emergency procedures which Houston Controls has developed for that specific work-site. The goal is to assure that all Houston Controls employees who will need to know that an emergency exists, can be notified, will clearly understand the notification, and will respond correctly, according to the nature of the emergency and its impact upon the work-site and any employee who does not clearly understand the emergency alarm procedures for his job-site should immediately contact his project manager or foreman.

**2. For Major Emergencies:**

1<sup>st</sup> Call 911

GIVE CLEAR DIRECTIONS ON HOW TO GET TO THE LOCATION

STAY ON THE PHONE UNTIL ALL OF THEIR QUESTIONS ARE ANSWERED. (Always be the last to hang up)

2<sup>ND</sup> Notify Houston Controls Safety Immediately

**Corporate Safety:**

**Doug Pope**

**Phone # 713-672-1200**

**Site Safety:**

**Name** \_\_\_\_\_

**Phone #** \_\_\_\_\_

**Mobile#** \_\_\_\_\_

3<sup>rd</sup> Have this information when you make the call.

- a. The injured persons name and location
- b. Hospital destination
- c. A brief description of the accident or injury.

**3. For MINOR ACIDENTS:**

An injury which is not a major emergency, but does require first aid treatment and/or a doctor's care must be reported to the Houston Controls Safety Manager Doug Pope. Advice, treatment and/or referral to a doctor will then be determined.

**Houston Controls Safety Manager – Doug Pope**

**Office phone # 713-672-1200**

Doctor Referrals are as follows:

**Local Site, Pasadena TX.**

Victor Hernandez

Shaver Medical Clinic, P.A.

520 South Shaver

Pasadena, TX, 77506

Office phone: 713-477-1973

Office fax: 713-477-1702

Pager: 713-846-1159  
Office hours: Monday thru Friday 8-5

Remote Site, \_\_\_\_\_  
Name \_\_\_\_\_  
Clinic \_\_\_\_\_  
Address \_\_\_\_\_  
Address \_\_\_\_\_  
Office Phone # \_\_\_\_\_  
Office Fax # \_\_\_\_\_  
Pager # \_\_\_\_\_  
Office hours: \_\_\_\_\_

**4. Reporting of injuries:**

These procedures MUST be followed AS SOON AS POSSIBLE after every injury.

"CONTACT SAFETY AND THE PROJECT MANAGER"

- a. Supervisor's Report
- b. Employee's description of accident
- c. Witness Reports
- d. Log information on the Jobsite First – Aid Log.
- e. Doug Pope– SAFETY MANAGER 713-672-1200

DEATH OCCURRENCE OF A HOUSTON CONTROLS EMPLOYEE OR ANY DEATH OCCURRING ON HOUSTON CONTROLS PREMISES

In the event of a death on Houston Controls premises, or any other location regardless of the cause and regardless of who the employer is, the following procedure must be followed:

**DO NOT** disturb the body in any manner or move it. Touch only to confirm that the victim is in fact dead.

If death occurs during normal working hours re-direct crowd and control onlookers, preserve the victim's dignity and immediately call Doug Pope or Houston Control Home Office Management at (713) 672-1200 and all necessary notifications will be made.

If death occurs other than normal working hours- effect crowd control and onlookers, preserve the victim's dignity. Call the Houston Controls office immediately.