Plastica Ltd

Emergency Preparedness and Response

(ISO 14001:2015, Clause 8.2, ISO 45001:2018, Clause 8.2)

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HS&E 40

1.0 Introduction

Emergency procedures are in place to respond to any emergency situation arising, which may occur from a particular activity or lack of control within that activity. The procedures ensure that health and safety issues are given adequate consideration, so as to minimise the undesirable effects in the event of an emergency situation.

2.0 Consideration

These emergency procedures are produced in conjunction with environmental requirements. Emergency planning and preparation is also part of the training requirements and considers the use of containment, evacuation, assembly points and simulation drills (e.g. fire-fighting, fire evacuation).

The following are taken into consideration:

- Use of flammable liquids, solvents, paints and glues, including their containers;
- The most likely potential of an accident, the most appropriate way of responding to this situation providing the minimum impact on the individual(s);
- Equipment hazards (rotating machinery, belt drives, etc.)
- Vehicle movement;
- High pressure systems;
- Corrosive liquid containment;
- Chemical hazards;
- Biological hazards;
- A post incident review to establish corrective action(s).

3.0 Procedures

To ensure that Plastica Ltd is able to respond in the case of a fire, flood, explosion or other emergency situation it reviews the potential for such an occurrence and the most appropriate actions to take. To determine if these actions are appropriate and understood they are tested from time to time.

4.0 Processes

4.1 If you discover a fire

1. Raise the alarm by breaking the glass on one of the call points situation around the building;
2. Dial 999;
3. State what emergency services are required (Fire Brigade, Ambulance etc.)
4. Follow the instructions given to you by the Emergency Operator;
5. Do not attempt to fight the fire yourself unless you are sure that you are safe to do so and have a means of escape at all times.

4.2 If you need to evacuate the building

1. Leave the building by the nearest available exit.
2. Do not stop to collect personal belongings and assemble at the evacuation assembly point which is located in the car park.
3. Do not attempt to re-enter the building until authorised to do so by a Fire Officer or a Fire Warden.

If you encounter other emergencies such as a suspected package, firearms or any other item

that gives you cause for concern or if you encounter a trespasser do not attempt to deal with the situation yourself by call the Emergency Services.

4.3 If you require first aid treatment

1. Contact your nearest qualified First Aider (lists are posted around the building, and First Aiders have a picture of an ambulance next to their name on the Telephone List).
2. Snr managers should be informed if necessary for action or advice;
3. First Aid boxes are located in the offices, warehouse, factory and water treatment area;
4. If the First Aider is unable to deal with the situation, call for an Ambulance.

4.4 If you have to report an accident

1. All accidents must be recorded in the Accident Book.
2. All First Aiders have an Accident Book.
3. FOD HSFE, HR HSFE or snr managers will liaise with the relevant authorities with regard to reportable accidents or incidents.

4.5 Fire Extinguishers

4.5.1 The following precautions shall be instigated in order to reduce the risk of uncontrolled fires:

- Suitable fire extinguishers shall be stationed in offices, stores and canteens etc. in positions where they can be easily seen and reached. The position of fire extinguishers shall be clearly indicated with appropriate signs.
- Consideration shall be given to the type of extinguisher issued bearing in mind the most likely use to which it may be put.

For example:

- WATER TYPE EXTINGUISHERS – general use on materials where no special risks are involved. NOT to be used on live electrical or flammable liquid fires.
- FOAM TYPE EXTINGUISHERS – suitable for flammable liquids but NOT to be used on live electrical fires.
- DRY POWDER EXTINGUISHERS – suitable for most materials including live electrical and flammable liquid fires.
- AFFF EXTINGUISHERS – suitable for all types of fires.
- CARBON DIOXIDE EXTINGUISHERS – suitable for most materials including live electrical and flammable liquid fires. It should be noted that carbon dioxide expels the oxygen and therefore in small confined spaces there is a risk of asphyxiation. In addition, when these extinguishers are used in the open air their effectiveness can be reduced if the weather conditions are windy.

4.5.2 Where any process being carried out involves a special risk of fire e.g. hot work, then suitable extinguishers shall be stationed nearby.

4.5.3 All extinguishers shall be regularly checked and re-charged as necessary.

4.5.4 Access routes, stairwells and Fire Exits must be kept clear of rubbish and obstructions.

4.5.5 In areas where a special risk of fire exists i.e. gas bottle stores, paint, stores, fuel delivery areas and fuel stores etc., suitable warning signs designating them as “NO SMOKING AREAS” must be displayed.

4.5.6 Fire points with suitable extinguishers and signs to indicate their position will be provided to protect the structure from fire risk.

EMPLOYEES WILL NOT place themselves or others at risk by fighting fires and shall only tackle fires that pose them no direct risk.

4.5.7 Special care shall be taken to ensure that he passive fire protection arrangements for premises are not breached by any works. For example, fire doors will be not be wedge or propped open.

Where necessary to ensure the safety of persons on site emergency exit routes to a safe location shall be established and clearly sign posted.

4.6 Spillage

In the event of a chemical spillage, use the spill kits provided and inform Managing Director (MD HSFE), Business Development Director (BDD HSFE), IT Director (ITD HSFE) or a Snr manager.

Spillage (small spills – liquids)

- A small spill is on which is not spreading and which can be easily cleared up using a spill kit or similar. A spill kit contains a small amount of absorbent material.
- First to ensure the cause of the spillage has been stopped, if necessary, bund the spillage to minimise any spread of the fluid. This is particularly important when there is a possibility of the fluid entering the drainage system.
- When the cause of the spillage has been contained and there is no further leakage, use the absorbent material from a spill kit to clean up the spillage. If the material that has been soaked up is considered as special waste the absorbent material and any other materials should not be placed in the normal waste containers. The IMS Representative is available to give advice on spills.

Spillage (airborne)

- A spill is where the containment integrity of a filter and/or air moving design is breached or fails in some way.
- Site risk assessments and method statements and those for storage and transfer of waste shall describe the arrangements to deal with airborne spills.
- The IMS Representative shall be informed together with the regulatory authorities as appropriate.
- Operations shall cease and not recommence until the containment integrity has been re-established and tested and/or the air moving design is working correctly.

Spillage (larger spill – liquids and solids)

- Spills must not be washed down the drain. Where the spill enters the drainage system the local water authority is to be informed, this is to be recorded on a COMAH Incident For (see HSEF 24 COMAH Incident Report).
- Spillage of solid materials such as granules or powders must be cleaned up when they occur, if the material cannot be used it is disposed of with the same considerations as liquids above. Where the spillage enters the drains the MD/IMS Representative is to be informed so the impact can be assessed, and any potential blockage avoided or cleared.

5.0 Reports

An incident report will be produced by senior management which will include details of the incident, corrective actions taken, results of investigations and relevant training and other actions taken.

6.0 Testing

Plastica Ltd will schedule a test of the system (drills) at regular half intervals and report on results (IMF13); we will use these results to identify any improvements necessary and to meet continued requirements.

7.0 Training

Plastica Ltd shall provide relevant information and training related to emergency preparedness and response, as appropriate, to all interested parties. Records of such training will be logged on the individual's training record (where appropriate).

8.0 Related Documentation

HRF 17 – Competency Record
HSEF 117 – Communications Register
PD 001 – Plastica Documents Register
HS&E 47 – Legal and Compliance Register
HS&E 48 – Environmental Assessment and Impact Register
HSEF 20 – Accident Report – Damage to Property Only
HSEF 21 – Accident Report – Injury to Person and Damage to Property
HSEF 22 – Accident Report – Injury to Person Only
HSEF 120 – Non Conformance Report
HS&E 15 – Fire Evacuation Procedure
My Compliance System