1.0 Purpose

To identify potential for and respond to accidents and emergency situations as well as prevent and mitigate environmental impacts that may be associated with them

2.0 Scope

Applicable to all activities, products or services that could lead to environmental accident or emergency situations

3.0 Exhibit

Exhibit 1 - Emergency Drill Report
Exhibit 2 - Accident Investigation Report

4.0 Procedure

4.1 General

Emergency situations include accidental emission to the air, discharge to water and land, specific environmental and eco-system effects from accidental releases, fire and chemical / oil spillage from machine / storage areas.

4.2 Emergency Plan And Response

The Environmental Management Representative (EMR) and heads of department (HOD), shall ensure potential accident and emergency situations are identified using the procedure for Environmental Aspect; EP 4310. The potential accidents and emergency conditions shall be reviewed periodically, particularly after occurrence of accidents or emergency situations.

An emergency response team, ERT shall be appointed to response to any emergency situation. Emergency response situation relates to;

- Outbreak of fire
- Spillage of chemical
- Severe injuries

The ERT shall respond to actual emergency situations and accidents and prevent or mitigate associated adverse environmental impacts.

Employee handling chemicals / oil shall be trained on chemical / oil spillage control, provided with suitable chemical / oil spillage absorbing materials for containment control.

In the event of outbreak of fire, all employees are to leave the building via the nearest "EXIT" door and assemble in the car park (designated assembly point at the front of the building).

Fire Evacuation Route / Plan of the factory shall be established. The fire extinguishers / equipments shall be provided at the various factory locations and shall be periodically maintained.

Fire evacuation drill shall be implemented at least once a year and recorded onto the Emergency Drill Report (exhibit 1). Emergency simulation drills of accident scenarios, if carried out shall also be recoded on the report.

First aid kits are kept at the various departments, in case of emergency needs in an accident.

All accidents shall be investigated by the respective HODs and the EMR (if it involves an environmental aspect) and appropriate preventive measure shall be determined implemented.

Accident Investigation Report (exhibit 2) shall be document the incident and the preventive measure to be taken.

Following any accident or emergency situation, the EMR and HODs shall review the emergency preparedness and response procedure and “fine-tune” the procedure and improve on it, if necessary. This shall be carried out especially after the occurrence of accidents or emergency situations.