

## **ANNEX 9**

## **USE OF UREA FOR CONTROL OF NO<sub>x</sub>**

WasteServ shall be utilizing urea to control NO<sub>x</sub> levels in emissions from the facility. The quantities of urea that shall be used will vary depending on the NO<sub>x</sub> levels. When NO<sub>x</sub> is low, no urea shall be injected. Only when NO<sub>x</sub> levels are high and the temperature window in the secondary combustion chamber are such that urea can be used, will be urea be injected. From tests conducted, WasteServ does not envisage that more than 50 litres per day will be used.

A material safety data sheet for urea is included as part of this Annex.

### SPECIFICA DI PRODOTTO

Data emissione:

Novembre 2008

Edizione: 1

Versione: 0

**Codice Prodotto : 019016 / 019017**

## AIRBLUE

### VALORI GARANTITI:

DETERMINAZIONI	UNITÀ DI MISURA	VALORI	METODO ANALISI
Aspetto		Liquido chiaro	VIS. (1)
Colore		Incolore	VIS. (1)
Odore		Leggermente ammoniacale	VIS. (1)
Densità (20 °C)	g/cm3	1,087 – 1,092	
Indice di rifrazione (20 °C)		1,3817 – 1,3840	
Formaldeide	ppm	10 max	
Residuo insolubile	ppm	20 max	
Fosfati	ppm	0,5 max	
Calcio	ppm	0,5 max	
Ferro	ppm	0,5 max	
Rame	ppm	0,2 max	
Zinco	ppm	0,2 max	
Cromo	ppm	0,2 max	
Nichel	ppm	0,2 max	
Magnesio	ppm	0,5 max	
Sodio	ppm	0,5 max	
Potassio	ppm	0,5 max	

### ALTRE CARATTERISTICHE (Valori indicativi tipici medi):

Viscosità (25 °C)	mPa x s	1,4 c.a.	
Temperatura di cristallizzazione	°C	- 11,5	
Alcalinità (come NH3)	%	0,2 c.a.	
Carbonati (come CO2)	%	0,2 c.a.	
Biuretò	%	0,3 c.a.	

La specifica corrisponde alle esigenze di cui alla norma DIN V 70070.

(1) = Metodo di analisi citato dal produttore.

(2) = Procedura EVS per la rintracciabilità dei metodi analitici.

SPECIFICA DI PRODOTTO	
Data emissione: Novembre 2008	Edizione: 1 Versione: 0

**Codice Prodotto : 019016 / 019017**

## AIRBLUE

### Trasporto e stoccaggio:

La spedizione avviene in container (IBC di materia plastica), fustini o autocisterne isolate.

Per evitare la separazione di cristalli e la idrolisi di Airblue si raccomanda uno stoccaggio a condizioni normali (al di sopra di  $-11^{\circ}\text{C}$  e al di sotto di  $25^{\circ}\text{C}$ ) e protetto da radiazione solare diretta. Airblue ha un effetto corrosivo su acciaio, ferro, nichelio e metalli non ferrosi. Sono resistenti gli acciai austenitici altolegati, HDPE, PP, titanio e Viton.

Rispettando le condizioni di stoccaggio menzionate e utilizzando contenitori di materiale appropriato, Airblue potrà essere conservato per almeno un anno.

Per ulteriori indicazioni riguardanti la tutela della qualità di Airblue nell'ambito della catena logistica rimandiamo al documento CEFIC "AUS 32 Direttive per la garanzia della qualità".

### Sicurezza e protezione dell'ambiente:

Airblue nonché dei residui secchi del prodotto sono fisiologicamente innocui.

Airblue non è una sostanza pericolosa.

Airblue va trasportata e immagazzinata localmente separata da nitriti, ipocloriti e da sali che contengono nitrati.

La scheda di sicurezza fornisce ulteriori informazioni riguardanti le caratteristiche del prodotto e contiene indicazioni rispetto alla classificazione della pericolosità nonché rispetto alle prescrizioni da rispettare e descrive le misure richieste per la manipolazione di Airblue per proteggere le persone e l'ambiente.

**Approvata il: 10/11/2008**

**Firma: Responsabile Qualità  
(Dr. S. Del Bo')**

<sup>(1)</sup> = Metodo di analisi citato dal produttore.

<sup>(2)</sup> = Procedura EVS per la rintracciabilità dei metodi analitici.

## **SCHEDA DI SICUREZZA**

### **AIR BLUE**

Edizione0 – Versione 0 – Emissione: Febbraio 2007

pag. 1 di 4

#### **1 Identificazione della sostanza/preparato e della società/impresa**

Nome commerciale : AIR BLUE  
Codice prodotto : 019016, 019017  
Utilizzi : Riducente di NOx nei gas di scarico  
Fornitore : Elettrochimica Valle Staffora Spa  
Via Oslavia, n° 17 – 20134 Milano  
Tel. 02-2105161 fax 02-21051633  
Tel. 0383-945511 fax 0383-944594  
Numero di emergenza : Milano - Ospedale Niguarda - Tel. 02-66101029

#### **2 Composizione/informazione sugli ingredienti**

Caratteristiche chimiche : Soluzione acquosa di urea  
Sostanze contenute : urea 32,5%  
CAS : 57-13-6  
EINECS : 200-315-5

#### **3 Identificazione dei pericoli**

Classificazione di pericolosità : Nessun rischio specifico è riferito al prodotto

#### **4 Interventi di primo soccorso**

Indicazioni generali : Non sono necessari provvedimenti specifici.  
Inalazione : Portare all'aria fresca.  
Contatto con la pelle : Lavare con abbondante acqua - Togliere tutti gli  
indumenti contaminati.  
Contatto con gli occhi : Risciacquare immediatamente con abbondante  
acqua, anche sotto le palpebre, per almeno 15 minuti - Se i sintomi persistono  
chiamare un medico.  
Ingestione : Risciacquare la bocca con acqua - bere  
abbondante acqua - non indurre il vomito - chiamare un medico.

#### **5 Misure antincendio**

Idonei mezzi estinguenti : Il prodotto di per se non brucia - Procedure  
standard per incendi chimici.  
Mezzi estinguenti interdetti : Nessuno.  
Rischi particolari : Riscaldando può liberare gas pericolosi (NOx,  
HCN, NH3).  
Speciali mezzi protettivi per il personale antincendio : Indossare l'autorespiratore  
e indumenti di protezione impermeabili.

#### **6 Provvedimenti in caso di dispersione accidentale**

Precauzioni per le persone : Evitare il contatto con pelle e gli occhi - Evitare il  
rischio.

## **SCHEDA DI SICUREZZA**

### **AIR BLUE**

Edizione0 – Versione 0 – Emissione: Febbraio 2007

pag. 2 di 4

Precauzioni ambientali : Impedire che il prodotto penetri in fognature, nelle acque superficiali e sotterranee.

Metodi di bonifica : Raccogliere con mezzi meccanici, mettere in contenitori adatti per eliminazione - Eliminare conformemente alle regolamentazioni locali e nazionali - Dopo la pulizia lavare i residui con acqua.

## **7 Manipolazione e immagazzinamento**

### **MANIPOLAZIONE**

Indicazioni per una manipolazione sicura : Evitare il contatto con la pelle e gli occhi.

### **STOCCAGGIO**

Condizioni generali : Mantenere i contenitori ermeticamente chiusi in un posto asciutto e freddo.

Indicazioni sullo stoccaggio misto : Tenere lontano dagli agenti ossidanti forti (permanganati, cromati, nitrati, nitriti, cloro ed ipocloriti)

## **8 Protezione personale/controllo dell'esposizione**

Ulteriori indicazioni sulla struttura di impianti tecnici : Nessun dato ulteriore, vedere punto 7

Valori limite per l'esposizione : Nessun limite specifico di esposizione determinato per la sostanza.

### **Controllo dell'esposizione professionale**

### **Mezzi protettivi individuali**

Norme generali protettive e di igiene del lavoro : Evitare il contatto con pelle e gli occhi - Lavar le mani prima delle pause e subito dopo la manipolazione del prodotto.

Protezione respiratoria : Non necessario.

Protezione delle mani : PVC, lattice o altri materia plastica/guanti di gomma - Non portare i guanti di cuoio.

Protezione degli occhi : Occhiali di protezione

Protezione della pelle o del corpo : Non portare scarpe di cuoio.

## **9 Proprietà fisiche e chimiche**

### **Informazioni generali**

Forma : liquido

Colore : chiaro, incolore – giallastro

Odore : possibile odore di ammoniac

### **Variazioni di stato**

Temperatura di fusione : -11 °C

Temperatura di ebollizione : 103 °C

Punto di infiammabilità : non applicabile

Proprietà comburenti : Prodotto non autoinfiammabile.

limiti di esplosività nell'aria:

## SCHEDA DI SICUREZZA

### AIR BLUE

Edizione0 – Versione 0 – Emissione: Febbraio 2007

pag. 3 di 4

inferiore : Non applicabile  
superiore : Non applicabile  
Tensione di vapore : nessun dato disponibile  
Densità:  
Densità relativa a 20°C : 1,09 g/cm<sup>3</sup>  
Solubilità in/Miscibilità con : Acqua: completamente solubile.  
: Solventi: nessun dato disponibile.  
Liposolubilità : nessun dato disponibile.  
Valori di pH(100 g/l) a -°C : 10  
Coefficiente di ripartizione n-ottanolo/acqua : -2,59 Log Pow (20-25 °C) (come urea).  
Viscosità a 25 °C : circa 1,4 mPas

#### 10 Stabilità e reattività

Stabilità : Il prodotto non si decompone se utilizzato secondo le norme.  
Condizioni da evitare  
Sostanze da evitare : Agenti ossidanti forti (permanganati, cromati, nitrati, nitriti, cloro, ipocloriti).  
Prodotti di decomposizione pericolosi : Riscaldando può liberare gas pericolosi (NO<sub>x</sub>, HCN, NH<sub>3</sub>)

#### 11 Informazioni tossicologiche

Tossicità  
Tossicità acuta:  
Urea : LD50/orale/ratto = 14300 mg/kg  
: LD50/orale/topo = 11500 mg/kg  
Irritazione : Può causare irritazione alla pelle  
Sensibilizzazione : L'urea non ha causato sensibilizzazione sugli animali da laboratorio.  
Ulteriori dati tossicologici : Tossicità subacuta, subcronica prolungata: Nessun dato disponibile.  
Esperienza umana : nessun effetto avverso sulla salute è conosciuto o previsto con un uso normale.

#### 12 Informazioni ecologiche

Ecotossicità  
Ecotossicità acquatica : LC50/96h!Barilius barna> 9100 mg/l (come urea)  
: LC50/24h/daphnia> 10000 mg/l (come urea)  
Biodegradabilità : Biodegradabile.  
Comportamento in compartimenti ecologici:  
Mobilità : Solubile in acqua - L'adsorbimento nel terreno è basso.

## **SCHEDA DI SICUREZZA**

### **AIR BLUE**

Edizione0 – Versione 0 – Emissione: Febbraio 2007

pag. 4 di 4

Potenziale di bioaccumulazione : L'accumulazione è improbabile, LogPow  
(urea): -2,59.

#### **13 Osservazioni sullo smaltimento**

Prodotto : In conformità con le regolazioni locali e nazionali.

Imballaggi non puliti : In conformità con le regolazioni locali e nazionali.

#### **14 Informazioni sul trasporto**

Trasporto/ulteriori indicazioni : Non sottoposto a regolamentazione sul trasporto.

#### **15 Informazioni sulla normativa**

Classificazione secondo le direttive CEE:

Nella manipolazione di prodotti chimici osservare le consuete misure precauzionali.

Conformemente alle direttive CEE il prodotto non è soggetto all'obbligo di codifica.

Sigla e etichettatura di pericolosità del prodotto: Non classificato.

#### **16 Altre informazioni**

Le informazioni contenute in questa pubblicazione sono esatte al meglio della nostra conoscenza. Qualsiasi informazione o consiglio ottenuto con mezzi diversi da questa pubblicazione, relativamente ai nostri materiali, è fornita in buona fede. Rimane comunque ed in ogni caso responsabilità del Cliente di assicurarsi che i materiali forniti siano rispondenti alle sue esigenze.



## **ANNEX 10**



# **ANNEX 11**

<b>WasteServ Malta Ltd.</b>	<b>RESTRICTED – SAFETY DOCUMENTATION</b>	
	Procedure Ref. No: WSTSV/OHSSE/SMS 10 - 11	Emergency Procedures

## WASTESERV LTD

### EMERGENCY RESPONSE GENERAL PROCEDURES

<b>Title:</b> General procedures governing emergency preparedness within <i>WasteServ</i>				
<b>Date:</b>	01 Dec 2011	<b>Facility:</b>	Marsa TTP	<b>SOP No:</b> WSTSV/OH&S/SMS 10-11
<b>Authorised Persons</b>				
<b>Process Owner</b>	Facility Manager; HSSE.			
<b>Procedure User</b>	Emergency Response Team			
<p style="text-align: center;"><b>Brief Commentary:</b></p> <p><i>WasteServ recognises the value of preparedness both in maintaining its operational resilience as well as an aspect of risk management in fulfilment of its social responsibilities. It is committed to being a safe operator and a socially responsible community member, and therefore shall prepare for unforeseen emergencies within the bounds of what is reasonable, sustainable, cost-effective and in line with the requirements of statutory and regulatory compliance and the preservation of core business activity.</i></p> <p><i>These procedures cover the requirements in OHSAS 18001 – 4.4.7 – Emergency Response.</i></p>				
<b>CEO's approval:</b>				<b>Date:</b>
<b>Procedure Review Period</b>	Q	6M	A	<b>Next Review Date:</b> 01 Dec 2012
<b>Key References</b>				
<ul style="list-style-type: none"> <li>➤ OHSAS 18001: 2007 – Occupational Health and Safety Management Systems – Specification.</li> <li>➤ OHSAS 18002: 2000 – Occupational Health and Safety Management Systems – Guidelines for the implementation of OHSAS 18001.</li> <li>➤ BS 8800:2004 – Occupational Health and Safety Management – Guide</li> <li>➤ The Route to OHSAS 18001 – <i>avoiding the pitfalls</i> [SGS]</li> </ul>				

  
**Anthony Pisani**  
**OPERATIONS MANAGER**  
 29 APR 2012  
**CIVIL PROTECTION  
DEPARTMENT**

**1.0 Introduction**

- 1.1 In all of its facilities, *WasteServ* shall establish and maintain plans and procedures to identify the potential for, and responses to, incidents and emergency situations, and for preventing and mitigating the likely illnesses and injuries and environmental impact that may arise as a result.
- 1.2 These plans and procedures shall be consolidated into an **Emergency Response Plan [ERP]** for each Facility.

**2.0 Scope**

- 2.1 The **ERP** shall cover the scope of operations within each Facility, taking into account the local community and directly related stakeholders.

**3.0 Aim**

- 3.1 The aim of the **ERP** is to:
- Develop procedures for dealing with emergencies, including training;
  - Identify in advance and provide for the procurement of appropriate emergency equipment;
  - Enable *WasteServ* to regularly test its response capability through training, practice drills and exercises.

**4.0 General Procedures Governing Emergency Response Planning**

- 4.1 Within the overall context of *WasteServ*'s operations the safety processes shall include emergency planning and response.
- 4.2 Preparedness shall be directly related to the following functional requirements of the Safety Management System:
- Procedures for Risk assessment, Risk Management and Control [**Ref: WSTSV/OH&S/SMS 02-11**];
  - Competence, Training and Awareness of employees and other interested parties [**Ref: WSTSV/OH&S/SMS 06-11**] and
  - Planning processes and procedures.
- 4.3 Within the scope of what is required by law and taking into account what is reasonable, cost-effective and achievable, *WasteServ* shall implement periodic practice drills and exercises aimed to test the effectiveness of the most critical parts of the emergency plan(s) and its emergency planning process.
- 4.4 The following types of training exercises may be attempted and practised:

- Table top exercises
  - Drills
  - Exercises which simulate emergencies.
- 4.5 The results of emergencies and practice drills shall be evaluated, and changes that are identified as being necessary shall be implemented as corrective actions.
- 4.6 The emergency plan/s shall outline actions to be taken when specific emergency situations arise, and shall include the following minimum requirements:
- The requirements of relevant interested parties as outlined in various environmental and OHS policies, plans and procedures
  - Identification of specific potential accidents and emergencies;
  - Identification of the person(s) to take charge during the emergency;
  - Details of actions to be taken by personnel during an emergency, including those actions to be taken by external personnel who are on the site of the emergency, such as contractors or visitors (who can be required, for example, to move to specified assembly points);
  - Responsibility, authority and duties of personnel with specific roles during the emergency (e.g. fire-wardens, first-aid staff);
  - Evacuation procedures;
  - Emergency shutdown procedures;
  - Interface with NERSA;
  - Communication with statutory bodies;
  - Communication with neighbouring community and the general public;
  - Protection of vital records and equipment;
  - Availability of necessary information during the emergency, including:
    - Facility layout drawings,
    - Emergency procedures, work instructions and contact telephone numbers.
- 4.7 The involvement of external agencies in emergency planning and response shall be clearly documented as and where appropriate.
- 4.8 The Civil Protection Department shall be consulted as regards to the possible circumstances of its involvement and provided with such information as it requires to facilitate its response activities.
- 4.9 The **ERP** shall identify equipment required, which shall be procured in adequate quantity.
- 4.10 Emergency equipment shall be tested at specified intervals for continuing operability, including:
- Alarm systems;

- Emergency lighting and power;
- Means of escape;
- Safe refuges;
- Critical isolation valves, switches and process cut-outs;
- Fire-fighting equipment;
- First aid equipment (including emergency showers, eye wash stations);
- Communication facilities.

- 4.11 Practice drills shall be carried out according to a schedule determined by the ERT on an annual basis.
- 4.12 Where appropriate and practicable, the participation of external emergency services in practice drills shall be sought.
- 4.13 *WasteServ shall review its emergency preparedness and response plans and procedures, in particular, after the occurrence of incidents or emergency situations through the process of risk assessment.*
- 4.14 *WasteServ* shall also periodically test such procedures where practicable. As a general rule *WasteServ* shall:
- Schedule one [1] emergency drill every six months [Ref: [WSTSV/OH&S/SMS 06-11; ATP](#)];
  - Schedule one [1] emergency response exercise annually [Ref: [WSTSV/OH&S/SMS 06-11; ATP](#)].

## List of Appendices:

### Appendix 1 – [Emergency Response Plan](#)





**WasteServ Malta Ltd**

**Thermal Treatment Facility  
Marsa**

**EMERGENCY RESPONSE  
AND  
FIRE SAFETY POLICY  
DOCUMENT.**



<b>WasteServ Malta Ltd.</b>	<b>RESTRICTED – SAFETY DOCUMENTATION</b>	
	Procedure Ref. No: WTSV / OHSSE / SMS 10 -11	Emergency Procedures

**Wasteserv**

**Policy Manual**

**Description:** Evacuation Policy  
**Status:** Annexed to Manual of Safety, Security and Emergency Response  
**Ref:** WTSV/OHSSE/SMS 10 -11

**Dated Issued:** 01 Dec 2011  
**Date modified:**

## **Policy Document**

### **1. Policy**

1.1 To ensure that evacuations are carried out safely and in a timely manner.

### **2. Scope**

2.1 The policy covers all employees, visitors and contractors within the WasteServ, Marsa TTF.

### **3. Responsibility**

- 3.1 The CEO. shall be responsible for the contents of this documented policy.
- 3.2 The HSSE coordinator shall be responsible for on going management of the policy.
- 3.3 All employees shall be responsible to follow and co-operate with evacuation instructions given.

### **4. Action and Methods**

4.1 Persons shall be appointed and trained where necessary to carry out the duties of:-

- ☐ Crisis Management Team
- ☐ Evacuation Leaders
- ☐ Fire Wardens
- ☐ First Aiders

4.2 In buildings **where an alarm is installed**, on sounding of the alarm the building is to be evacuated immediately and people shall proceed directly to the designated Assembly Points.

In buildings **where no alarm is installed**, on discovering any emergency, the person making the discovery must draw the attention of any persons in the area verbally who in turn will raise the alarm to others.

Page: Page ii of 7	Issue Number: 0 – Draft Safety Management System
Produced by: SHIELD SECURITY CONSULTANTS	Next Review Date: 01 Dec 2012

<b>WasteServ Malta Ltd.</b>	<b>RESTRICTED – SAFETY DOCUMENTATION</b>	
Procedure Ref. No: WSTSV/OHSSE/SMS 10-11	Emergency Procedures	

In all cases people may try to control the emergency if they are capable and if it is safe to do so. If the situation is out of control they will proceed to the Assembly point as well.

4.3 Evacuation Leaders shall oversee the above process, during evacuations

4.4 Fire Wardens shall make sure that ongoing preparedness is kept. Fire extinguishers maintained, detectors tested, etc...

4.5 **Note:** Evacuation Leaders and Fire Wardens could be the same person.

4.6 First Aiders assist accordingly.

The Crisis Management Team constitutes and assumes overall Command and Control throughout the process.

4.7 The Crisis Management Team is headed by the CEO and shall consist of the following:-

- CEO
- Facility Chief Operations Officer
- Site H & S Coordinator
- HSSE representative
- CEO's secretary

4.9 Active Prevention is attempted through mandatory basic fire awareness training for all company personnel and training for Evacuation Leaders, Fire Wardens, Checkers and First Aiders.

4.8 All training and Evacuation drills are recorded by the designated H & S Coordinator.

4.9 The Emergency Response and Fire Safety Plan is subject to a three (3) year cycle.

## 5. References

5.1 Wasteserv Manual of Safety, Security and Emergency Response including its annexes.

PROTECTION DEPARTMENT

Page: Page iii of 7	Issue Number: 0 – Draft Safety Management System
Produced by: SHIELD SECURITY CONSULTANTS	Next Review Date: 01 Dec 2012

<b>WasteServ Malta Ltd.</b>	<b>RESTRICTED – SAFETY DOCUMENTATION</b>	
	Procedure Ref. No: WSTSV/OHSSE/SMS 10 -11	Emergency Procedures

**EMERGENCY RESPONSE AND FIRE SAFETY**  
**POLICY DOCUMENT –**  
**AMENDMENT SHEET**

Ser	Amended Page; Section	Authority (CEO Only)	Initials	Date
01				
02				
03				
04				
05				
06				
07				
08				
09				
10				
<p style="text-align: center;"><b>Ten amendments have been completed; the Policy Document should be reviewed and printed afresh.</b></p>				

**Notes for Use:**

1. Amendments are to be entered manually in **Red** ink.
2. Only the CEO or her designated official shall be authorised to enter amendments to this Policy Document.
3. Amendments shall be inserted in full in the following manner:
  - The relevant page is amended on the electronic copy, with text changes being entered in **red**.
  - One (1) copy of the new page/s shall be printed out and attached to the existing page by secure staples
4. A short note regarding the circumstances and/or reasons necessitating the change is completed by the CEO or her designated official. The Policy Document shall be re-printed every three years or upon completion of 10 amendments, whichever occurs first.

Page: Page iv of 7	Issue Number: 0 – Draft Safety Management System
Produced by: SHIELD SECURITY CONSULTANTS	Next Review Date: 01 Dec 2012

SECTION	CONTENT	PAGE
	<b>Preliminaries</b>	
	Policy Statement	ii - iii
	Amendment Sheet	iv
	Contents List	v
	List of Appendices	vi
	<b>THE FUNDAMENTALS</b>	
1.	Aim	1
2.	Basic Requirements	1
3.	Operational Principles	2
4.	Training and Policy Review	2
5.	Concept of an Evacuation	3
	<b>EVACUATIONS</b>	
6.	Definition	4
7.	Risk Factors	4
	<b>THE PLAN</b>	
8.	Introduction	5
9.	Concept	5
10.	Aim	5
	<b>PHYSICAL ELEMENTS</b>	
11.	Product Group / Section	6
11.1	Exits	6
11.2	Escape Routes	7
11.3	Assembly Areas and Assembly Points	7
	<b>OPERATIONAL PARAMETERS</b>	
12.	Command and Control	8
13.	Plan Integration	9
14.	Decision Making	10
15.	Emergency Lighting	10
16.	Communications and Emergency Equipment	10
17.	Personal Effects	10
18.	Standard Operating Procedures	10

<b>WasteServ Malta Ltd.</b>	<b>RESTRICTED – SAFETY DOCUMENTATION</b>	
	Procedure Ref. No: WSTSV/OHSSE/SMS 10 -11	Emergency Procedures

**List of Appendices:**

Appendix 1– Fire Wardens Training Record	2 pages
Appendix 2 – Evacuation Schematic	2 pages
Appendix 3 – Fire Evacuation Training Record	2 pages
Appendix 4 – Salvage Guidelines	
Appendix 5.1 – Evacuation Standard Operating Procedure	2 pages
Appendix 5.2 – Medical Evacuation Procedure	2 pages
Appendix 5.3 – Bomb Threats –	11 pages
Procedures for Preparedness and Emergency Response	3 pages
Appendix 6 – Fire Safety Evacuation Training Plan (3-Year Cycle)	1 page
Appendix 7 – Daily visitors' list	1 page
Appendix 8 – Evacuation Instructions to Suppliers and Stevedores	1 page
Appendix 9 – Evacuation Instructions to Contractors on Site	1 page
Appendix 8 – Evacuation Instructions to Sub-Contractors	1 page

*For those who survived, that night will never be forgotten. As soon as our children were old enough, we put them through fire-drills at home, making sure they knew how to leave the house in an emergency. When we began to look at schools for them, our first questions were about rules and evacuation procedures. Even now, almost half a century later, whenever I check into a hotel, my first action is to reconnoiter the escape routes."*

Gen. Sir Peter de la Billiere, in his autobiography, "Looking for Trouble.

<b>WasteServ Malta Ltd.</b>	<b>RESTRICTED – SAFETY DOCUMENTATION</b>	
	Procedure Ref. No: WSTSV/OHSSE/SMS 10 -11	Emergency Procedures

**Intentionally Blank**

Page: Page vii of 7	Issue Number: 0 – Draft Safety Management System
Produced by: SHIELD SECURITY CONSULTANTS	Next Review Date: 01 Dec 2012

## THE FUNDAMENTALS

### 1. Aim

The aim of the **Policy Document** is to initially establish and subsequently support **Standard Operating Procedures (SOPs)** by which all members of staff and visitors at Wasteserv can be evacuated from their respective areas safely as part of a plant evacuation. This **Policy Document** shall be known and referred to for policy, direction and training purposes as the **Evacuation Plan** for Wasteserv.

### 2. Basic Requirements

The plan is designed to be fully **operational** under the following conditions:-

a. Selected personnel within each area are trained in the duties of **Fire Wardens** and shall become fully conversant with this **Policy Document**. Evacuation Officers are:

- Evacuation Leaders;
- Fire Wardens;
- First Aiders;

These personnel shall:

- Be empowered to take decisions regarding the need to evacuate any section of the plant;

(Guidance Note: policy needs to be clearly defined in writing and practical training to ensure that the evacuation leader and fire wardens know exactly when he/she is to evacuate or not. Main consideration is to ensure that he/she does not fail to do so when the need arises, reason being that the individual might not be of a managerial level.)

- Oversee all aspects of an emergency evacuation as defined within the area / section Standard Operating Procedures;
  - As far as is reasonably possible and without risk to personal safety, ensure that **damage limitation** measures are exercised during an evacuation.
- b. Employees are made **aware** of the **contents** of the **Evacuation Plan** and are **fully conversant** with the evacuation procedures for their respective area / section SOPs. **Awareness** is a critical factor in the Evacuation Plan and is a subject that shall be included in the company's **Personnel Induction Program**.
- c. **Managers** shall play a key role throughout the process, effectively supporting members of staff assigned fire and emergency-response



duties in an emergency. Unless specifically designated such responsibilities, managers are expected to provide support for these personnel and not take over a situation.

- d. That selected employees shall be trained as Fire Warden, comprising basic fire fighting training at a minimum frequency of one training session every year. The Fire Wardens' training in Fire Fighting shall be documented as per the proforma at Appendix 1.

### 3. Operational Principles

In order for the evacuation plan to be operational, it is based on the following principles:-

- a. **Simplicity** – to work plans must be kept simple and uncomplicated, bearing in mind that they will be put into effect in conditions of high stress and, quite possibly, emotional involvement.
- b. **Speed** – the importance of speed in emergency situations can never be overstated. It is an essential, often decisive, factor in the conduct of an operation and fundamental to a successful outcome. Information regarding the outbreak of a fire shall be communicated immediately and to the right persons who are authorised to take the appropriate action. A schematic flow of what to do in an emergency evacuation is produced at the Evacuation Procedure Schematic at Appendix 2.
- c. **Safety** – the safety of all staff members, visitors, guests and other persons who may be inside the factory is to be given paramount importance at all times. It is therefore imperative that all area / sections strive to inculcate into all staff members a safety culture.
- d. **Co-operation** – the effectiveness of procedures shall depend on everyone's co-operation in conducting a safe and successful evacuation.
- e. **Prevention** – “..... is better than cure!” goes the old saying. Fire prevention is fundamental to successful procedures. In this respect Wasteserv's Health and Safety representatives have a key role in fire prevention.

### 4. Training and Policy Review

This Policy is based on a 3-year cycle for personnel training, periodic drills and policy review. The cycle covers:

- a. Personnel Basic Fire Awareness (BFA) Training;
- b. Emergency Evacuation Drills;
- c. Policy Review.

**ENV. PROTECTION DEPARTMENT**



It is the responsibility of the Health & Safety Coordinator to manage Emergency Response and Fire Safety in accordance with the provisions of this Policy Document, as per Appendix 6.

## 5. Concept Of An Evacuation

The evacuation strategy can be best described as "The Path of Least Resistance". The basic idea is to evacuate personnel into pre-designated Assembly Areas / Points along specific routes with minimum delay and disruption.

## EVACUATIONS

## 6. Definition

An evacuation is a systematic withdrawal from a place of danger to a place of safety as a result of known or impending danger. The following considerations are therefore fundamental:

- When is an evacuation necessary?
- Where to?
- How?
- How will employees and visitors be notified ?

## 7. Risk Factors

Careful hazard identification allows for a proactive approach to fire prevention, minimises risk, heightens individual and collective **awareness** and allows for a **programmed response**. The company provides sufficient training in general fire awareness and risk assessment know-how to designated members of staff to ensure that fire risks are identified, communicated and reduced. The main hazards that could lead to an emergency situation are classified as follows:-

- a. **Natural Threats**, including;
  - Floods;
  - Fire;
  - Epidemic diseases;
  - An earthquake or significant tremor.

**b. Human threats, including;**

- Carelessness;
- Accidents;
- Fire
- Disaffection and disloyalty leading to sabotage;
- Equipment malfunction;
- Explosions
- Spillages;
- Arson;
- Bomb Threats.

To varying degrees, all hazards and threats may potentially result in some form of disruption, damage, loss, and destruction of property, materiel and equipment, injury or loss of life. Basic security and fire awareness training for selected employees is a mandatory **requirement** as stated in para. 2d; above – **Basic Requirements**.

## THE PLAN

### 8. Introduction

The **plan** is based on the **integration** of a series of **actions** with a number of **physical elements** around the factory. For the purpose of this policy document these are:

- **Areas / Sections;**
- **Evacuation alarm notification**
- **Exits;**
- **Routes;**
- **Assembly Points.**

### 9. Concept

The **idea** behind the “**Path of Least Resistance**” is to **marshal personnel safely** to pre-designated **assembly points**, along well-marked and well-known **escape routes**, out of the **emergency exits** within each area / section.

At the **Assembly Areas** a head count of all personnel on duty shall be taken and visitors accounted for. The specific task of conducting the evacuation of a Area / Section falls upon the respective Evacuation Leaders.

#### 10. Aim

WASTESERV shall take the necessary precautions to prevent emergency situations, particularly fire emergencies, from occurring.

In order to ensure that evacuations are carried out safely and with minimum risk of injury or loss to life or limb, management shall prepare for contingency situations necessitating such evacuations by providing:

- a. The necessary direction and training;
- b. Appropriate logistical support;
- c. Updated procedures and;
- d. A conducive environment.

Where at all possible and only if considered absolutely safe to do so, areas / sections shall attempt to take adequate measures to salvage valuable equipment, information or other materiel in order to promote the swift recovery of operations.

#### PHYSICAL ELEMENTS

#### 11. Area / Section

**Area / Section** refers to the location within which a number of staff, visitors and operators carry out specific tasks or duties. For the purpose of the Evacuation plan the following Area / Sections are listed:

- Administration Block
- Lower Guard House [Weighbridge]
- Upper Guard House
- Chemical Storage Area
- Container Storage Area
- Shredder Room
- Fire Escape
- External Parking Area

### 11.1 Exits

Within each Area / Section, there are basically **three (3)** types of **exits**:

- a. Normal exits – not signposted;
- b. Emergency exits – signposted;
- c. Other possible exits.

### 11.2 Escape Routes

The idea behind identifying numerous exits for the purpose of the Evacuation plan is to make all members of staff aware of different **options** in an emergency.

For the purpose of the Evacuation plan, there are **three (3)** types of **escape routes** that personnel could take in order to exit the building:

- a. **Emergency routes:** i.e. pre-determined and sign-posted route/s in an area / section that lead/s to an **emergency exit**;
- b. **Normal exit routes:** i.e. any route within an area / section that leads to a **normal exit**;
- c. **Alternative routes:** i.e. any other route in an area / section that leads to **any other exit**.

### 11.3 Assembly Areas And Assembly Points

An **Assembly Area** is a designated open space outside the factory to which personnel from within an area / sections will evacuate in case of emergency.

An **Assembly Point** is a specific location within an Assembly Area at which personnel from within respective Area / Sections will muster under the **evacuation leader** for the purpose of personnel accountability by the checker and secondary actions.

### 11.4 Alarm notification

A continues audible alarm will sound in all areas of the factory, indicating that all employees and visitors need to leave via the indicated escape routes toward the assembly point located in an open area outside the factory.

  
**Anthony Pisan**  
**OPERATIONS MANAGER**  
29 APR 2012  
**CIVIL PROTECTION  
DEPARTMENT**

## OPERATIONAL PARAMETERS

### 12. Command & Control

**Command and Control** is a critical function during an emergency. Unless **timely** and **effective direction** is given by persons with the required **authority** to all **members of staff**, a crisis situation runs the **risk** of degenerating alarmingly. For this purpose, the **crisis management structure** has been designed as follows: -

- a. **Crisis Management Team** – consisting of a pre-designated Team of company Executives who shall exercise command and control over all aspects of an Emergency Evacuation of the Facility. The Crisis Management Team shall ensure that communication links with Evacuation Leaders are established, and maintained, in order that information is obtainable during the course of an emergency, thus enabling the Team to make informed decisions.
- b. **Evacuation Leaders** – selected personnel specifically trained and tasked with overseeing the evacuation in their area / section up to and including personnel accounting procedures at the Assembly Point. An evacuation.
  - Evacuation Leaders shall be responsible for knowing the whereabouts of employees in their area / section.
  - Each Evacuation Leader will have a designated stand-in during his/her absence.
  - The duties of Evacuation Leaders are, specifically, to:
    - i. oversee the evacuation of all personnel in his/her Product area / section;
    - ii. physically "sweep-up" behind the evacuees, ensuring none are caught up or left behind in some remote area or location;
    - iii. carry out immediate investigations into the whereabouts of absentees and to immediately report the matter to the Crisis Management Team in case they are not found;
    - iv. The Evacuation Leader is authorised to evacuate his / her area or section (Schematic at Appendix 2.)
- c. **Fire Wardens** – selected personnel trained and empowered to act as first responders and who are authorized to utilise the fire implements to conduct basic fire fighting as trained. They may also be called upon to assist in the evacuation while not fire fighting.
  - to ensure that the list of employees has been updated by HR on a monthly basis;
  - report directly to the Assembly Point and lead members from his/her area / section to it if necessary;

- reconcile the area / section staff-register at the Assembly Point;
- report any absentees to a member of the Crisis Team;

- e. **First Aiders** – selected personnel trained and certified in First Aid who shall provide direct support to the Crisis Management Team and Evacuation Leaders by their first aid skills and competence.

### 13. Plan Integration

The importance of integrating the emergency evacuations with operations cannot be overstated. Management and supervisory staff at all levels will endeavor to ensure that the emergency evacuation procedures are well known and understood by all employees of Wasteserv. In particular, all **area / sections** must be well sign-posted, effectively creating an **interactive environment** with the employees in terms of **safety awareness**.

- **Evacuation routes** shall be clearly marked, unobstructed and provide for **emergency lighting**.
- **Emergency signs** shall be clear, frequent, legible, put up in prominent places, unobstructed and understood by all. Signage is critical in creating the right awareness and *safety climate* amongst staff and visitors alike.
- **Emergency Exits** shall be kept unobstructed. Where this is no longer possible, the Process Leaders shall ensure that **alternative exits** are made available in their respective area / sections.
- **Emergency Doors** must be kept unlocked from the inside at all times. A balance has to be struck between safety requirements and security. The important thing is that emergency doors are easily opened from the inside. This may mean fitting them with point alarms, panic bars and/or return springs in some cases.
- **Basic Fire Awareness** training shall begin at the induction process and shall be mandatory for all employees.
- **Refresher courses** shall take place in accordance with the Fire Training Plan, in addition to any other periodic training that may be carried out.
- **Evacuations and Fire Drills** shall be practiced in accordance with the law.

Evacuation Drills shall be documented as per Appendix 3.

### 14. Decision Making

It is critical for the timely and safe resolution of a crisis that decisions are taken by persons with the right degree of authority. This Policy Document constitutes in itself the authority by which the command and decision processes shall be guided. The Crisis Management Team shall exercise command and control, and provide direction in the event of an emergency evacuation.



**Area / section Managers** and the respective evacuation officials shall respond quickly and evacuate personnel to safety until such time as the Civil Protection Department firefighters arrive at the scene and assume control of the emergency. Particular attention shall be paid at all levels to the safety and well-being of persons with special needs who might be more vulnerable than others during an emergency evacuation.

#### 15. Emergency Lighting

For the purpose of this Policy Document, the hours of darkness are taken as those between sunset and sunrise. Dealing with emergencies in darkness presents additional problems and complications, and the Plant Services shall be responsible to ensure that adequate and appropriate emergency lighting and luminous signs are available in all areas of the Facility.

#### 16. Communications & Emergency Equipment

**Communications** are vital to a successful evacuation and are available in many forms. The major components of the communications cycle are as follows:

- the main alarm;
- telephone;
- verbal communication;

In terms of specialist equipment, the following assets are available:

- Basic fire fighting equipment;
- First Aid kits;
- Other equipment.

#### 17. Personal Effects

***Personnel will make sure that they carry their car keys with them at all times; once out of the Area / Section, no one will be permitted to re-enter in hazardous conditions until such time as it has been declared safe to do so. All members of staff should bear this provision in mind at all times in relation to personal effects.***

***No person shall leave the Thermal Treatment Plant [Marsa] unless duly authorised.***

#### 18. Standard Operating Procedures (SOPs)

The Area / Section SOPs shall provide clear and concise instructions regarding emergency evacuations. The SOPs will be revised at least once annually, or whenever the Evacuation Leader, warden, security or some other appropriate authority notice some change in circumstances that requires a revision. Area / Sectional SOPs are found at Appendix 5 and are the following:

- Fire Evacuations – Appendix 5.1;
- Medical Evacuations – Appendix 5.2 ;
- Response to Bomb Threats – Appendix 5.3.

<b>WasteServ Malta Ltd.</b>	<b>RESTRICTED – SAFETY DOCUMENTATION</b>	
	Procedure Ref. No: WSTSV/OHSSE/SMS 10 -11	Emergency Procedures

The pictograms on-site provide a summary of the evacuation procedure.

  
**Anthony Pisani**  
**OPERATIONS MANAGER**  
 29 APR 2012  
**CIVIL PROTECTION  
 DEPARTMENT**



<b>WasteServ Malta Ltd.</b>	<b>RESTRICTED – SAFETY DOCUMENTATION</b>	
Procedure Ref. No:	WSTSV/OHSSE/SMS 10 -11	Emergency Procedures

Appendix 1 to  
Wasteserv  
*Emergency Response and Fire Safety  
Policy Document*  
Dated 01 December 2011

### **FIRE WARDEN TRAINING RECORD**

**Notes:**

1. This Annex forms part of the Wasteserv Fire Safety (Training) Records and shall remain attached to the Fire Safety Manual at all times.
2. The record shall be completed by the appointed Health and Safety Coordinator and a copy of the records shall be kept by the HR Department. The appointed Health and Safety Coordinator shall be responsible for maintaining and updating these training records.
3. Where individual and/or collective training has not been completed, the Health and Safety Coordinator shall document reasons and remedial action accordingly.
4. Administration shall retain copy of records for inspection.

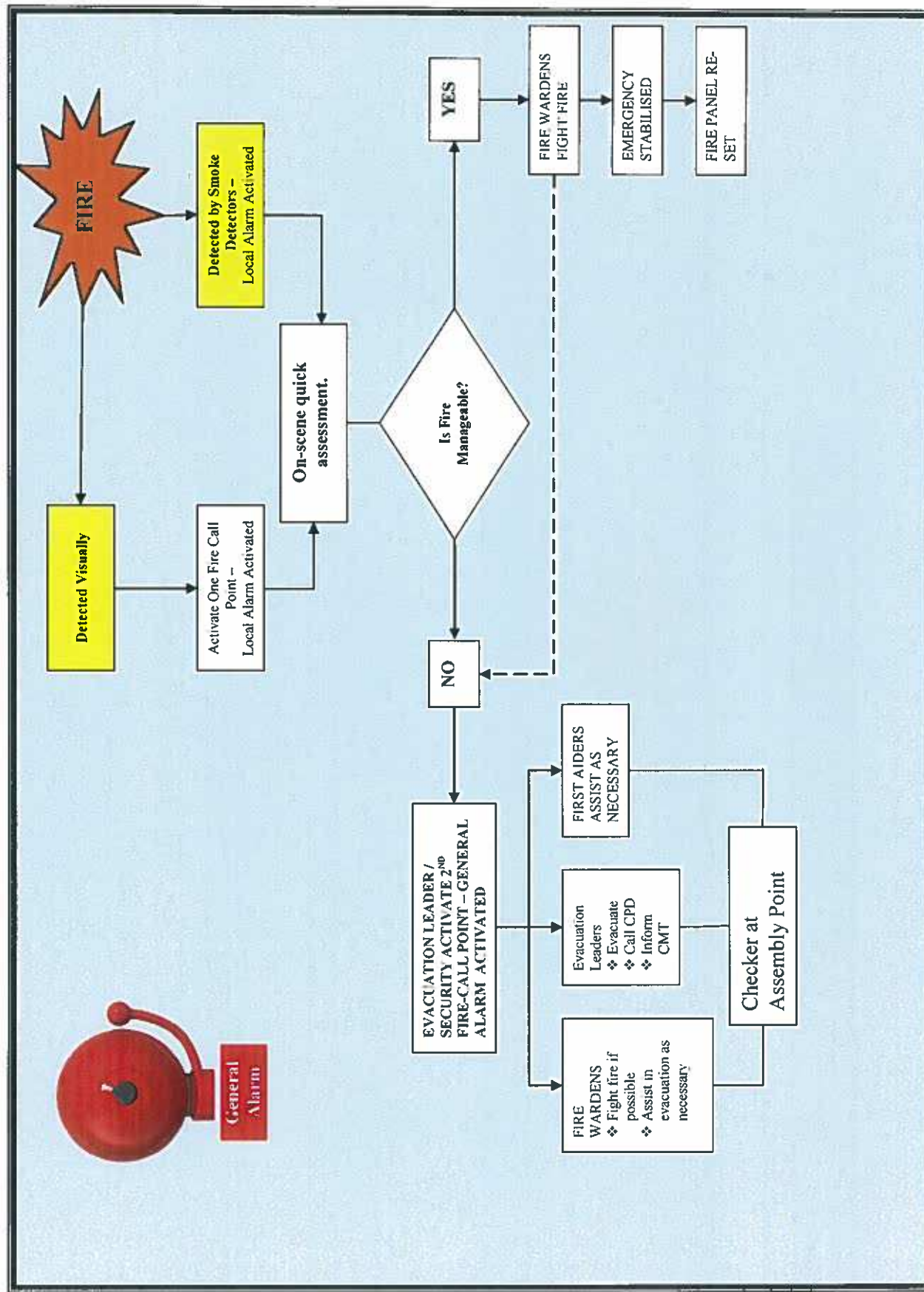
Page: Page 1 of 2	Issue Number: 0 – Draft Safety Management System
Produced by: SHIELD SECURITY CONSULTANTS	Next Review Date: 01 Dec 2012

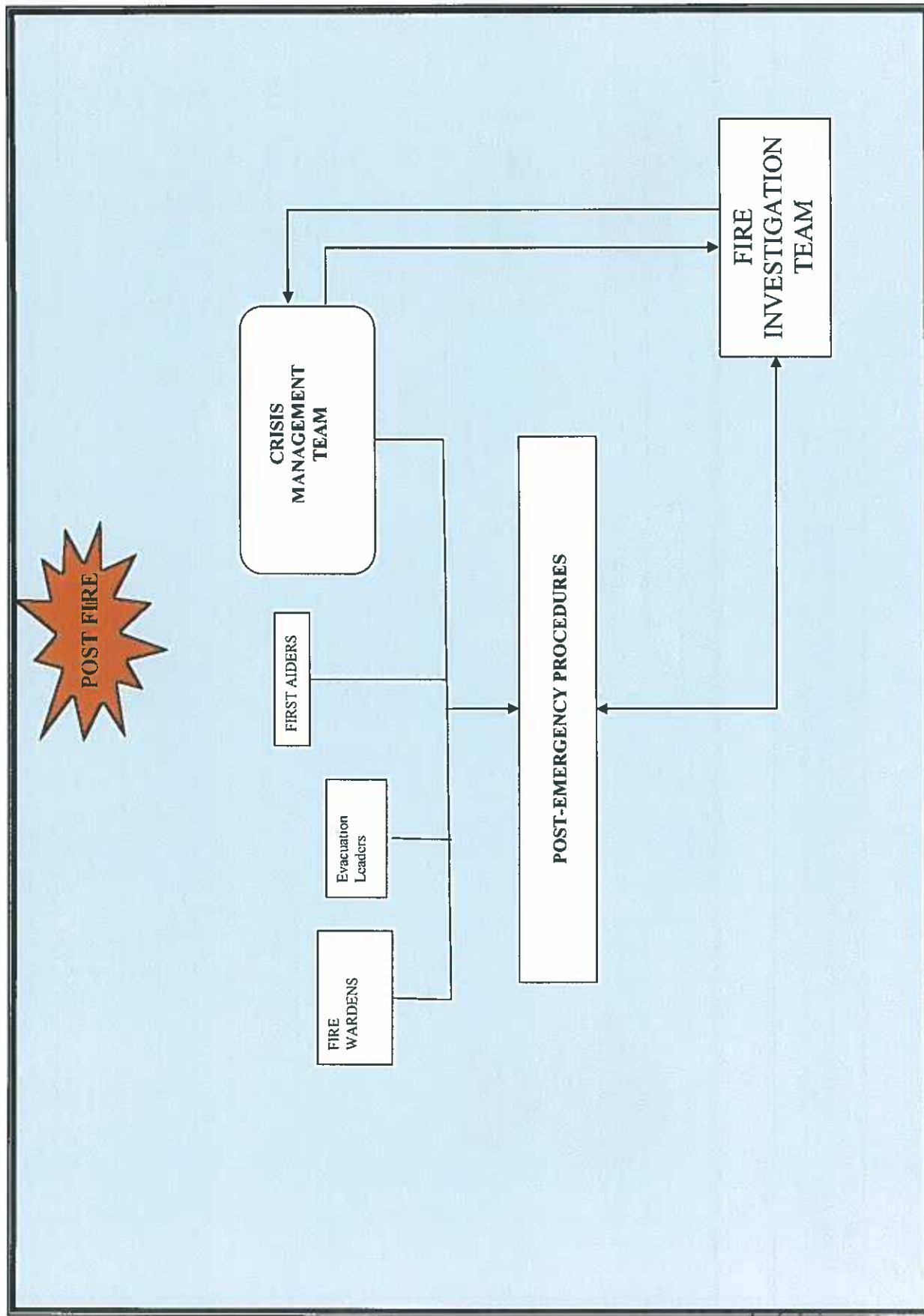
## Area / Section: \_\_\_\_\_

[illegible]

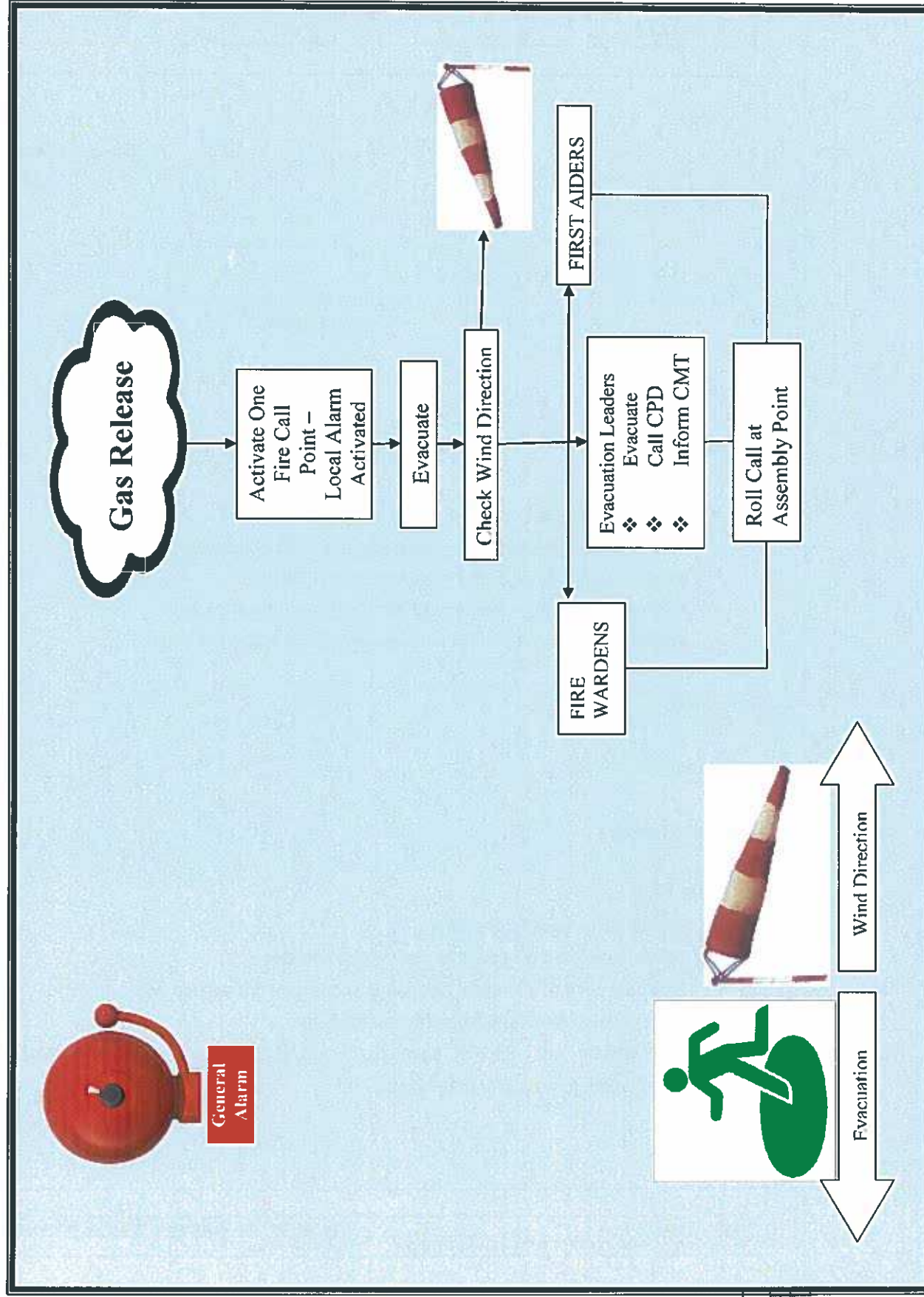
**Appendix 2 to  
Emergency Response and Fire Safety  
Policy Document  
Dated 01 December 2011**

## **EVACUATION SCHEMATIC**









<b>WasteServ Malta Ltd.</b>	<b>RESTRICTED – SAFETY DOCUMENTATION</b>	
	<b>Procedure Ref. No:</b> WTSV/OHSSE/SMS 10 -11	<b>Emergency Procedures</b>

Appendix 2.1 to  
*Emergency Response and Fire Safety*  
Policy Document  
Dated 01 December 2011

**CRISIS MANAGEMENT  
TEAM (CMT)**

**Composition:**

- CEO – Main Focal Point for decision making;
- Facility Operations Manager – Supporting CEO on all operational matters;
- Health & Safety Coordinator – indirect support to CEO.
- H&S representative – Supports CEO on all Plant related decisions;
- Secretary (in support) – Incident diarist and direct support to Team.

**Location:**

As appropriate.

**Role and Tasks:**

The CMT shall:

- Constitute in case of Emergency;
- Take steps to receive accurate and timely information;
- Provide a point of reference, leadership and support during the emergency;
- Make and communicate decisions as necessary;
- Co-ordination with external agencies, including Emergency Response, Media, Law Enforcement and Judicial Authorities.

<b>Page:</b> Page 1 of 1	<b>Issue Number:</b> 0 – Draft Safety Management System
<b>Produced by:</b> SHIELD SECURITY CONSULTANTS	<b>Next Review Date:</b> 01 Dec 2012

<b>WasteServ Malta Ltd.</b>	<b>RESTRICTED – SAFETY DOCUMENTATION</b>	
	<b>Procedure Ref. No:</b> WTSV/OHSSE/SMS 10 -11	<b>Emergency Procedures</b>

**Appendix 3 to  
Wasteserv  
Emergency Response and Fire Safety  
Policy Document  
Dated 01 December 2011**

**Notes:**

1. This Annex forms part of the Wasteserv Fire Safety (Training) Records.
2. The record shall be completed and kept by the appointed Health and Safety Coordinator.
3. Where individual and/or collective training has not been completed, the Health and Safety Coordinator shall document reasons accordingly.

**THE PROTECTION DEPARTMENT**

<b>Page:</b> Page 1 of 2	<b>Issue Number:</b> 0 – Draft Safety Management System
<b>Produced by:</b> SHIELD SECURITY CONSULTANTS	<b>Next Review Date:</b> 01 Dec 2012



**WASTESERV FIRE EVACUATION TRAINING RECORD**

Ser	Date of Evacuation Drill and Remarks		H&S Coordinator's Initials
01	2011		
02	2012		
03	2013		
04	2014		
05	2015		
06	2016		
07	2017		
08	2018		
09	2019		
10	2020		

Appendix 4 to  
Wasteserv  
Emergency Response and Fire Safety  
Policy Document  
Dated 01 December 2011

## **Salvage and Recovery Guidelines (Reserved)**

THE PROTECTION DEPARTMENT

<b>WasteServ Malta Ltd.</b>	<b>RESTRICTED – SAFETY DOCUMENTATION</b>	<b>Emergency Procedures</b>
	Procedure Ref. No: WTSV/OHSSE/SMS 10 -11	

Appendix 5.1 to  
Wasteserv  
Emergency Response and Fire Safety  
Policy Document  
Dated 20 July 2011

### **A STANDARD OPERATING PROCEDURE FOR AN EVACUATION AT WASTESERV**

- Ref:**
1. Policy Document.
  2. Area plan (copies by doorways).
  3. Monthly updated employee list by Product Group / Section.
  4. Daily Visitors' List at Reception

#### **Actions on hearing the general alarm:**

#### **A. Person discovering the fire:**

##### **Raise the alarm**

- a. Inform people in the vicinity by shouting
- b. Inform all the premises by activating closest call point

##### **Fight Fire (if safe)**

- c. Use closest available fire fighting equipment
- d. If fire does not seem to get smaller or it continues to grow, evacuate

##### **Evacuate**

- e. Go to nearest assembly point
- f. If assembly point is effected by incident move to another assembly point
- g. Report to fire warden
- h. Wait at the assembly point for further instructions.
- i. Give any information to Incident co-ordinator

#### **B. Fire Warden / Evacuation leader**

1. On hearing the alarm assume command; it is your responsibility.
2. Direct staff under your command to the nearest escape route/s.
4. Physically ensure that there are no people within your section-area before moving out; you have to physically "sweep" the section-area door by door, room by room, if safe. If it not safe for you to do so, move on
5. On your way out ensure that all doors and windows are closed (not locked) and that any hazardous equipment or machinery cannot inflict further damage or injury to evacuating personnel.

Page: Page 1 of 4	Issue Number: 0 – Draft Safety Management System
Procedure Ref. No: WTSV/OH&S/SMS 10 -11	Next Review Date: 01 Dec 2012

<b>WasteServ Malta Ltd.</b>	<b>RESTRICTED – SAFETY DOCUMENTATION</b>	
	Procedure Ref. No: WSTSV/OHSSE/SMS 10 -11	Emergency Procedures

- 6 Instruct anyone competent to isolate the electrical supply. If possible and safe to do so.
- 7 Pay special attention to personnel with special needs.
- 8 Lead personnel in your section to the assigned **ASSEMBLY AREA** and **Assembly Point**
- 9 Collect employee list before leaving Area or Section.
- 10 Account for all personnel in your section by name.
- 11 Remain available at assembly point for further instruction.

**B. Other Personnel:**

1. On hearing the alarm stop whatever you are doing immediately but in a safe manner.
2. Proceed calmly towards the nearest **Fire Exit**.
3. Follow Evacuation Leader's instructions.
4. Assist others in doing so as and, when necessary, pay particular attention to those persons with special needs.
5. If, for any reason, the nearest **Fire Exit** is blocked or somehow inaccessible, proceed calmly to the nearest point of exit available.
6. Proceed to your assigned **ASSEMBLY AREA**.
7. Stand in line at your **Assembly Point**.
8. Remain available at assembly point for further instruction.

**Evacuation "Dos!"**

- a. Carry your car and home keys on you at all times.
- b. Act calmly at all times.
- c. Act firmly and swiftly.
- d. Assist the Wardens and Checkers if so instructed.
- e. Communicate with and reassure those who may need your reassurance.
- f. Leave the routes behind you as clear as possible; keep escape Routes open at all times.
- g. Close doors behind you.

**Evacuation "Don'ts!"**

Page: Page 2 of 4	Issue Number: 0 – Draft Safety Management System
Procedure Ref. No: WSTSV/OH&S/SMS 10 -11	Next Review Date: 01 Dec 2012

<b>WasteServ Malta Ltd.</b>	<b>RESTRICTED – SAFETY DOCUMENTATION</b>	
	Procedure Ref. No: WTSV/OHSSE/SMS 10 -11	Emergency Procedures

- a. Never panic.
- b. Never lose time or fret; it is totally unnecessary.
- c. Never issue instructions contrary to the Evacuation Leaders or First Aiders.
- d. Never wander off to do your own thing, however important you think it is!
- e. Never cause unnecessary damage; it may hinder someone else's escape!
- f. Never block off Escape Routes.
- g. Never return into a burning building!

#### Actions in the case of gas release:

##### **A. Fire Warden / Evacuation leader**

1. On becoming aware of release assume command and start evacuation.
2. Direct staff under your command to the nearest escape route/s.
3. Physically ensure that there are no people within your section-area before moving out; you have to physically "sweep" the section-area door by door, room by room, if safe. If it not safe for you to do so, move on
4. On your way out ensure that all doors and windows are closed (not locked) and that any hazardous equipment or machinery cannot inflict further damage or injury to evacuation personnel.
5. Look at the **wind sock** for wind direction and move to assembly point **opposite** wind direction.
6. Pay special attention to personnel with special needs.
7. Lead personnel in your section to the assigned **ASSEMBLY AREA** and **Assembly Point**
8. Collect employee list before leaving Area or Section.
9. Account for all personnel in your section by name.
10. Remain available at assembly point for further instruction.

##### **B. Other Personnel:**

1. On becoming informed of situation stop whatever you are doing immediately but in a safe manner.
2. Proceed calmly towards the nearest **Fire Exit**.
3. Follow Evacuation Leader's instructions.
4. Be aware of wind direction.

Page: Page 3 of 4	Issue Number: 0 – Draft Safety Management System
Procedure Ref. No: WTSV/OH&S/SMS 10 -11	Next Review Date: 01 Dec 2012

<b>WasteServ Malta Ltd.</b>	<b>RESTRICTED – SAFETY DOCUMENTATION</b>	
	Procedure Ref. No: WTSV/OHSSE/SMS 10 -11	Emergency Procedures

5. Assist others in doing so as and, when necessary, pay particular attention to those persons with special needs.
6. If, for any reason, the nearest **Fire Exit** is blocked or somehow inaccessible, proceed calmly to the nearest point of exit available.
7. Proceed to your assigned **ASSEMBLY AREA.**
8. Stand in line at your **Assembly Point.**
9. Remain available at assembly point for further instruction.

**TVP PROTECTION DEPARTMENT**

Page: Page 4 of 4	Issue Number: 0 – Draft Safety Management System
Procedure Ref. No: WTSV/OH&S SMS 10 -11	Next Review Date: 01 Dec 2012

<b>WasteServ Malta Ltd.</b>	<b>RESTRICTED – SAFETY DOCUMENTATION</b>	<b>Emergency Procedures</b>
	Procedure Ref. No: WTSV/OHSSE/SMS 10 -11	

Appendix 5.2 to  
Wasteserv  
*Emergency Response and Fire Safety*  
Policy Document  
Dated 01 December 2011

### **A STANDARD OPERATING PROCEDURE FOR A MEDICAL EVACUATION AT WASTESERV**

**THE AIM OF MEDICAL EVACUATIONS IS TO GET THE PATIENT TO ADVANCED MEDICAL CARE AS FAST AS POSSIBLE WITHOUT INFLICTING FURTHER DAMAGE TO HIS CONDITION AND WITH THE MINIMUM OF DISRUPTION TO ONGOING OPERATIONS AT YOUR PLACE OF WORK.**

**Note:** Members of staff who are trained in **First Aid** and are present shall administer emergency aid to the casualty and the respective Evacuation Leader shall assume the role of incident co-ordinator and perform the following procedures:

**Drill:** The Medical evacuation is a 10-point drill as follows:

1. Take charge of the situation as taught in your first aid and inform an appropriate authority.
2. Call for an ambulance immediately if you decide it is necessary - take note of the time
3. Administer First Aid
4. Evacuate those parts of the building you consider necessary in order for the medical personnel to arrive at the site without hindrance
5. Direct members of staff whose assistance you do not require to their normal place of work
6. Contain the situation
7. Post somebody to await the arrival of the medical services and escort them to the site
8. Take note of the time of arrival and calculate the elapsed time



<b>WasteServ Malta Ltd.</b>	<b>RESTRICTED – SAFETY DOCUMENTATION</b>	
	Procedure Ref. No: WSTSV/OHSSE/SMS 10 -11	<b>Emergency Procedures</b>

9. Be prepared to brief the medical personnel in general terms of what happened
10. Be prepared to assist the medical personnel as necessary.

**Body Language:** The way you act and your demeanor will influence those around you. It will determine whether they respond to your leadership or not. Remember to be positive, assertive and, above all, "direct don't dither!" Under no circumstances are you to tolerate panic and senseless fretting. Use available personnel and, perhaps, visitors who may be qualified and volunteer their assistance.

THE PROTECTION DEPARTMENT

Page: Page 2 of 2	Issue Number: 0 – Draft Safety Management System
Produced by: SHIELD SECURITY CONSULTANTS	Next Review Date: 01 Dec 2012



Appendix 5.3 to  
Facility  
*Emergency Response and Fire Safety*  
Policy Document  
Dated 01 December 2011

## **EMERGENCY RESPONSE PROCEDURES (BOMB THREATS)**

## **PART A - BOMB PROTECTION GUIDANCE**

### **General Threat Considerations**

- 1.1 Throughout the world, terrorist groups and other extremists frequently resort to bombing attacks to promote their causes. Because they choose different targets and employ different methods, it is not possible to provide a generally applicable guide to assessing the threat of such attacks.
- 1.2 The risk of a terrorist bombing in a Maltese industrial facility may be considered to be low with respect to its **probability** rating. In terms of potential impact, however, a bombing event of practically any magnitude is likely to cause significant destruction, disruption and loss of life and general operational degradation, and must therefore be appropriately guarded against.
- 1.3 Experience from world events has shown that management should not dismiss completely the risk of relatively small, improvised explosive devices being placed at an industrial facility by some disaffected or disgruntled employee intending to exact revenge for a perceived grievance caused by the company. For many reasons, it is by far the favoured form of attack by terrorists and amateurs alike. Anecdotal evidence suggests that this method has been employed in Malta in the past, including within industry.
- 1.4 Basic precautionary measures can, and must, be taken against the bomb threat; these guidelines and procedures describe such measures. They are purposely comprehensive in order to inform **WasteServ** management about the nature of the risk, to allow for effective personnel training if, as and when appropriate and to allow management to make informed risk based decisions as appropriate,

### **2.0 Bomb Types and Preventive Measures**

- 2.1 Bombs can be constructed in many different ways and are easily disguised. They may be placed in bags, cases, or everyday containers that can be easily hidden. Vehicles can carry large bombs without showing any outward signs.
- 2.2 Based on type and means of delivery, there are essentially five kinds of bombs:

- High Explosive
- Vehicle
- Incendiary
- Postal
- Suicide – (immensely rare).

2.3 All types of devices can be initiated by the use of timing devices, command detonation, anti-disturbance (pull, push, trip) or pressure pad. Vehicle and postal bombs can be either high explosive or incendiary, and all can be hand carried.

### 3.0 High Explosive

3.1 These are bombs intended to kill or injure people by their blast or by causing flying debris, particularly glass. Bombs small enough to be hidden in a hand-carried bag may be powerful enough to cause serious damage to property.

3.2 Bombs using high explosives are typically made with commercial or military explosives in blocks or sticks. Some will include an electric detonator, timer, or power source and will be contained in some way with the explosive material.

3.3 Three simple steps can be taken to protect against high-explosive bombs:

- Prevent them from being brought onto the property, e.g., by stringent access control procedures, inspection of packages, and the use of explosive-detecting devices as appropriate;
- Reduce the chances of someone planting a bomb which cannot be detected, e.g. by eliminating hiding places; not allowing packages, parcels, and bags to be left unattended or vehicles parked near the facility;
- Keep close surveillance over the site by guards, employees, and technical means, such as CCTV surveillance.

### 4.0 Vehicle Bombs

4.1 A vehicle containing high explosives can cause considerable damage and loss to life. Smaller

bombs can be attached to the underside of vehicles either to kill the persons inside when they drive off or to smuggle a bomb into premises. Measures designed to protect the Facility against vehicle bombs may include:

- Controlling access to **WasteServ** parking lots and garages;
- Ensuring that visitors park their vehicles well away from buildings, when possible;
- Stopping and search vehicles entering properly when directed by the Qualified Individual;
- Keeping close watch over the outside of the Facility;
- Asking drivers to check their cars before driving off.

## 5.0 Incendiary Bombs

5.1 The purpose of these bombs is to cause fire. They are normally small and difficult to detect and are often concealed inside or among other apparently innocent objects. Measures designed to protect the Facility against incendiary bombs may include:

- Periodically inspecting packages entering the Facility;
- Looking out for people who act suspiciously;
- Security guards searching vulnerable points regularly; e.g. refuse bins, stores areas, workshops, exposed pipe works, toilets and common areas.

## 6.0 Postal Bombs

6.1 Letter and parcel bombs are envelopes and packages designed to kill or injure people when they are opened. They may not come through the mail and can be delivered by hand. Any of the following are signs that a letter or package may be a bomb:

- Grease marks on the envelope or wrapping;
- A smell like marzipan or machine oil;
- Visible wires or foil, especially if the package is damaged;
- The package may feel heavy for its size;
- It may be heavier in some places than others and may appear over wrapped;
- The envelope may feel soft but the contents feel hard;
- The package may have been delivered by hand;
- There may be poor handwriting, spelling, or typing;
- It may have come from somewhere unexpected;

- There maybe too many stamps on it.

6.2 If there is any reason to suspect that a letter or package may contain a bomb, the receiver should be instructed to:

- Put it down gently and walk away from it;
- Ask everyone to leave the area;
- Sound the General Alarm;
- The letter or package is not to be placed into anything (including water).
- The letter or package should not be covered or smothered.

#### 7.0 Protective Measures

7.1 Following are steps to protect people and property against bombs.

- Ensuring that the doors, gates, and windows of premises are well secured by key-operated locks and bolts. Good security lighting, CCTV coverage over perimeter boundaries, main entrance doors, and critical points within the site all help to deter attack;
- Protecting people from flying glass by having special thin polyester film fitted to the inside of windows and in some cases by hanging special net curtains. Glass can be replaced in some cases with laminated glass;
- Making it difficult for unauthorized people to enter the property during business hours as well as when not operating by applying good access control procedures. If threat of attack is high, searches must be made of vehicles and those on foot entering the premises. Make sure people do not leave personal belongings unattended;
- Educating employees to be alert for bombs and to report suspicious circumstances to management.

#### 8.0 Telephone Warnings

8.1 Bombers very often give warnings, though not always. So, unfortunately, do hoax callers. You may receive a warning that your premises are at risk. In such cases the Qualified Individual should be immediately notified.

8.2 Responding to warning calls often involves making difficult decisions. It is essential to get the maximum amount of useful information from the call. Receptionists, secretaries and switchboard operators most likely will have to deal with such calls but any member of staff who has a direct line might also receive a threatening call. The key rules are:

- To keep calm;
- To try to obtain as much information as possible;
- To Keep the line open after the caller has hung up;
- To Report the call up the chain of command as quickly as possible.

## 9.0 Searches

9.1 Bombs can be disguised in many ways. Search teams may be duly constituted on a voluntary basis upon a request by the AFM EOD experts and will be required to look for unidentified objects that:

- Should not be there.
- Cannot be accounted for.
- Are out of place.

9.2 Searchers should be instructed to:

- Not touch or move suspect objects;
- Leave a distinctive marker near the object, if it is safe to do so;
- Move away from an object found to the control point;
- Inform the search coordinator who will then consider evacuation options;
- Take note precisely of the location of the device;
- Be available for interview by Response authorities.

9.3 If and when a suspect device is found, those using hand-held communications should move well away from the device and ensure others do as well.

## 10.0 Evacuations

10.1 The purpose of an evacuation is to move people from an area where there might be a risk to a place of relative safety. Options available to the CMT are:

- To authorise a partial evacuation (where large premises are involved and only a suspect



letter bomb or small device is found);

- To sound a full evacuation.

10.2 In all cases the Police and/or AFM and/or CPD should always be immediately informed and advised what action is being taken. Depending on the assessment of the threat, the action choices are:

- Do nothing;
- Search, then evacuate if a suspicious object is found;
- Evacuate all except search teams and essential staff then carry out a search and evacuate fully if a suspected device is found;
- Evacuate immediately without searching.

10.2 When the time of explosion has been disclosed in a threat call, searching must be finished and staff cleared at least twenty minutes before the deadline, whether any device has been found or not.

10.3 When a full evacuation is ordered it should be conducted in the manner prescribed in the Evacuation SOP.

#### 11.0 **Returning to the Facility**

11.1 If the premises have been evacuated without searching and there has not been an explosion, no one should be allowed to re-enter before the site has been properly searched.

11.2 Where a time has been given for an explosion, at least one hour must elapse before search procedures are initiated or re-commenced.

11.3 When police or authorities have ordered the initial evacuation, they will declare the premises safe for re-entry.

## **PART B – RECEIPT OF BOMB THREAT AND WASTESERV RESPONSE**

### **12.0 General**

12.1 Bomb threats are generally speaking exceptionally rare and more often than not are hoaxes. All bomb threats must be taken seriously, however, since even hoaxes carry an inherent potential to cause disruption on a scale disproportionate to the threat itself.

12.2 These Procedures apply to bomb threat incidents at **WasteServ**, Sant Antnin. They are intended to complement and not substitute the existing provisions within the Emergency Response and Fire Safety Policy, and must be implemented in strict accordance with the relevant provisions detailed in the company's Health and Safety Policy.

12.3 These procedures shall be adopted in the event that a bomb threat is communicated directly to the Facility in respect of a bomb threat directly to the Facility. The procedure path shall run as follows:

- Receipt of bomb threat by a Facility employee;
- Threat communicated to Qualified Individual and CMT;
- Threat evaluated – (Armed Forces of Malta and Civil Protection Department notified);
- Decision made regarding evacuation;
- Evacuation as appropriate.

### **13.0 Receipt of a Bomb Threat to the Facility**

13.1 Guidance to employees who might receive telephone bomb threats is provided in the Bomb Threat Checklist that is appended to these Procedures.

13.2 A bomb threat is rarely made in person and is mostly transmitted as either through a telephone call or in writing.

13.3 A bomb threat made in writing must be handled carefully and touched by as few persons as possible.



- 13.4 The envelope or any other accompanying materials should be retained and preserved. Observing these simple precautions can be extremely helpful to a post-incident investigation.
- 13.5 A probability exists that a bomb threat against the Facility will also be made to another party, such as the Police or Civil Protection Department.
- 13.6 In such cases the initial notice would come from the agency in receipt of the threat by telephone or in person. This initial notification might be supported by a Police Mobile Unit or a Fire Engine being sent to the building to stand by to render possible assistance.
- 14.0 Initial Response**
- 14.1 Receptionists and security guards will be trained in the following notification procedures upon receipt of a bomb threat call. The objective is to begin implementation of the Bomb Response Plan as rapidly as possible.
- 14.2 When a receptionist or security guard receives a telephone message of a bomb threat, he or she shall immediately notify the Qualified Individual or a member of the CMT and await further instructions.
- 15.0 Quick Evaluation**
- 15.1 Evaluation is the process for judging the credibility of the threat. When a threat is judged to be false, the evaluator may elect to take no action. An example might be a bomb threat made by a child over the telephone. A quick evaluation of the bomb threat will be made by the Qualified Individual and CMT. Evaluation will be made on the basis of all facts available at the time, most of which will be obtained from the person who received the bomb threat.
- 15.2 When a threat is judged to be credible, one of three decisions will be made:
- To search without evacuation.
  - To evacuate, partially or fully, and then search.
  - To evacuate and not search.

15.5 When a threat is judged to have no credibility at all, the decision will be to take no action.

#### 16.0 Evacuation Options

16.1 If a credible bomb threat is received and if the decision is not to evacuate the Qualified Individual and CMT might consider taking the following action:

- Call a meeting of Heads of Department;
- Notify them fully regarding what happened;
- Reassure them that there is no reason to believe that anyone is in danger;
- Inform them that the decision was made not to evacuate;
- Inform them that the relative Emergency Response authorities were notified and that the situation was being monitored.
- Make allowances for any person within the Facility not feeling reassured and who wishes to leave could be allowed to do so;
- Notify the Heads of Department to expect an "All Clear!" message at some reasonable point in time.

16.2 If the decision made is to evacuate the Facility, the General Alarm shall be sounded. The procedures for a building evacuation shall be followed.

16.4 The decision to evacuate will take into consideration the location of a suspect bomb relative to the Emergency evacuation routes. Evacuation Leaders, wardens and checkers will remember that the principle of an evacuation is to evacuate away from known or suspected danger zones.

16.5 Total evacuation will not be an automatic response. Partial evacuation would be an appropriate response in those instances where the bomb threat caller mentions a specific location.

#### 17.0 Discovery of Suspicious Objects

17.1 If or when a suspicious object is found, the Qualified Individual and CMT will be informed without delay and a decision made regarding an evacuation.

- 17.2 The area around the suspect device will be isolated immediately and is not to be touched or moved by another searcher or an uninformed bystander under any circumstances.
- 17.3 The Qualified Individual and CMT will take command of the situation until the Police or AFM arrive on the scene.
- 17.4 The Police and/or AFM will assume operational command of the situation; this includes directing Facility personnel as regards evacuation requirements and all aspects relating to the handling of the suspect bomb.
- 17.5 A partial or full evacuation will be immediately implemented by the Qualified Individual and CMT.
- 17.6 The Police and/or AFM may ask for assistance when a device is found. This help might be in the form of:
- Placing calls to additional authorities or decision makers;
  - Opening doors to dissipate a possible blast effect;
  - Interviewing knowledgeable employees to learn of other possible hiding places where a secondary device could be concealed;
  - Questioning employees as appropriate.
- 18.0 **Police, AFM and CPD involvement**
- 18.1 The Police, AFM and CPD are the three agencies most likely to respond to an initial emergency call caused by a bomb incident.
- 18.2 The principal functions of the responding agencies will be to:
- Take over the situation from the Qualified Individual and CMT;
  - Provide appropriate guidance to the CMT;
  - Conduct searches of areas surrounding a suspect device;
  - Dispose of suspect devices found.
- 18.3 These agencies will deploy any assets to the scene that they consider necessary to manage and resolve the incident.

<b>WasteServ Malta Ltd.</b>	<b>RESTRICTED – SAFETY DOCUMENTATION</b>	
	<b>Procedure Ref. No: WSTSV/OH&amp;S/SMS 10 -11</b>	<b>Emergency Procedures</b>

- 18.4 Initially assets will be few and the likelihood is that these might increase if the incident escalates.
- 18.5 The experts from within these agencies will decide what other notifications are appropriate with respect to fire, medical, and bomb disposal assets.

THE PROTECTION DEPARTMENT

<b>Page: Page 12 of 12</b>	<b>Issue Number: 0 – Draft Safety Management System</b>
<b>Produced by: SHIELD SECURITY CONSULTANTS (c)</b>	<b>Next Review Date: 01 Dec 2012</b>

<b>WasteServ Malta Ltd.</b>	<b>RESTRICTED – SAFETY DOCUMENTATION</b>	
	Procedure Ref. No: WSTSV/OHSSE/SMS 10 -11	Emergency Procedures

Appendix 5.4 to  
WASTESERV  
Emergency Response and Fire Safety  
Policy Document  
Dated 01 December 2011

### **BOMB THREAT REPORT** (A copy is to be kept at Reception)

In the event of a bomb threat call the following proforma is provided to assist security staff in recording as much detail as possible.

1. When is the bomb going to explode? \_\_\_\_\_
2. Where is it right now? \_\_\_\_\_
3. What does it look like? \_\_\_\_\_
4. What kind of bomb is it? \_\_\_\_\_
5. What will cause it to explode? \_\_\_\_\_
6. Did you place the bomb? \_\_\_\_\_
7. Why? \_\_\_\_\_
8. Who are you? \_\_\_\_\_

Record the exact wording of the bomb threat.

---



---



---



---

Page: Page 1 of 4 Procedure Ref. No: WSTSV/OH&S/SMS 10 -11	Issue Number: 0 – Draft Safety Management System Next Review Date: 01 Dec 2012
---	---

<b>WasteServ Malta Ltd.</b>	<b>RESTRICTED – SAFETY DOCUMENTATION</b>	
	Procedure Ref. No: WTSV/OHSSE/SMS 10 -11	Emergency Procedures

Below is listed other possible information which may be filled in after the call is completed.

Sex of Caller      Male/Female      Age group \_\_\_\_\_

Language Spoken \_\_\_\_\_ Length of call \_\_\_\_\_

Number on which call received \_\_\_\_\_

Date \_\_\_\_\_ Time \_\_\_\_\_

The Callers Voice.

Calm \_\_\_\_\_ Angry \_\_\_\_\_ Excited \_\_\_\_\_ Slow \_\_\_\_\_

Crying \_\_\_\_\_ Familiar \_\_\_\_\_ Loud \_\_\_\_\_ Laughter \_\_\_\_\_

Rapid \_\_\_\_\_ Normal \_\_\_\_\_ Distinct \_\_\_\_\_ Slurred \_\_\_\_\_

Nasal \_\_\_\_\_ Stutter \_\_\_\_\_ Lisp \_\_\_\_\_ Raspy \_\_\_\_\_

Deep \_\_\_\_\_ Ragged \_\_\_\_\_ Accent \_\_\_\_\_ Pleasant \_\_\_\_\_

Whispered \_\_\_\_\_ Clearing throat \_\_\_\_\_

Deep breathing \_\_\_\_\_ Cracking Voice \_\_\_\_\_

Page: Page 2 of 4	Issue Number: 0 – Draft Safety Management System
Procedure Ref. No: WTSV/OH&S/SMS 10 -11	Next Review Date: 01 Dec 2012

Was the voice familiar, if so who did it sound like \_\_\_\_\_

What sounds could be heard in the background.

Street Noises \_\_\_\_\_ Crockery \_\_\_\_\_ Voices \_\_\_\_\_

House Noise \_\_\_\_\_ Music \_\_\_\_\_ Bar/Party \_\_\_\_\_

Animal Noise \_\_\_\_\_ TV/Radio \_\_\_\_\_ Static \_\_\_\_\_

Office machinery \_\_\_\_\_ Airport \_\_\_\_\_ Motor \_\_\_\_\_

Factory machinery \_\_\_\_\_ Clear \_\_\_\_\_ PA System \_\_\_\_\_

Mobile Phone \_\_\_\_\_ Local call \_\_\_\_\_ Long distance \_\_\_\_\_

Any other sounds \_\_\_\_\_

Threat Language.

Well spoken \_\_\_\_\_ Incoherent \_\_\_\_\_ Taped \_\_\_\_\_  
(Educated)

Foul \_\_\_\_\_ Irrational \_\_\_\_\_ Message read out by caller

Any other remarks or observations, \_\_\_\_\_

Having filled in all that is possible the report must be signed by the receiver of the call and any other persons present.

Name of Person receiving the call. \_\_\_\_\_

Position \_\_\_\_\_ ID Card \_\_\_\_\_



<b>WasteServ Malta Ltd.</b>	<b>RESTRICTED -- SAFETY DOCUMENTATION</b>	
	Procedure Ref. No: WSTSV/OHSSE/SMS 10 -11	Emergency Procedures

Reported to \_\_\_\_\_

Signature \_\_\_\_\_

Qualified Individual's Name \_\_\_\_\_

Position \_\_\_\_\_ ID Card \_\_\_\_\_

Signature \_\_\_\_\_



Page: Page 4 of 4	Issue Number: 0 – Draft Safety Management System
Procedure Ref. No: WSTSV/OH&S/SMS 10 -11	Next Review Date: 01 Dec 2012

<b>WasteServ Malta Ltd.</b>	<b>RESTRICTED – SAFETY DOCUMENTATION</b>	
	Procedure Ref. No: WTSV/OHSSE/SMS 10 -11	Emergency Procedures

Appendix 6 to  
WASTESERV  
Emergency Response and Fire Safety  
Policy Document  
Dated 01 December 2011

**WASTESERV FIRE SAFETY PLAN –**  
**THREE YEAR CYCLE FOR TRAINING AND POLICY REVIEW**

<b>A. PERSONNEL BASIC FIRE AWARENESS (BFA) TRAINING</b>			
<b>Ser</b>	<b>Year 1 (2012)</b>	<b>Year 2 (2013)</b>	<b>Year 3 (2014)</b>
01	<ul style="list-style-type: none"> <li>➤ Induction Training to include BFA for all inductees.</li> <li>➤ Training recorded in personal Training Records</li> </ul>		<ul style="list-style-type: none"> <li>➤ Basic Fire Awareness Refresher training</li> <li>➤ Training recorded</li> <li>➤ End of Cycle</li> <li>➤ Next BFA training in Year 4</li> </ul>
<b>B. EMERGENCY EVACUATION DRILL</b>			
	<b>Year 1</b>	<b>Year 2</b>	<b>Year 3</b>
02	Annual Drill	Annual Drill	Annual Drill
<b>C. POLICY REVIEW</b>			
03	Policy approved	<ul style="list-style-type: none"> <li>➤ Feedback to Management from First and Second Annual Drills</li> <li>➤ Policy review if required</li> </ul>	<ul style="list-style-type: none"> <li>➤ Mandatory policy review</li> <li>➤ Next mandatory review in Year 3</li> </ul>

Page: Page 1 of 1	Issue Number: 0 – Draft Safety Management System
Procedure Ref. No: WTSV/OH&S/SMS 10 -11	Next Review Date: 01 Dec 2012

Date

Appendix 7 to  
WASTESERV  
Emergency Response and Fire Safety  
Policy Document  
Dated 01 December 2011

**DAILY VISITORS' LOG**  
(Worked Example)

**Notes:**

1. This proforma shall be duly completed at Reception for every visitor to Wasteserv.
2. In case of a General Evacuation, the receptionist is to submit the form to the Checkers at Assembly Point A1.
3. All Visitors shall be escorted by a Wasteserv member of staff.
4. All Visitors shall carry the Wasteserv Visitors' Card.

Ser.	Name	Time In	Escorted By	Time Out	Initials
01	John Schembri	0900	Marco Caruana	1015	Initialled
02	Bill Baker	1120	Charles Abela	1430	Initialled
03					
04					
05					
06					
07					
08					

<i>WasteServ Malta Ltd.</i>	<b>RESTRICTED – SAFETY DOCUMENTATION</b> Procedure Ref. No: WTSV/OHSSE/SMS 10 -11	Emergency Procedures

Page: Page 2 of 2 Procedure Ref. No: WTSV/OH&S/SMS 10 -11		Issue Number: 0 – Draft Safety Management System Next Review Date: 01 Dec 2012
--	--	---