

SAWTP EP02 Emergency Preparedness & Response Procedure

Change History

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1 PURPOSE

The purpose of this procedure is to define the response for emergency situations and accidents (including near-misses).

2 SCOPE

This procedure applies to:

- Spill response
- Fire response
- Injuries response (including near-misses)

that might occur during the daily operations undertaken by the at Sant' Antnin Waste Treatment Plant (SAWTP).

3 REFERENCE DOCUMENTS

- Safety Data Sheets (SDS)
- WS028 Incident Report Form
- Controlled Document 94: Incidents Logbook
- SAWTP038 SA Emergency Equipment Checklist
- WS063 Fire Drill Report
- Controlled Document 047: SAWTP Emergency Response Plan
- ADM HS02 Incident Management
- ADM HS04 Chemical Management Procedure

4 RESPONSIBILITIES

The **Facility Manager** is responsible for:

- Ensuring that the SAWTP is equipped with the necessary facilities to minimise and mitigate the risk of accidents.
- Ensuring that all SAWTP personnel have the necessary personal protective equipment (PPE).
- Ensuring that the SAWTP personnel have been trained and implement good practices during their work to minimise the risk of accidents.
- Ensuring risk assessments are carried out as necessary in liaison with Senior Manager – Health and Safety.
- Liaising with the Health & Safety Officer to conduct emergency drills on a 6 monthly basis during different shifts.
- Reviewing the WS028 Incident Report Form received and determining whether any emergency equipment need replenishing.
- Forwarding the signed WS028 as per ADM HS02.

Note: In the absence of the Facility Manager, this task can be carried out by the Plant Engineer.

- In case of an incident, following Controlled Document 47: SAWTP Emergency Response Plan.

The **Plant Engineers (for MTP/AD and MRF)** are responsible for:

- Supporting the Facility Manager in ensuring that personnel adhere to Health and Safety requirements and to this procedure.
- Reporting any incidents to Facility Manager.
- Keeping copies of Safety Data Sheets (SDS) of chemicals stored in Maintenance workshop and AD process.
- In case of an incident, following Controlled Document 47: SAWTP Emergency Response Plan.

The **Shift Supervisor / Head of Shift** are responsible for:

- In case of an incident, filling-in WS028 Incident Report Form and forwarding it to the Facility Manager.
- In case of an incident, following Controlled Document 47: SAWTP Emergency Response Plan.

The **SCADA Operator** is responsible for:

- In case of an incident, following Controlled Document 47: SAWTP Emergency Response Plan.

The **Store Keeper** is responsible for:

- Requesting suppliers to provide updated SDS (when applicable) upon receipt of any type of chemicals within the Stores as per ADM HS04 Management of Chemicals.
- Keeping copies of Safety Data Sheets (SDS) of chemicals stored in Stores.
- Reviewing the SDS for chemicals stored for suitability on a yearly basis and requesting suppliers to provide updated SDS (when applicable).
- In case of an incident, following Controlled Document 47: SAWTP Emergency Response Plan.
- Following ADM HS04 Management of Chemicals Procedure

The **Scientist** is responsible for:

- Maintain copies of relevant SDS for the chemicals used in the lab.
- Reviewing the SDS in the lab for suitability on a yearly basis and requesting suppliers to provide updated SDS (when applicable).
- In case of an incident, following Controlled Document 47: SAWTP Emergency Response Plan.

The **Compliance Manager** is responsible for:

- Reporting to the respective authorities and Marsaskala Local Councils those accidents which had an environmental impact.

Note: In the case of spills, only those spills which reach the sewer, soil, road or sea are reported to the respective authorities.

The **Senior Manager – Health & Safety** is responsible for:

- Carrying risk assessment, as necessary;
- Conducting emergency drills on a 6 monthly basis during different shifts and filling in WS063 Fire Drill Report Form.
- Reviewing and assessing WS028 Incident Report Forms;
- Compiling Controlled Document 94 Incidents Logbook with incidents details.
- Verifying action taken following incident and updating the Controlled Document 94 Incidents Logbook.
- Ensuring that all emergency equipment is in place and readily available for use, and compiling SAWTP038 SA Emergency Equipment Checklist on a weekly basis;
- Reviewing the SDS for suitability upon receipt of the chemical.
- In case of an incident, following Controlled Document 47: SAWTP Emergency Response Plan.

Note: Certain tasks may be delegated to the Health and Safety Leader.

The **Junior Maintenance Engineer** is responsible for:

- Checking on a monthly basis that the generator is functional.
- In case of an incident, following Controlled Document 47: SAWTP Emergency Response Plan.

5 METHOD

5.1 SPILL EMERGENCY

A. Chemical Areas

Areas where chemicals are handled and stored should be equipped with spill kit and containment, where feasible. Spill kits can only be used in case of spill emergencies and should include: (i) absorbent materials, (ii) disposal bags, (iii) content lists with minimum quantities and (iv) instructions for use. Designated SAWTP personnel shall be trained on the appropriate use of spill kits and shall practise best practices to minimize the risk of spill. Liquid chemicals are stored in the

- Stores,
- AD process ,
- Maintenance workshops,
- Quarantine area.

B. Chemical Information

Safety Data Sheets (SDS) for all procured should be available at point of use and storage. The SDS shall be provided by the supplier as per procedure ADM HS04 Chemical Management Procedure.

C. Spill Response

Any spills shall be cleaned using the spill kits provided and shall be reported to the Head of Shift / Supervisor. Response to spill differs according to the severity and quantity involved. A minor spill is considered as a spill of not more than 10 litres, while a major spill is considered as a spill of 10 liters or more. The upcoming response should be followed:

Minor Spills

- a) Upon becoming aware of spill, try to determine the type of chemical spilled.
- b) If not familiar with the spilled chemical, refer to the relevant SDS located at point of use / storage. Consult with Scientist if possible and where necessary.
- c) If trained in spill response, collect and put on protective clothing and equipment as necessary.
- d) Proceed to the location of the spill.
- e) If safe to do so, isolate source.
- f) If safe to do so, attend to any persons contaminated by the spill.
- g) If safe to do so, attempt to contain spread of spill by using material in spill kits.
- h) Give priority to sealing off drains and runoff areas, and ensure that spill does not reach drains or road.
- i) Collect spill with absorbent material.
- j) Once area is dry, collect all the contaminated material (used to stop spill) and dispose as hazardous waste.
- k) Report spill to direct superior using form WS028 Incident Report Form.

Major Spills

In case of a major spill, response shall be as per Controlled Document 47: SAWTP Emergency Response Plan.

5.2 FIRE RESPONSE

In case of a fire, response shall be as per Controlled Document 47: SAWTP Emergency Response Plan.

5.3 INJURIES AND NEAR-MISSES

In the case of an injury, response shall be as per Controlled Document 47: SAWTP Emergency Response Plan.

A near-miss is an unplanned incident that did not result in injury, illness, or damage – but had the potential to do so. Personnel noticing and / or experiences a near-miss, are to follow ADM HS02.

6 ENVIRONMENTAL RECORDS

Environmental Records considered critical for this procedure are treated as follows:

Reference Document	Person responsible for maintaining the Document	Document Storage Location	Duration of time Records are kept
SAWTP038 SA Emergency Equipment Checklist	Senior Manager – Health & Safety	Health & Safety Office	All records are kept indefinitely
Controlled Document 94 Incidents Logbook			
WS028 Incident Report Form			
WS063 Fire Drill Report			