

## MEC EP02 Emergency Preparedness & Response Procedure

### Change History

Revision Number	Description of Change	Date
0	First issue	04.04.2016
1	Streamlined procedure with current practices and updated documentation.	21.03.2019

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## 1 PURPOSE

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

## 2 SCOPE

This procedure applies to:

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

that might occur during the daily operation at the Zwejra and Ghallis Non-hazardous Landfills at the Magħtab Environmental Complex (MEC).

## 3 REFERENCE DOCUMENTS

- ADM HS02 Incident Management
- Controlled Document 94: Incidents Log Book
- Controlled Document 108: Magħtab Emergency Response Plan
- Safety Data Sheets (SDS)
- WS028 Incident Report Form
- WS063 Fire Drill Report Form
- MEC008 MEC Emergency Equipment Checklist

## 4 RESPONSIBILITIES

The **Works Manager** is responsible for:

- ensuring that the MEC is equipped with the necessary facilities to minimise and mitigate the risk of accidents;
- ensuring that all MEC personnel have the necessary personal protective equipment (PPE);
- ensuring that the MEC has the necessary facilities and measures to minimise and mitigate the risk of accidents;
- ensuring that secondary containment recipients are empty (that is, that they can still accommodate a possible leak).
- ensuring that the MEC 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 & Safety.;
- liaising with the Senior Manager – Health & Safety 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.
- in case of an incident, following Controlled Document 108: MEC Emergency Response Plan.

The **Gas Tech** is responsible for:

- in case of an incident, following Controlled Document 108: MEC Emergency Response Plan;
- in case of a spill, filling in WS028 Incident Report Form and forward it to the Works Manager and Senior Manager-Health & Safety Officer;
- keeping copies of safety data sheets in the offices of the Engineered Landfill and Gas Plant.

The **Site Supervisor** is responsible for:

- checking that water bowsers are available at all times;
- in case of an incident, following Controlled Document 108: MEC Emergency Response Plan.

The **Compliance Manager** is responsible for:

- reporting to the respective authorities 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 MEC008 MEC Emergency Equipment Checklist on a weekly basis;
- reviewing the SDS for suitability upon receipt of the chemical as per ADM HS04 Management of Chemicals.
- in case of an incident, following Controlled Document 108: MEC Emergency Response Plan.

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

Each and every **employee** is responsible for:

- exercising good practice;
- cleaning up and report minor spills to Works Manager;
- carrying out any additional duties as specified in Controlled Document 108: MEC Emergency Response Plan;
- in case of an incident, following Controlled Document 108: MEC Emergency Response Plan.

## 5 METHOD

### 5.1 SPILL EMERGENCY

#### A. CHEMICAL AREAS

Areas where chemicals are handled and stored should be equipped with a secondary containment, as per IPPC permit. Spill kit (for Gas Unit) and Sand/ Inert construction material (other areas) shall be available and used in case of a spill. 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. MEC personnel shall be trained on the appropriate use of spill kits and shall practise best practices to minimize the risk of spill.

Hazardous liquids are stored in the fuel shed, the vehicle maintenance shed & workshop and at the gas plant.

#### B. CHEMICAL INFORMATION

Safety Data Sheets for all chemicals received and/or procured should be available at the offices of the Engineered Landfill and Gas Plant.

#### C. SPILL RESPONSE

Any spills shall be cleaned using the spill kits provided or sand/ inert construction material depending on the area and reported to the Works Manager. Response to spill differs according to the severity and quantity involved.

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 the office of the Engineered Landfill and Gas Plant
- 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 or by Sand/ Inert construction material.
- h) Give priority to protecting 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 108: MEC Emergency Response Plan.

## 5.2 FIRE RESPONSE

In case of a fire, response shall be as per Controlled Document 108: MEC Emergency Response Plan.

## 5.3 INJURIES & NEAR MISSES

In the case of an injury, response shall be as per Controlled Document 108: MEC 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 RECORDS

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
WS028 Incident Report Form	Senior Manager – Health & Safety	Health & Safety Office	All records are kept indefinitely
WS063 Fire Drill Report			
MEC008 MEC Emergency Equipment Checklist			
Controlled Document 94 Incidents Logbook			