

Attachment J.1 – Accident Prevention and Emergency Response

In the event of an emergency the floor supervisor would put into effect the company's emergency plans and procedures. He would contact the relevant emergency services and site management. The Site Manager would attend the site and would contact the relevant regulatory body including the Environmental Protection Agency.

STI holds public liability insurance cover of €14 million. A copy of the insurance certificate is attached as document J.1 D1.

STI has also developed as part of its EMS a number of procedures to deal with fires, accidents and other emergencies. These are listed below and copies of the procedures are attached as document J.1 D2:

Procedures

- OP06 - Handling of leaking containers
- OP22 - Onsite and Offsite accident reporting
- EP05 - Inspection and testing of bunds and tanks
- EP10 - Onsite and offsite spillage responses
- HSP03 - Accident Reporting
- HSP10 - Fire Drill

For inspection purposes only.
Consent of copyright owner required for any other use.

Document J.1 D1 Certificate of Public Liability Insurance

*For inspection purposes only.
Consent of copyright owner required for any other use.*

Aston Scott Ltd

Malling House

West Malling, Kent ME19 6QL

Telephone: (01732) 220220

Facsimile: (01732) 874666

www.astonscott.com

Broker Ref.:KF

To Whom it May Concern

27 January, 2005

Dear Sirs,


CONFIRMATION OF INSURANCE

As Insurance Brokers to the under noted insured, I can confirm that cover has been placed in accordance with the details shown hereunder:

Insured:	Sterile Technologies of Ireland		
Address:	430 Beech Road Western Industrial Estate Naas Road Dublin 12		
Business Description:	Clinical Waste Collection, Processing and Disposal		
Insurance Company:	AIG		
Policy Number:	21602333		
Public Liability/ Products Liability:	£10,000,000	any one event, or series of events arising out of one cause, costs and expenses inclusive	
Employers Liability:	£10,000,000	any one event, costs and expenses inclusive	

For inspection purposes only.
Consent of copyright owner required for any other use.

Signed:



Name:

Kim Fox

Position:

Manager

Document J.1 D2 STI Emergency Procedures

*For inspection purposes only.
Consent of copyright owner required for any other use.*

Procedures Manual Sterile Technologies Ireland Limited

Section: OP 06 Handling of Leaking Containers

Date: 19 February 2004

Issue: 3

Page: 1 of 2

OP 06 MANAGEMENT OF RUPTURED / LEAKING CONTAINERS

1. This procedure ensures that any containers found damaged or leaking are immediately processed in a manner which neither adversely affects the health or safety of the staff or the environment.
2. Following registration of the damaged container into the facility and or is seen to be damaged or leaking, the immediate area around it will be cordoned off.
3. All personnel involved in containment and cleanup shall don the appropriate PPE.
4. The container shall be moved into the dedicated mobile bunded containment tray, and appropriate absorbent material added as required.
5. The contents of the damaged container shall be carefully transferred to a fresh, lined container, taking care to avoid needle stick injuries. The liner shall then be sealed with tie wraps and it and immediately processed.
6. Absorbent material will be added to the damaged container to mop up any remaining free liquids.
7. Absorbent from the damaged container and bunded tray will then be transferred to a wheelie bin or other suitable container and disinfected.
8. Any part of the floor that has been contaminated will also be disinfected, and if necessary washed and dried, using a wet vacuum cleaner, and then re-disinfected.
9. The damaged container and the bunded tray shall be washed and disinfected in the bin wash.
10. Any implements or PPE contaminated during the course of the cleanup shall be washed and disinfected in the bin wash, or disposed of through the treatment system as appropriate
11. All personnel involved in the cleanup shall wash their hands thoroughly using disinfectant soap.
12. The details of the damaged container and its origin shall be recorded on an Accident Report Form (Ref HSF 03) and both the Operations Manager and the HSM will be notified of the occurrence as soon as possible.
13. In order to identify the reason for the leakage and hence appropriate preventative measures, a Non-conformance/corrective action form shall be filled in (STI 08)
14. If there is any indication that contamination may have occurred, a written report shall be submitted to the EPA in accordance with Condition 3.3 of the Waste Licence. It will include the details laid down in Condition 10.7 of the Licence

Related Documents

Accident Report Form	STI 28
Waste Licence 55-1	STI 52
Non-conformance Report Form	STI 08

Written by: Peter Cazalet

Approved by:

Date: 19 February 2004

Date:

*For inspection purposes only.
Consent of copyright owner required for any other use.*

Procedures Manual Sterile Technologies Ireland Limited

Section: OP 22 Onsite and offsite Accident Reporting

Date: 16 November 2004

Issue: 4

Page: 1 of 2

OP 22 ONSITE AND OFFSITE ACCIDENT REPORTING

Onsite Accident Reporting:

1. This procedure ensures that all accidents onsite involving material damage or personal injury are reported to the Operations Manager.
2. The employee is responsible for informing the relevant shift supervisor and Operations Foreman of any incident or accident involving personal injury or material damage and will enter the details of any personal injury in the accident report book.
3. In the event of a less serious injury (needle stick, laceration etc), it is the responsibility of the Operations Foreman /Shift Supervisor/Operation Manager to immediately make arrangements for a doctor to see the employee.
4. In the event of a very serious injury (needle stick, major laceration, high impact collision, etc), it is the responsibility of one of the above to ring for an ambulance.
5. It is the responsibility of the Operations Manager to report to the Health & Safety Authority if an injury results in an employee missing three or more working days because of the injury.
6. It is also the responsibility of the Operations Manager to report any personal injuries to the company insurers.

Transport Accident Reporting:

7. This procedure ensures that all motor accidents however small are reported to the Operations Manager.
8. The driver is responsible for informing the Operations Manager or in his absence his deputy of any accident or incident involving injury or material damage.
9. The driver should follow the recommendation on the Accident/Incident Checklist (SRG 47B) and must complete the Vehicle Accident/Incident report form (STI 47A) as soon as possible after the accident and return it to the Operations Manager with 36 hours. If the Operations Manager considers it necessary, he will instruct the driver to complete the insurance company motor accident report form, sign it and return it to the Operations Manager or his deputy.

10. The Operations Manager or his appointee shall inspect the vehicle and evaluate the report, checking with witnesses if available.
11. The report will be copied to other Managers as necessary
12. The Operations Manager shall liaise with other Managers as necessary concerning any claims made against the company or its employees.
13. The Operations Manager shall arrange for any repairs or maintenance to be carried out at the earliest opportunity.
14. Contact details for all emergencies are included in the Emergency Action Manual (STI 40)

Related Documents

Vehicle Incident/Accident Report Form.	STG 47A
Vehicle Incident/Accident Checklist.	STG 47B
Insurance company motor accident report form	
Accident Report Book	STI 42
Emergency Action Manual	STI 40

Written By: Peter Cazalet

Approved by:

Date: 16 November 2004

Date:

For inspection purposes only.
Consent of copyright owner required for any other use.

Procedures Manual Sterile Technologies Ireland Limited

Section: EP 05 Inspection and Testing of Bunds and Tanks

Date: 16 February 2004

Issue: 3

Page: 1 of 3

EP 05 INSPECTION AND TESTING OF BUNDS AND TANKS.

1.0 SCOPE

This procedure covers the requirement to monitor the integrity of bunds, tanks and containers on site

2.0 OBJECTIVE

The objective is to ensure the routine testing and reporting on the integrity of all bunds, tanks and containers in compliance with condition 4.7.4 of the Waste Licence 55-1, and of underground pipes and tanks in compliance with condition 4.8.

3.0 RESPONSIBILITY

The Operations Manager is responsible for ensuring that bunds, tanks and containers are inspected in accordance with Procedure 4.0 below. He is also responsible for ensuring that they are tested in accordance with Condition 4.7.4 of the Waste Licence 55-1 at least once every three years and that underground pipes and tanks are tested in accordance with Condition 4.8 of the Licence

He is also responsible for ensuring that the results of the tests are submitted to the EPA

4.0 PROCEDURE – Inspection of bunds and tanks

- 4.1 Every month the LCO/H&S Manager will inspect all tanks, bunds and internal containers.
- 4.2 A detailed visual inspection of all tank surfaces and connections will be made for signs of leakage.
- 4.3 Any signs of damage/leakage will be reported and repaired as soon as possible
- 4.4 In the event of a leakage from a tank to its surrounding bund, the bund liquid will be removed and disposed of by an approved licensed contractor.
- 4.5 The Operations Manager shall record all findings from the monthly inspections in the drainage record book (REF).

5.0 PROCEDURE – Testing of bunds and tanks

- 5.1 Each tank will be emptied and cleaned.
- 5.2 A detailed visual inspection will be made of the tank surface including all connections, and recorded
- 5.3 The tank will then be filled with water to the lip of the access manhole.
- 5.4 After 24 hours all surfaces and connections will be inspected for signs of water leakage.
- 5.5 Any leakages will be repaired at the earliest opportunity.
- 5.6 The bund surrounding the tank will then be visually inspected.
- 5.7 The water level in the tank will be lowered by draining to the foul sewer until equal to the height of the bund wall. The water inside the tank will prevent the pressure of water in the bund causing damage to the tank.
- 5.8 The bund will then be filled with water to the point of overflow and left for 24 hours.
- 5.9 The bund will then be inspected for leaks
- 5.10 Records of the inspections will be made in the STI Spillage Log.
- 5.11 On completion of inspection and testing, the Operations Manager will ensure that a report is sent to the EPA.

Procedures Manual Sterile Technologies Ireland Limited

Section: EP 10 Onsite and offsite Spillage Response

Date: 16 November 2004

Issue: 4

Page: 1 of 3

EP 10 ONSITE AND OFFSITE SPILLAGE RESPONSE

1.0 SCOPE

This procedure covers the cleanup of unprocessed waste following a spillage at the plant or in the collection vehicles.

2.0 OBJECTIVE

The objective of this procedure is to ensure that risks arising from spilled healthcare risk waste to employees, the environment or the public at large are minimised.

3.0 RESPONSIBILITY

The Operations Manager is responsible for ensuring that staff is trained in the procedures below, and that they have been properly carried out.

Contact details for all emergencies are set out in the **EMERGENCY ACTION MANUAL (STI 40)**

4.0 PROCEDURE - Onsite

- 4.1 Minor spillages will be cleaned up using the vacuum cleaner or some other appropriate means at the earliest opportunity.
- 4.2 Appropriate PPE will be worn by all staff involved
- 4.3 Unprocessed waste will be fed into the STI Model 2000 sterilizer unit
- 4.4 In the event of a major spillage, the Operations Manager will be contacted
- 4.5 Only trained personnel will deal with major spillages and appropriate Personal Protective Equipment will be worn.
- 4.6 Where necessary, liquid spillages will be contained with a portable boom and an approved and licensed contractor will be called to remove it.

- 4.7 The Operations Manager will contact the Environmental Protection Agency as required in procedure GP 14 and Condition 3 of the Waste Licence.
- 4.8 If the spillage has entered the surface water the Operations Manager will ensure that South Dublin County Council and the Eastern Regional Fisheries Board are contacted, in accordance with procedure GP 14 and Condition 3.7 of the Waste Licence
- 4.9 When the spilled material has been removed, the area of the spill will be covered with an absorbent material such as Adsorb
- 4.10 The absorbent material will be left for about 4 hours then swept up and put in a hazardous waste container.
- 4.11 The container will be sealed and then put into the STG Model 2000 unit
- 4.12 The Operations Manager/Plant Supervisor will record details of the spillage and file in the Spillage Report File (STI 04)

5.0 PROCEDURE - Offsite

- 5.1 The Operations Manager is responsible for ensuring that the drivers of vehicles carrying health care risk waste (Class 6.2) are HAZCHEM trained.
- 5.2 All drivers will make sure that there are TREM cards, a copy of the accident/incident checklist (STI 29) and items on the ADR list (STI 26) in the vehicle before leaving the plant.
- 5.3 In the event of an accident the driver shall either carry out the actions indicated on his TREM card and accident/incident checklist himself, or hand them over to the emergency services or Gardai present at the accident.
- 5.4 In the event of a road accident the driver involved will contact the Operations Manager /Plant Supervisor at the earliest opportunity and give the location and details of the accident.
- 5.5 In the event of a spillage, the Operations Manager/Plant Supervisor will organise appropriate assistance to go to the accident site.
- 5.6 Details of the accident shall be recorded and filed in the Accident/Incident File (STI 29) and of any spillages in the Spillage Report File (STI 04)

Related Documents

Consultation and Communication	GP 14
Training Records	STI 47
Accident/Incident checklist and report file	STI 29
TREM Cards	
Waste Licence 55-1	STI 52
Spillage Record File	STI 04

Written by: P.C.D.Cazalet

Approved by:

Date: 16th November 2004

Date:

*For inspection purposes only
Consent of copyright owner required for any other use*

Procedures Manual Sterile Technologies Ireland Limited

Section: HSP 03 Accident Reporting

Date: 20 January 2004

Issue: 3

Page: 1 of 3

HSP 03 ACCIDENT REPORTING

1.0 SCOPE

This procedure governs the reporting of all accidents and near miss incidents at the plant or associated with the collection service.

2.0 OBJECTIVES

The objective of the procedure is to identify the follow-up action required after medical attention (if necessary), to determine how the accident was caused and to put appropriate preventive measures in place.

3.0 RESPONSIBILITIES

Any accident/near miss will be reported to the shift supervisor and the Health & Safety Manager or Operations Manager in his absence. The Health & Safety Manager or Shift Supervisor will determine the level of medical attention required and subsequently complete an Accident Record (kept in the corridor leading to the lab)

4.0 Procedures – First Aid

4.1 In the event that any incident requiring first aid occurs at the plant, a first aider shall be called to treat the injury where possible.

4.2 First aid boxes are located in the following areas:

- Health & Safety Manager's office;
- Reception;
- Corridor between warehouse and laboratory;

- Kitchen area upstairs in office building;
- on each truck.

4.3 The following people are trained First Aiders:

- Patsy McGavin

5.0 Procedures - Needle-Stick Injuries

5.1 If a needle or other sharp injures a person, the wound should initially be bled by squeezing gently.

5.2 The wound should then be cleaned with an anti-septic wipe, sprayed with anti-septic and covered with a dressing to restrict any additional bleeding.

5.3 The injury shall be reported to the shift supervisor and Health & Safety Manager or in his absence, the Operations Manager, as soon as possible, and one or other of these shall see that the appropriate first aid/medical attention is administered.

5.4 The Health & Safety Manager shall contact the company doctor and make an appointment for the injured person within 36 hours of the injury.

5.5 Outside doctor's surgery hours, the injured party shall be sent to casualty at the nearest hospital.

5.6 Blood tests for HIV and Hepatitis B (if not already immune) shall be taken at this time, at six weeks, 12 weeks and 6 months. If immunity to Hepatitis B is incomplete, the injured party shall be given Hep B Immunoglobulin.

6.0 Reporting

6.1 An Accident Report shall be made (STI 63) and signed by the Health & Safety Manager or Operations Manager.

6.2 Any follow-up treatment should also be recorded on this form, and associated medical reports referenced and filed away separately.

6.3 A summary of all accidents shall be reported to the company's insurance Brokers on a monthly basis, where necessary.

Relevant documents

Accident Record Book (HSM diary)

STI 70

Medical Records

STI 69 (electronic only- Accounts)

Written by: Peter Cazalet

Approved by:

Date: 20th January 2004.

Date:

*For inspection purposes only.
Consent of copyright owner required for any other use.*

Procedures Manual Sterile Technologies Ireland Limited

Section: HSP 10 Fire Drill

Date: 20 January 2004

Issue: 3

Page: 1 of 2

HSP 10 FIRE DRILL

1.0 SCOPE

This procedure covers the actions to be followed when carrying out a fire drill

2.0 OBJECTIVES.

The purpose of a fire drill is to prepare employees for a real fire. To maximise employee safety in the event of a fire, all steps in this procedure will be followed exactly

3.0 RESPONSIBILITY

The Health & Safety Manager will notify the Fire Alarm Control Centre in advance that a fire drill is about to take place, to initiate the drill itself, and to notify the alarm centre again when the drill has finished.

Supervisors and managers are responsible for ensuring that all employees in their respective areas are aware of what action they should take

It is the responsibility of all employees to vacate the premises as soon as possible after commencement of the drill and not to impede the egress of other employees.

4.0 PROCEDURE

4.1 The timing of a fire drill will be kept as confidential as possible in order to accurately gauge employee response.

4.2 The Health & Safety Manager will notify the Fire Alarm Control Centre of the proposed fire drill and will then activate the fire alarm

- 4.3 All employees will leave the building immediately and go to the designated assembly area by the perimeter fence near the gate

- 4.4 All employees will remain in the assembly area until everyone is accounted for.

- 4.5 The Health & Safety Manager will then neutralise the alarm, and all personnel can re-enter the building

- 4.6 The Health and Safety Manager will then inform the Alarm Centre that the drill has been completed

- 4.7 A record of the Fire Drill shall be kept in the Fire Safety Folder

*For inspection purposes only
Consent of copyright owner required for any other use.*

Written by:

Enda Maxwell

Approved by:

Date:

20th January 2004

Date: