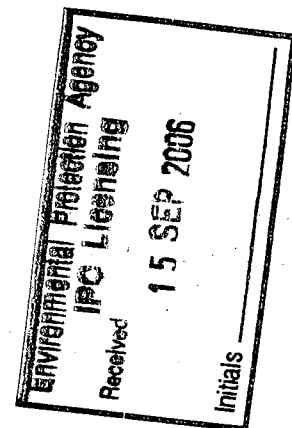


Attachment No. J

Emergency Preparedness and Response Procedure

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Coolock Emergency Procedures Manual



QHSE ISSUE NO1 - JANUARY 2006

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IN AN EMERGENCY

**CONTACT SHIFT MANAGER BY PHONING RING 139
OR
GO TO THE WEIGHBRIDGE IF IT IS QUICKER**

EVACUATION PROCEDURE

1. FIRE ALARM SYSTEM SOUNDS

- ✱ INTERMITTENT ... BE ALERT
- ✱ CONTINUOUS ... EVACUATE IMMEDIATELY

2. LOCAL WARNING

- ✱ VERBAL COMMAND

3. EVACUATE YOUR AREA IMMEDIATELY

- ✱ WALK BRISKLY - DO NOT RUN OR PUSH

4. GO TO THE DESIGNATED EVACUATION ASSEMBLY AREA

- ✱ SEE INSTRUCTIONS IN THIS MANUAL AND IN EVERY DEPARTMENT

5. REPORT TO DESIGNATED MANAGER FOR ROLL CALL

6. REPORT ANYONE WHO MAY BE MISSING

7. DO NOT RETURN UNTIL TOLD TO DO SO BY YOUR DESIGNATED MANAGER

EMERGENCY CONTACT NUMBERS

Alphabetical order

<u>NAME</u>	<u>NUMBER</u>
* Ambulance Emergency Services	999 or 112
* Beaumont Hospital	837 5400
* Bord Gais	1850 205 050
* Dublin City Council	222 22 22 (After Hours 679 6186)
* Electricity Supply Board (ESB)	1850 372 999
* Environmental Protection Agency (EPA)	2680100
* Fire Emergency Services	999 or 112
* Garda	999 or 112
* Health And Safety Authority (HSA)	1890 289 389
* James Connolly Hospital (Blanchardstown Hosp)	821 3844
* Mater Hospital	803 2000
* QHSE Manager	416
* Reception	123
* Security	139
* Site HSE Manager	379
* Tom Byrne	397
* Weighbridge	371

CADBURY CONTACT NUMBERS

<u>Title</u>	<u>Name</u>	<u>Phone</u>	<u>Contact When</u>
☛ Head Of Manufacturing	P.Miskelly	250 / 087-9050939	F/Ex/B/TC/Lo/W/SA
☛ QHSE Manager	M.Doran	416	F/Ex/B/TC/Lo/W/SA/VC/DME
☛ Finance Manager	D.Ferrari	451	F/Ex
☛ HSE Manager	T.Byrne	397	F/Ex/B/TC/Lo/ W/SA/VC/DME
☛ Site Engineer	A.Breen	631 / 087-9196573	F/Ex/B/TC/Lo/W/SA/VC/DME
☛ Projects Manager	P.Monk	149 / 087-2408279	F/Ex
☛ Site Manufacturing Mgr	N.Carr	238 / 087-2408307	F/Ex/B/TC/Lo/W/SA/VC.
☛ A Manufacturing Mgr	V.Dolan	237	F/Ex/B/TC/Lo/W/SA/VC
☛ QHSE Mgr	K.Conefrey		
☛ B Manufacturing Mgr	T.Maher	293	F/Ex/B/TC/Lo/W/SA/VC
☛ QHSE Mgr	A.Cregan	411	
☛ C Manufacturing Mgr	M.Galvin	815	Fex/B/TC/Lo/W/SA/VC
☛ QHSE Mgr	P.Mckenna	184	
☛ Electrical Manager	A.Diskin	274	PC
☛ Site Support	N.Briggs	203	PC/F/Ex
☛ Personnel	P.Butler	637	F/Ex/B/TC/Lo/W/SA
☛ Security	F.Connolly	425	F/Ex/B/TC/Lo/W/SA

Legend

F = Fire
 Ex = Explosion
 B = Bomb Alert, Threat, Parcel bomb etc.
 TC = Toxic Cloud
 LO = Legionella outbreak
 W = Use of Weapons
 SA = Suicide/ Attempted suicide
 VC = Vehicle Collision
 DME = Dangerous Material Escape.

MAJOR EMERGENCIES

1. Fire
2. Explosion
3. Bomb Alert
4. Letter / Parcel Bomb
5. Bomb Threat
6. Toxic Cloud From Neighbour
7. Toxic Cloud From Cadbury
8. Legionella Outbreak
9. Asbestos Contamination
10. Incoming Water Contamination
11. Cadbury Contaminate Drainage
12. Neighbour Emergency
13. Power Cut

LOCAL EMERGENCIES

14. Chemical Spill
15. Battery Spill
16. Vehicle Collision
17. Steam Escape
18. Dangerous Material Escape
19. Product Spillage
20. Flood
21. Weather Damage
22. Person Not In Workplace
23. Disturbance
24. Use Of Weapons
25. Use Of Alcohol / Drugs
26. Intruders
27. Suicide Attempts

ACCIDENT INJURIES

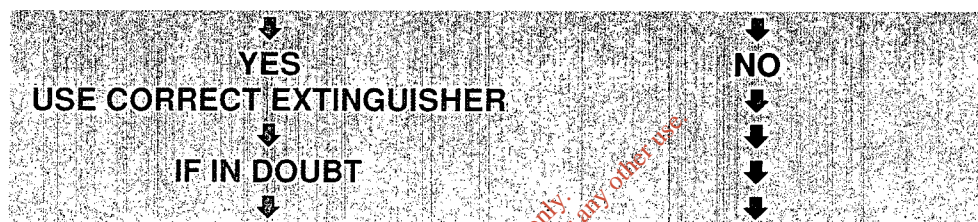
28. Accident/Injury/Fatality
29. Entrapment
30. Blackmail Or Extortion
31. Confidential Reporting

TAKE THESE ACTIONS**1. RAISE THE ALARM**

- * BREAK GLASS ON THE NEAREST ALARM POINT
- * NOTIFY LOCAL MANAGEMENT AND CALL SECURITY 139
- * GO TO WEIGHBRIDGE IF PHONES ARE OUT OF ORDER

2. CAN YOU FIGHT THE FIRE?

CAN YOU SAFELY CONTAIN THE FIRE?

**3. EVACUATE LOCAL AREA**

- * IF SAFE TO DO SO CLOSE ALL DOORS AND WINDOWS AND SHUT DOWN MACHINERY
- * DO NOT RETURN TO WORK UNTIL INSTRUCTED TO DO SO

4. WAIT FOR FURTHER INSTRUCTIONS FROM THOSE TAKING CONTROL OF THE INCIDENT

TAKE THESE ACTIONS**1. RAISE THE ALARM**

- ✱ RING 139 ON ANY PHONE
- ✱ NOTIFY LOCAL MANAGEMENT AND CALL SECURITY 139
- ✱ SEND RUNNER TO NOTIFY GATEHOUSE IF PHONES ARE OUT OF ORDER

2. EVACUATE LOCAL AREA

- ✱ PREVENT FURTHER INJURY OR DAMAGE
- ✱ DO NOT ALLOW ACCESS TO IMMEDIATE AREA
- ✱ CORDON OFF AREA

3. WAIT FOR FURTHER INSTRUCTIONS FROM THOSE TAKING CONTROL OF THE INCIDENT

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TAKE THESE ACTIONS....**1. ON RECEIVING THE THREAT****BY PHONE**

- * LISTEN CAREFULLY TO THE CALLER
- * NOTE LOCATIONS / TIMES / CODES / INSTRUCTIONS
- * FOLLOW INSTRUCTION ON BOMB THREAT CHECK LIST AT BACK OF THIS MANUAL

BY LETTER / NOTE

- * RETAIN LETTER / NOTE
- * DO NOT HANDLE AGAIN ONCE OPENED

2. INFORM SECURITY IMMEDIATELY

- * RING 139 ON ANY PHONE
- * IF IT IS QUICKER GO TO GATEHOUSE

3. WAIT FOR FURTHER INSTRUCTIONS FROM THOSE TAKING CONTROL OF THE INCIDENT.

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EMERGENCY 4

LETTER/PARCEL BOMB

TAKE THESE ACTIONS

RECEIVER SUSPECTS LETTER OR PARCEL MAY CONTAIN AN EXPLOSIVE DEVICE

1. DO NOT HANDLE

- * CALL SECURITY AT 139
- * MAKE VISUAL EXAMINATION. LOOK FOR IDENTIFYING MARKS, SUPPLIERS LABELS, AND ORDER REFS.

2. IF ANY DOUBT EXISTS

- * TELL LOCAL MANAGEMENT
- * DO NOT TOUCH, OPEN OR COVER PACKAGE
- * EVACUATE AREA IMMEDIATELY AND TURN OFF ALL PORTABLE COMMUNICATIONS EQUIPMENT
- * WARN EVERYONE TO STAY CLEAR OF WINDOWS

3. RAISE THE ALARM

- * RING 139 ON ANY PHONE

4. WAIT FOR FURTHER INSTRUCTIONS FROM THOSE TAKING CONTROL OF THE INCIDENT.

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HOW TO REACT TO A NON-SPECIFIC BOMB THREAT**TAKE THESE ACTIONS****1. ON RECEIVING THE THREAT***BY PHONE*

- * LISTEN CAREFULLY TO CALLER
- * NOTE LOCATIONS/TIMES/CODES/INSTRUCTIONS
- * FOLLOW INSTRUCTION ON BOMB THREAT CHECKLIST AT BACK OF THIS MANUAL

BY MAIL

- * RETAIN LETTER / NOTE
- * DO NOT HANDLE ONCE OPENED

2. INFORM LOCAL MANAGEMENT

- * IF NOT **IMMEDIATELY** AVAILABLE

3. INFORM SECURITY

- * RING 139 ON ANY PHONE
- * IF IT IS QUICKER GO TO THE WEIGHBRIDGE

4. WAIT FOR FURTHER INSTRUCTIONS FROM THOSE TAKING CONTROL OF THE INCIDENT

EMERGENCY 6

TOXIC CLOUD FROM NEIGHBOUR

YOU NOTICE A PUNGENT OR STRANGE ODOUR, DIFFICULTY IN BREATHING, AND IRRITATION TO EYES/NOSE.

TAKE THESE ACTIONS

1. INFORM SECURITY

- * RING 139 ON ANY PHONE
- * IF IT IS QUICKER GO TO THE WEIGHBRIDGE

2. INFORM LOCAL MANAGEMENT

- | | |
|--------------------|-----|
| * QHSE MANAGER | 416 |
| * SITE HSE MANAGER | 379 |
| * SITE ENGINEER | 631 |

3. IF INSIDE BUILDINGS

- * WARN OTHERS
- * CLOSE ALL DOORS/WINDOWS
- * SHUT DOWN AIR CONDITIONING / VENTILATION IF POSSIBLE

4. IF OUTSIDE BUILDINGS

- * WARN OTHERS
- * MAKE YOUR WAY INDOORS AT THE NEAREST ENTRANCE - CLOSE DOOR BEHIND YOU

5. WAIT FOR FURTHER INSTRUCTIONS FROM THOSE TAKING CONTROL OF THE INCIDENT.

EMERGENCY 7 TOXIC CLOUD FROM CADBURY COOLOCK

RELEASE OF TOXIC / NOXIOUS FUMES FROM CHEMICAL SPILLAGE OR PROCESS.

TAKE THESE ACTIONS

1. RAISE THE ALARM

- ✱ RING 139 ON ANY PHONE

2. INFORM LOCAL MANAGEMENT

- ✱ QHSE MANAGER 416
- ✱ SITE HSE MANAGER 379
- ✱ SITE ENGINEER 631

3. EVACUATE LOCAL AREA

- ✱ PREVENT FURTHER ACCESS
- ✱ CORDON OFF AREA
- ✱ CLOSE ALL WINDOWS/DOORS TO CONTAIN WHERE POSSIBLE

4. WAIT FOR FURTHER INSTRUCTIONS FROM THOSE TAKING CONTROL OF THE INCIDENT.

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REPORT RECEIVED OR MONITORING RECORDS INDICATE A POTENTIAL
OUTBREAK

TAKE THESE ACTIONS

1. RAISE THE ALARM

- * NOTIFY LOCAL MANAGEMENT
- * BLOCK QHSE MANAGER
- * SITE QHSE MANAGER 416
- * SITE HSE MANAGER 397
- * SITE ENGINEER 631

2. EVACUATE LOCAL AREA

- * PREVENT FURTHER EXPOSURE
- * DO NOT ALLOW ACCESS TO IMMEDIATE AREA

**3. WAIT FOR FURTHER INSTRUCTIONS FROM THOSE TAKING CONTROL OF
THE INCIDENT**

- * Adapt Environmental procedures
- * Ep.29.01
- * Ep.26.01
- * Ep.10.01

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ASBESTOS MATERIALS OR MATERIALS SUSPECTED OF BEING ASBESTOS ARE DAMAGED.

TAKE THESE ACTIONS

1. CEASE ALL PHYSICAL ACTIVITIES IN IMMEDIATE AREA

2. INFORM LOCAL MANAGEMENT or CONTACT 139.

- * NOTIFY LOCAL MANAGEMENT
- * BLOCK QHSE MANAGER
- * SITE QHSE MANAGER 416
- * SITE HSE MANAGER 397
- * SITE ENGINEER 631

3. EVACUATE LOCAL AREA

- * PREVENT FURTHER EXPOSURE
- * DO NOT ALLOW ACCESS TO IMMEDIATE AREA
- * CORDON OFF AREA

4. WAIT FOR FURTHER INSTRUCTIONS FROM THOSE TAKING CONTROL OF THE INCIDENT

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EMERGENCY 10

INCOMING CONTAMINATED WATER

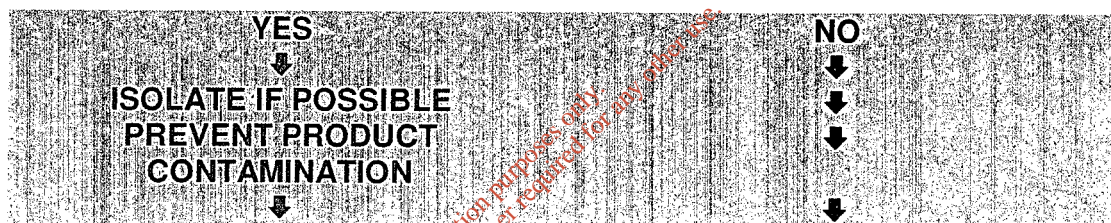
YOU NOTICE EXCESSIVE DISCOLOURATION, ODOUR OR FOREIGN MATTER IN WATER.

TAKE THESE ACTIONS

1. INFORM LOCAL MANAGEMENT

- * NOTIFY LOCAL MANAGEMENT
- * BLOCK QHSE MANAGER
- * SITE QHSE MANAGER 416
- * SITE HSE MANAGER 397
- * SITE ENGINEER 631
- * LABORATORY MANAGER 241

2. IS THE CAUSE KNOWN



3. INFORM SHIFT MANAGER

- * RING 5134 ON ANY PHONE
- * GO TO WEIGHBRIDGE IF IT IS QUICKER

4. INFORM SECURITY AND / OR MAINTENANCE WITH DETAILS

5. WAIT FOR FURTHER INSTRUCTIONS FROM THOSE TAKING CONTROL OF THE INCIDENT.

EMERGENCY 11

CADBURY DRAINAGE SYSTEMS CONTAMINATION

IF CHEMICALS OR OTHER SUBSTANCES INADVERTENTLY ENTER WASTE WATER
OUTFALLS OR STORM WATER DRAINS (GREEN SHORES)

TAKE THESE ACTIONS

1. INFORM LOCAL MANAGEMENT

- * BLOCK QHSE MANAGER
- * SITE QHSE MANAGER 416
- * SITE HSE MANAGER 397
- * SITE ENGINEER 631

2. INFORM SECURITY

- * RING 139 ON ANY PHONE

3. ISOLATE SUPPLY

- * SHUT OFF THE FLOW OF CONTAMINANT IF SAFE TO DO SO
- * USE APPROPRIATE SPILL KIT TO BLOCK DRAINS
- * SHUT OFF FLOW TO THE RIVER

4. IDENTIFY CONTAMINANT

- * NOTE CONTAMINANT AND ESTIMATED AMOUNT OF LOSS

5. WAIT FOR FURTHER INSTRUCTIONS FROM THOSE TAKING CONTROL OF THE INCIDENT.

6. SITE HSE TO INFORM THE LOCAL AUTHORITY

YOU OBSERVE AN EMERGENCY ... A FIRE / EXPLOSION / ACCIDENT LOCALLY
THAT MAY AFFECT THE SITE

TAKE THESE ACTIONS

1. INFORM SECURITY

- ✱ RING 139 ON ANY PHONE

2. INFORM LOCAL MANAGEMENT

- ✱ NOTIFY LOCAL MANAGEMENT
- ✱ BLOCK QHSE MANAGER
- ✱ SITE QHSE MANAGER 416
- ✱ SITE HSE MANAGER 397
- ✱ SITE ENGINEER 631

3. WAIT FOR FURTHER INSTRUCTIONS FROM THOSE TAKING CONTROL OF THE INCIDENT.

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LOSS OF LIGHTING / POWER

TAKE THESE ACTIONS

1. DON'T PANIC

- * STAY CALM
- * DO NOT MOVE SUDDENLY
- * RING 139 ON ANY PHONE

EMERGENCY LIGHTING WILL COME ON IN MOST AREAS

2. INFORM LOCAL MANAGEMENT

- * CONTACT ELECTRICAL ENGINEER 274
- * CONTACT LOCAL BLOCK ELECTRICAL MANAGER
- * CONTACT SITE ENGINEER 631
- * DETERMINE "SITE" OR LOCAL FAILURE

3. STAY PUT

- * STAY AT YOUR NORMAL WORKPLACE, STAND AWAY FROM MACHINERY.

4. WAIT FOR FURTHER INSTRUCTIONS FROM THOSE TAKING CONTROL OF THE INCIDENT.

A MAJOR SPILL OF TOXIC / NOXIOUS CHEMICALS

TAKE THESE ACTIONS

1. RAISE THE ALARM

- ✱ RING 139 ON ANY PHONE

2. INFORM LOCAL MANAGEMENT

- ✱ LOCAL QHSE MANAGER
- ✱ SITE HSE MANAGER 397
- ✱ SITE ENGINEER 632
- ✱ TRAINED PERSONNEL

3. EVACUATE LOCAL AREA

- ✱ DO NOT MAKE CONTACT WITH MATERIAL.
- ✱ AVOID FUMES
- ✱ BE PREPARED TO MOVE AS A GROUP TO ANOTHER ASSEMBLY AREA.
- ✱ ADAPT ENVIRONMENTAL PROCEDURES
 - EP.18.01
 - EP.24.01
 - EP.27.01
 - EP.26.01

4. ALERT OTHERS

- ✱ WARN / ALERT ALL PASSERS-BY AND TRAFFIC
- ✱ PREVENT ACCESS
- ✱ CORDON OFF AFFECTED AREA
- ✱ IF POSSIBLE AND SAFE TO DO SO USE APPROPRIATE SPILL KIT

5. WAIT FOR FURTHER INSTRUCTIONS FROM THOSE TAKING CONTROL OF THE INCIDENT.

- ✱ CONTACT ENVIRONMENTAL MANAGER & COMPLETE ENVIRONMENTAL ACTION REPORT

TAKE THESE ACTIONS**1. ESTIMATE SIZE / SEVERITY OF SPILL****! WARNING !**

HIGHLY FLAMMABLE GAS WILL BE PRESENT
NO NAKED FLAMES,
PREVENT SPARKS AND
TURN OFF POWER

2. INFORM LOCAL MANAGER

- * INFORM LOCAL QHSE MANAGER
- * INFORM SITE HSE MANAGER 397

3. CORDON OFF AREA / PREVENT ACCESS

- * DO NOT MAKE CONTACT WITH MATERIAL.
- * AVOID FUMES
- * BE PREPARED TO MOVE AS A GROUP TO ANOTHER ASSEMBLY AREA.
- * OPEN WINDOWS IF SAFE TO DO SO
- * USE APPROPRIATE LOCAL SPILL KIT IF SAFE TO DO SO
- * ADAPT ENVIRONMENTAL PROCEDURES
 - EP.18.01
 - EP.24.01
 - EP.27.01
 - EP.26.01

4. COMPLETE RECORDS WHERE APPROPRIATE**5. WAIT FOR FURTHER INSTRUCTIONS FROM THOSE TAKING CONTROL OF THE INCIDENT**

YOU ARE INVOLVED IN A VEHICLE COLLISION WHILE TRAVELLING ON COMPANY BUSINESS IN A COMPANY VEHICLE OR WITNESS A COLLISION ON SITE

TAKE THESE ACTIONS

1. INFORM LOCAL MANAGEMENT

- * FOR SITE COLLISIONS RING SURGURY 231, SECURITY 139 ON ANY PHONE
- * IF IT IS QUICKER GO TO THE WEIGHBRIDGE

2. INFORM RELEVANT AUTHORITIES

- * FOR COLLISIONS ON THE PUBLIC HIGHWAY INFORM ALL RELEVANT AUTHORITIES.

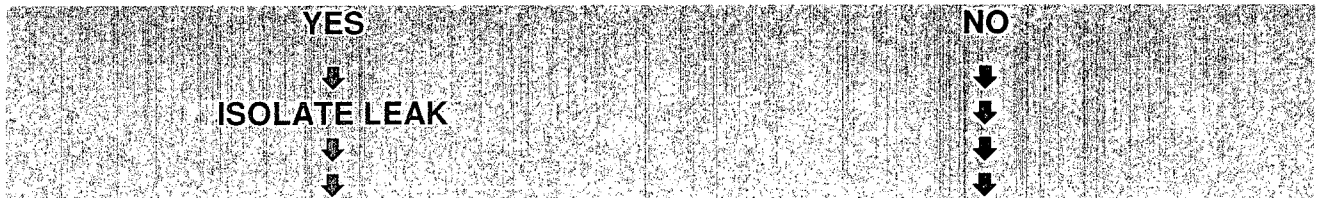
3. OFFER ASSISTANCE IF YOU CAN

- * CHECK FOR DANGER TO YOURSELF OR VICTIMS
- * PREVENT FURTHER ACCIDENTS
- * DO NOT MOVE INJURED PARTIES UNLESS THEIR LIFE IS AT THREAT AND IT IS SAFE TO DO SO

4. INFORM MANAGEMENT

- * INFORM HUMAN RESOURCES AND RELEVANT DEPT.

5. WAIT FOR FURTHER INSTRUCTIONS FROM THOSE TAKING CONTROL OF THE INCIDENT

TAKE THESE ACTIONS**1. ESTIMATE SIZE/SEVERITY OF ESCAPE****2. CAN IT BE HANDLED LOCALLY****3. INFORM LOCAL MANAGEMENT**

- ✱ CALL BOILER HOUSE 119
- ✱ CONTACT SITE ENGINEER 631
- ✱ CONTACT SITE HSE MANAGER

4. INFORM MAINTENANCE**5. WAIT FOR FURTHER INSTRUCTIONS FROM THOSE TAKING CONTROL OF THE INCIDENT**

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ESCAPE OF A DANGEROUS / TOXIC / NOXIOUS LIQUID OR GAS ACIDS, CAUSTICS, OILS, AMMONIA, LPG, FOOD ACIDS & FLAVOURS

TAKE THESE ACTIONS

1. RAISE THE ALARM

- ✱ RING 139 ON ANY PHONE

2. INFORM LOCAL MANAGEMENT IMMEDIATELY

- ✱ LOCAL QHSE MANAGER
- ✱ SITE HSE MANAGER 397
- ✱ SITE ENGINEER 632
- ✱ TRAINED PERSONNEL

3. IF NOT AVAILABLE

- ✱ CONTACT SECURITY

4. EVACUATE AREA

- ✱ DO NOT USE PHONE OR OPERAT SWITCHES IN AREA
- ✱ DO NOT MAKE CONTACT WITH MATERIAL
- ✱ GO TO, OR STAY IN, A SAFE AREA
- ✱ AVOID FUMES
- ✱ BE PREPARED TO MOVE AS A GROUP TO ANOTHER ASSEMBLY AREA.
- ✱ OPEN WINDOWS IF SAFE TO DO SO
- ✱ USE APPROPRIATE LOCAL SPILL KIT IF SAFE TO DO SO
- ✱ ADAPT ENVIRONMENTAL PROCEDURES
 - EP.18.01
 - EP.24.01
 - EP.27.01
 - EP.26.01

5. WAIT FOR INSTRUCTIONS

- ✱ WARN / ALERT ALL PASSERS-BY / TRAFFIC
- ✱ PREVENT ACCESS
- ✱ CORDON OFF AFFECTED AREA
- ✱ USE APPROPRIATE LOCAL SPILL KIT IF SAFE TO DO SO

6. WAIT FOR FURTHER INSTRUCTIONS FROM THOSE TAKING CONTROL OF THE INCIDENT.

YOU WITNESS A PRODUCT SPILLAGE, MILK, GLUCOSE, SUGAR, MASS, CHOCOLATE ETC.

TAKE THESE ACTIONS

1. CONTAIN SPILLAGE

- * TURN OFF VALVES
- * USE APPROPRIATE SPILL KIT TO BLOCK DRAINS
- * PREVENT ACCESS
- * CORDON OFF AFFECTED AREA

2. INFORM SECURITY

- * RING 139 ON ANY PHONE

3. INFORM LOCAL MANAGEMENT

- * CONTACT LOCAL QHSE MANAGER

4. CLEAN UP

- * AVOID WASHING TO DRAIN
- * SCRAPE, SHOVEL, BUCKET INTO SEPARATE CONTAINER. EG. 210 LTR DRUMS OR BUNKERS ETC
- * CONTACT ENVIRONMENTAL MANAGER & COMPLETE ENVIRONMENTAL ACTION REPORT

NOTE: DO NOT HOSE WITH WATER PRODUCT - MAY BE RECOVERABLE

5. WAIT FOR FURTHER INSTRUCTIONS FROM THOSE TAKING CONTROL OF THE INCIDENT.

TAKE THESE ACTIONS**1. INFORM LOCAL MANAGEMENT****2. CAN IT BE HANDLED LOCALLY****3. INFORM SECURITY**

- ✱ RING 139 ON ANY PHONE
- ✱ GO TO WEIGHBRIDGE IF IT IS QUICKER

4. WAIT FOR FURTHER INSTRUCTIONS FROM THOSE TAKING CONTROL OF THE INCIDENT.

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FALLING MASONRY OR TREES WINDOWS BLOWN IN OR ROOFING LOST

TAKE THESE ACTIONS

1. INFORM LOCAL MANAGEMENT

- * CONTACT SITE ENGINEER 632
- * SITE HSE MANAGER 397

2. SECURE LOCAL AREA

- * EVACUATE IF REQUIRED
- * PREVENT FURTHER ACCESS
- * CORDON OFF DANGEROUS AREAS

3. INFORM SECURITY

- * RING 139 ON ANY PHONE
- * IF IT IS QUICKER GO TO THE WEIGHBRIDGE

4. WAIT FOR FURTHER INSTRUCTIONS FROM THOSE TAKING CONTROL OF THE INCIDENT.

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YOU NOTICE A WORKMATE IS MISSING FROM YOUR DEPARTMENT

TAKE THESE ACTIONS

CHECK CLOCK SYSTEM TO SEE IF PERSON HAS LEFT THE SITE. IF STILL ON SITE THEN

1. NOTIFY LOCAL MANAGEMENT

- * IN CASE OF MANAGEMENT ABSENCE
- * RING 139 ON ANY PHONE

OR

- * IF IT IS QUICKER GO TO THE WEIGHBRIDGE.

2. MANAGEMENT WILL INITIATE LOCAL SEARCH

??PERSON FOUND??

YES	NO
↓	↓
↓	↓

3. MANAGER INFORMS SECURITY

- * RING 139 ON ANY PHONE
- OR
- * IF IT IS QUICKER GO TO THE WEIGHBRIDGE.

4. WAIT FOR FURTHER INSTRUCTIONS FROM THOSE TAKING CONTROL OF THE INCIDENT.

:

YOU OBSERVE AN ANGRY CROWD, FIGHTING, AN ABUSIVE DANGEROUS PERSON
ETC.

TAKE THESE ACTIONS

1. MAKE NO APPROACH

- ✱ KEEP YOUR DISTANCE

2. INFORM SECURITY

- ✱ RING 139 ON ANY PHONE
- ✱ IF IT IS QUICKER GO TO THE WEIGHBRIDGE.

3. INFORM LOCAL MANAGEMENT

4. WARN OTHERS

- ✱ KEEP CLEAR
- ✱ DO NOT APPROACH OR ATTRACT ATTENTION

5. WAIT FOR FURTHER INSTRUCTIONS FROM THOSE TAKING CONTROL OF THE INCIDENT.

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YOU OBSERVE SOMEONE HOLDING A WEAPON ... A GUN, KNIFE OR SIMILAR

TAKE THESE ACTIONS

1. MAKE NO APPROACH

- ✱ KEEP YOUR DISTANCE

2. INFORM SECURITY

- ✱ RING 139 ON ANY PHONE
- ✱ IF IT IS QUICKER GO TO THE WEIGHBRIDGE.

3. INFORM LOCAL MANAGEMENT

- ✱ CONTACT EMERGENCY SERVICES 999.

4. WARN OTHERS

- ✱ KEEP CLEAR
- ✱ DO NOT APPROACH OR ATTRACT ATTENTION

5. WAIT FOR FURTHER INSTRUCTIONS FROM THOSE TAKING CONTROL OF THE INCIDENT.

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YOU OBSERVE SOMEONE USING DRUGS OR SUFFERING FROM THE EFFECTS OF
ALCOHOL OR DRUGS

TAKE THESE ACTIONS

1. INFORM LOCAL MANAGEMENT

IF UNAVAILABLE THEN

- * RING 139 ON ANY PHONE
- * IF IT IS QUICKER GO TO THE WEIGHBRIDGE.

2. MAKE NO APPROACH

- * KEEP YOUR DISTANCE - THE PERSON MAY BEHAVE ERRATICALLY OR DANGEROUSLY

3. WARN OTHERS

- * KEEP CLEAR
- * DO NOT APPROACH

4. INFORM OCCUPATIONAL HEALTH

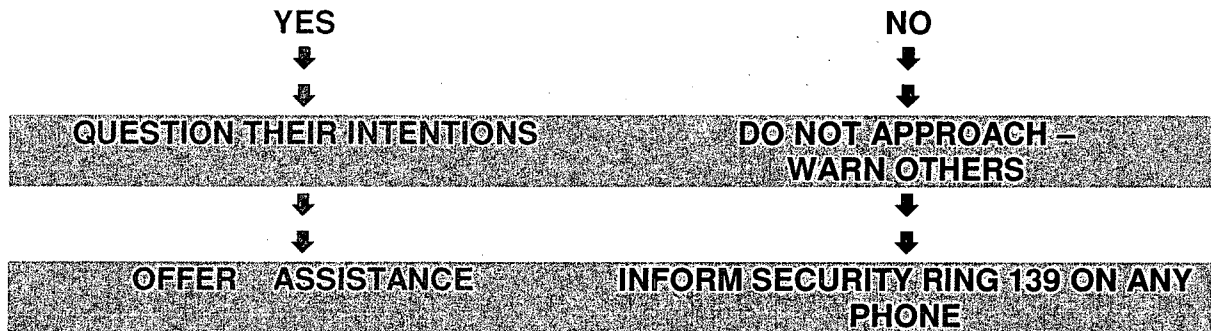
- * IF INDIVIDUAL APPEARS INJURED

5. WAIT FOR FURTHER INSTRUCTIONS FROM THOSE TAKING CONTROL OF THE INCIDENT.

YOU SEE A PERSON, CONTRACTOR OR GROUP OF PEOPLE UNKNOWN TO YOU WHO APPEAR LOST OR ARE BEHAVING SUSPICIOUSLY OR CAUSING DAMAGE OR A DISTURBANCE.

TAKE THESE ACTIONS

1. IS IT SAFE TO APPROACH THEM



2. INFORM LOCAL MANAGEMENT

3. WAIT FOR FURTHER INSTRUCTIONS FROM THOSE TAKING CONTROL OF THE INCIDENT.

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TAKE THESE ACTIONS**1. DO NOT APPROACH**

- ✱ KEEP YOUR DISTANCE

2. STAY CALM

- ✱ DO NOT UPSET OR DISTURB THE PERSON FURTHER

3. RAISE THE ALARM

- ✱ RING 139 ON ANY PHONE
- ✱ IF IT IS QUICKER GO TO THE WEIGHBRIDGE
- ✱ DO NOT SET OFF THE FIRE ALARM

4. PREVENT ACCESS

- ✱ DISCOURAGE CROWDS
- ✱ PREVENT ACCESS

5. WAIT FOR FURTHER INSTRUCTIONS FROM THOSE TAKING CONTROL OF THE INCIDENT.

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TAKE THESE ACTIONS**1. RAISE THE ALARM**

- ✱ RING 139 ON ANY PHONE

2. INFORM LOCAL MANAGEMENT

- ✱ CONTACT FIRST AIDER
- ✱ CONTACT SURGERY

3. PREVENT FURTHER INJURY

- ✱ AREA SAFETY CHECK
- ✱ PREVENT ACCESS
- ✱ PREVENT CROWDING IF PERSON IS TAKEN ILL
- ✱ DO NOT MOVE INJURED PERSONS UNLESS LIFE IS THREATENED AND IT IS SAFE TO DO SO
- ✱ ASSIST MEDICAL TEAM AS DIRECTED

4. MAINTAIN THE SCENE

- ✱ CORDON OFF THE AREA
- ✱ DO NOT MOVE ANYTHING
- ✱ NOTE DOWN PROSPECTIVE WITNESSES

5. WAIT FOR FURTHER INSTRUCTIONS FROM THOSE TAKING CONTROL OF THE INCIDENT.

- ✱ COMPLETE ACCIDENT INVESTIGATION REPORT.

TAKE THESE ACTIONS**1. INFORM SECURITY**

- ✱ DO NOT PLACE YOURSELF AT RISK.
- ✱ RING 139 ON ANY PHONE
- ✱ IF IT IS QUICKER GO TO THE WEIGHBRIDGE.

2. INFORM LOCAL MANAGEMENT

- ✱ GET HELP FROM FIRST AIDER
- ✱ GET TRADES YOURSELF IF QUICKER

3. PREVENT FURTHER INJURY

- ✱ AREA SAFETY CHECK (POWER LEADS ETC)
- ✱ DO NOT ALLOW ENTRY TO AREA OF ENTRAPMENT

4. PROVIDE REASSURANCE

- ✱ MAKE CONTACT WITH TRAPPED PERSON IF POSSIBLE AND SAFE TO DO SO
- ✱ PROVIDE REASSURANCE

5. WAIT FOR FURTHER INSTRUCTIONS FROM THOSE TAKING CONTROL OF THE INCIDENT.

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YOU RECEIVE THREATS OR BLACKMAIL DEMANDS AGAINST THE COMPANY OR INDIVIDUALS

TAKE THESE ACTIONS

1. METHOD OF RECEIPT

- * BY PHONE - NOTE MESSAGE CAREFULLY
- * BY LETTER - ONCE OPENED DO NOT HANDLE
- * BY AN INDIVIDUAL - NOTE MESSAGE CAREFULLY
- * NOTE DESCRIPTION OF DELIVERER
- * IF SAFE TO DO SO ... DETAIN DELIVERER

2. INFORM SECURITY

- * RING 139 ON ANY PHONE
- * IF IT IS QUICKER GO TO THE WEIGHBRIDGE

3. WAIT FOR FURTHER INSTRUCTIONS FROM THOSE TAKING CONTROL OF THE INCIDENT.

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YOU WISH TO SUPPLY INFORMATION, CONFIDENTIALLY ON, FOR INSTANCE, DRUG TAKING, THEFT SUSPICION, DAMAGE TO PROPERTY, ALCOHOL ABUSE, PRODUCT CONTAMINATION, PERSONAL BLACKMAIL OR HARASSMENT, RULE BREAKING, OR POSSESSION OF A WEAPON

TAKE THESE ACTIONS

1. PERSONAL REPORT

- ✱ IF YOU WISH TO DISCUSS THE MATTER PERSONALLY RING THE HUMAN RESOURCES MANAGER OR HEALTH AND SAFETY MANAGER

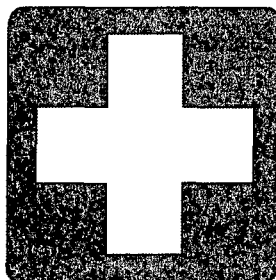
2. WRITTEN REPORT

- ✱ BY LETTER, NOTE OR MEMO TO HUMAN RESOURCES MANAGER OR HEALTH AND SAFETY MANAGER MARK YOUR ENVELOPE CONFIDENTIAL.
- ✱ ALL INFORMATION WILL BE TREATED IN THE STRICTEST CONFIDENCE

3. YOU WILL BE CONTACTED DISCREETLY AND THE SITUATION DISCUSSED

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FIRST AID INFORMATION



- TO CONTACT A FIRST AIDER - TELEPHONE 123 or 231
- IF A CADBURY FIRST AIDER IS NOT AVAILABLE, CONTACT SECURITY IN THE GATEHOUSE 139.
- IF YOU ARE TELEPHONING TO REPORT AN ACCIDENT AND ARE UNABLE TO GET TO THE FIRST AID ROOM, PLEASE IDENTIFY THE AREA OF THE FACTORY THAT YOU ARE IN.
- IN CASE OF EMERGENCY – AMBULANCE 999
- PATIENTS REQUIRING HOSPITAL ATTENTION BUT WITHOUT THE NEED OF AN AMBULANCE, SHOULD BE TAKEN TO THE ACCIDENT AND EMERGENCY (A+E) UNIT AT THE NEAREST HOSPITAL

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EMERGENCY ASSEMBLY POINTS

- FOR ALL EMERGENCIES THE ASSEMBLY POINTS ARE MARKED "EMPLOYEE ASSEMBLY POINT"



1.0 PURPOSE

- ✱ The purpose of this procedure is to effectively and safely contain and clean up a small spillage.

2.0 SCOPE

- ✱ All departments.

3.0 REFERENCES / ATTACHMENTS

- ✱ None

4.0 RESPONSIBILITY

- ✱ It is the responsibility of the Environmental Manager and the Plant Managers.

5.0 PROCEDURE

- 5.1 If a minor spillage occurs the Plant Manager and the Environmental Manager should be informed.
- 5.2 In the event of a Major Spill, the emergency response procedure should be referred to, and a specialist company should be called in.
- 5.3 If the spillage occurs indoors the building should be evacuated and any product affected should be held.
- 5.4 If spillage is entering a storm drain sandbags or spill stopper mats should be placed around the drain. The Storm Drain should also be sealed off from the river.
- 5.5 The Material Safety Data Sheet should be checked to see if the spillage could be wasted down the foul drain. The quantity should be estimated and if necessary the authority should be informed.
- 5.6 Chemical spill kits should be available at locations where potential for spillages exist. Any ruptured drums should be drained and the drum should be placed into a larger salvage drum.
- 5.7 A suitable absorbent should be spread over the spillage and the absorbed chemical should be transferred into a plastic lined drum

which will be labelled correctly. This chemical should then be disposed of by a specialist company.

- 5.8 The Environmental Manager should then complete the Environmental Incidents Release Report Procedure – EP 10.01 and recommend and preventative action.

6.0 RECORDS

- | | | |
|---|---|----------|
| • | Emergency Response Procedure | EP 26.01 |
| • | Material Safety Data Sheet | |
| • | Storm Drain Inspection Procedure | EP 25.01 |
| • | Environmental Incident / Release Report Procedure | EP 10.01 |

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PURPOSE

To effectively and safely contain and clean up a small chemical spillage.

ENVIRONMENTAL SYSTEM REFERENCE	STEP	CORRECTIVE ACTION
Environment Manager	Inform Local Line Manager	No Inform Plant Manager and / or Environment Manager.
	Yes ↓	
Emergency Response Procedure 26.01	Delegate personnel to deal with spillage and isolate area.	No In the event of a Major Spill, refer to Emergency Response Procedure and call in Specialist Company to deal with Spillage.
	Yes ↓	
Material Safety Data Sheet & appropriate personal protective equipment	Transfer absorbed chemical into a plastic line drum and label correctly	If indoors and in a production area, ventilate building and if necessary, hold any product affected.
	Yes ↓	
Storm Drain Experience EP 25.01	Is spillage entering a storm drain?	Yes Use sandbags or spill stopper mat around drain. Seal off storm drain from river.
	No ↓	
Material Safety Data Sheet	Can spillage be washed into foul drain?	Yes Wash into foul drain, estimate quantity and if necessary inform local authority.
	No ↓	
Chemical Spill Kits are available at locations where potential for spillages exist	Spread a suitable absorbent such as oil-dri over the spillage	Drain any ruptured drum and place drum into larger salvage container drum
	Yes ↓	
Use brush and shovel and appropriate personal protective equipment	Transfer absorbed chemical into a plastic line drum and label correctly	Chemical waste to be disposed of by specialist company
	Yes ↓	
Environment Incident/Release Report Procedure EP 10.01	COMPLETE REPORT	Environmental Manager prepares report and recommends any preventative action

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1.0 PURPOSE

- ✿ The purpose of this procedure is to ensure that all chemicals entering the site are accompanied by the relevant MSDS (Material Safety Data Sheet) and that all such records are kept in a register.

2.0 SCOPE

- ✿ This procedure is relevant to the Laboratory in Cadbury Ireland Ltd.

3.0 REFERENCES / ATTACHMENTS

- ✿ None

4.0 RESPONSIBILITY

- ✿ It is the responsibility of the Laboratory Management, the Environmental Manager and the Health & Safety Officer.

5.0 PROCEDURE

- 5.1 The Lab Manager will draw up a list of approved Chemicals on the QSI database.
- 5.2 The MSDS should be scanned into the database and attached to relevant chemicals.
- 5.3 The initiating person must supply the Lab Manager with the appropriate MSDS and follow the Control of Chemicals entering the Premises Procedure.

6.0 RECORDS

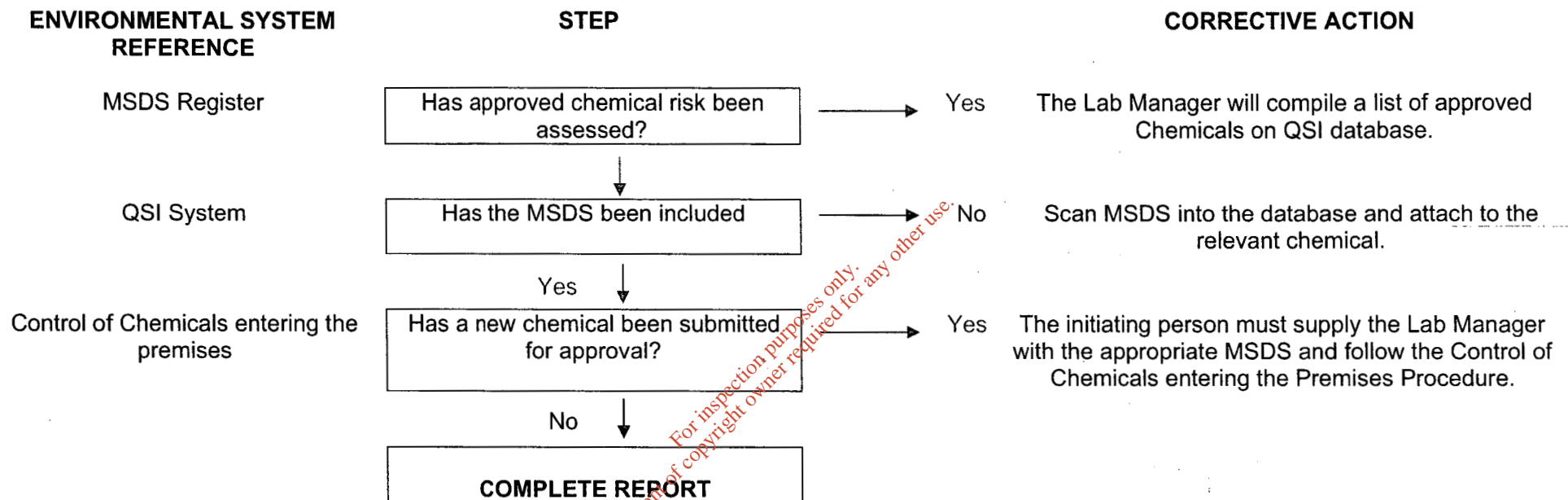
- ✿ Material Safety Data Sheet
- ✿ QSI System
- ✿ Control of Chemicals entering the Premises 15.01

PURPOSE

To ensure that all chemicals entering the site are accompanied by the relevant MSDS and that all such records are kept in a register.

RESPONSIBILITY

Lab Manager



1.0 PURPOSE

- ✿ The purpose of this procedure is to eliminate or minimise the risk to the environment under abnormal operating conditions, incidents, accidents and potential emergency situations.

2.0 SCOPE

- ✿ All risks to the environment arising from abnormal operations or accidents.

3.0 RESPONSIBILITY

- ✿ Environmental Manager, Technical Manager, Site Services Manager, Safety Manager, Plant & Production Managers.

4.0 FREQUENCY

- ✿ As required.

5.0 REVIEW

- ✿ As required at Environmental Meetings.

6.0 AUTHORITY TO CHANGE

- ✿ Environmental Committee Meeting.

7.0 RELATED DOCUMENTS AND PROCEDURES

- ✿ Audit Records.
- ✿ Corrective Action Reports.
- ✿ Environmental Aspects Register.
- ✿ Accident Reports.

8.0 DISTRIBUTION

- ✿ Technical Manager, Safety Manager, Site Services Manager, Laboratory Manager.

9.0 SECURITY

- 9.1 Procedure
- 9.2 Emergency Action is taken on site when a substantial incident, accident or environmental threat is identified.
- 9.3 The necessary corrective action measures are taken to stop, minimise the problem and the action taken is recorded in the incident book.
- 9.4 If deemed necessary, the Emergency Services are to be contacted.

NATURE OF EMERGENCY	PROCEDURE
☛ High Solids fugitive spillage which could lead to river pollution	<ol style="list-style-type: none"> 1. Contain Spill. 2. Seal off river (procedure EP 18.01). 3. Use Cadbury or Contract Resources to clear up spill. 4. Open drains to river. 5. Record incident.
☛ Low Viscous spillages which could lead to river pollution.	<ol style="list-style-type: none"> 1. Visually assess the nature of the spill. 2. Seal off drains to river (procedure EP 18.01) if necessary. 3. Use internal resources or contractors to clean up spill. 4. Open drains to river. 5. Record incident.
☛ Works accident or employee or visitor becomes very ill due to an environmental incident.	<ol style="list-style-type: none"> 1. Ensure attendance of Nurse. 2. Call Doctor & Ambulance if necessary. 3. Notify the Site Safety Officer. 4. Investigate the circumstances of the accident/incident. 5. Record the incident and fill out the Accident Report, if necessary. 6. Ensure any defective plant or equipment is rectified before resumption of operation. 7. Record incident.
☛ Spillage of Hazardous Liquid e.g. Caustic, Acid, Lactrin etc	<ol style="list-style-type: none"> 1. Cordon off area. 2. Block drains to river. 3. Call in Contractors adopt procedure (18.01) 4. Inform Technical Manager & Factory Manager. 5. Record Incident.
☛ Explosion or Building Collapse	<ol style="list-style-type: none"> 1. Evacuate area. 2. Inform Safety Officer. 3. Account for all Personnel. 4. Inform Factory Managers. 5. Record Incident. 6. Await clearance for restart from Safety Officer. 7. Establish nature of chemicals, gear etc in area. 8. Alert Emergency Services.
☛ Outbreak of Fire Safety Officer	<ol style="list-style-type: none"> 1. Sound Alarm. 2. Evacuate Area. 3. Alert Fire Brigade. 4. Account for all Personnel. 5. Notify Safety Manager. 6. Ensure thorough checks of all possible causes before normal resumption. 7. Records incident.

1.0 PURPOSE

- ✿ The purpose of this procedure outlines the management and disposal of waste water effluents generated by our manufacturing operations. It is intended to help the factory to meet the requirements of the discharge licence and to achieve continuous improvement in environmental performance.

2.0 SCOPE

- ✿ All industrial wastewater effluent on site.

3.0 RESPONSIBILITY

- ✿ All Managers as outlined in the environmental structure in the Environmental Manual. In particular the Environmental Manager and the Technical/Engineering Manager.

4.0 FREQUENCY

- ✿ As often as required.

5.0 REVIEW

- ✿ As required by the Environmental Manager & Environmental Committee.

6.0 AUTHORITY TO CHANGE

- ✿ Environmental Manager / Committee.

7.0 RELATED DOCUMENTS AND PROCEDURES

- ✿ Discharge Licence Trade Effluent.
- ✿ Monitoring Records.

8.0 DISTRIBUTION

- ✿ Environment Manager.

ISSUED BY:- AUTHORISED BY:-

THIS DOCUMENT IS CONTROLLED UNLESS STAMPED OTHERWISE IN RED INK.

Date:

9.0 PROCEDURE

All industrial wastewater from the manufacturing process enters the foul drain system from the various locations within the factory walls. The wastewater is discharged at various points around the factory such as;

- * Wash hand basins.
- * Wash houses – A, B, C, E & K Blocks.
- * Water hoses, washing machines and wash buckets.
- * Leaking and faulty steam traps.
- * Leaking pipes, heating systems, etc.
- * Boiler house blow-down.
- * Open heating systems.
- * Cooling tower overflows and blow-downs.
- * Boost wet end/Caramel Making plant.
- * Éclair wet end/Milk preparation and Caramel Making Plant.
- * No-mould Cooking Plant.
- * Water Softening Plants – A, E, and boiler house softeners.
- * Deodoriser Plant K Block.
- * Machinery wash-down at Eclairs exterior.
- * Wet end area Crunchie Plant A Block.
- * Floor washing within the factory area.
- * Spillage from the Glucose & Storage tanks at Boost & Éclair Plants.
- * Cooling Systems at the Flake Rolls within C Block, sumps etc.
- * Canteen waste.

Not included in the industrial wastewater is the waste from the toilet facilities as this falls under the definition of domestic foul water.

10.0 LICENCE

- * Dublin Corporation is the statutory body responsible for issuing the trade effluent licence for Cadbury Dublin. The Licence ref PCLS/23/96 (Review 1) is kept on record by the Environment Manager.

11.0 TESTING

As part of the licence conditions Cadbury Dublin is to have a composite – 24 hour sample analysed for the parameters as laid down in the licence agreement referenced above. The frequency of the above tests is not to be less than one per calendar month.

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Date:

- ✱ Compositional Parameters are;
- ✱ Combined rate over 24 hours
- ✱ Temperatures degrees C
- ✱ pH
- ✱ B.O.D. Biological Oxygen Demand
- ✱ C.O.D. Chemical Oxygen Demand
- ✱ OFG Oils, Fats, Greases
- ✱ SS Suspended Solids
- ✱ Detergents
- ✱ Phosphate (PO4)

A copy of these tests is to be sent to the Dublin Corporation when requested.

12.0 WATER MINIMISATION

As a first step all possible actions are to be taken to categorise and to minimise the liquids entering the foul drains. The composite analysis is to be used to quantify in value and amounts of ingredients going down the drains. Industrial effluent has a double cost factor for the company. First we are charged for the raw water supplied and for the ingredients being lost. We also have to pay for the treatment of the effluent in liquid quantity, and for the concentration of the various parameters. These costs will continue to rise for the foreseeable future and stiff penalties will be applied for non-compliance to licence conditions. Where possible, spilled solids such as fat, chocolate & caramel should be shovelled into bags as solid waste and the residue left behind can then be washed down the drain. Emergency wash-downs in the Éclair plant is to be collected in a purpose build container for disposal by Pipe & Drain or an equivalent licensed contractor.

13.0 GREASE TRAPS

Industrial waste from the different sources are directed into any one of six grease traps within the factory perimeter. The floatable oils, fats and greases are separated within the traps and are removed at least once every four weeks by the sludge waste contractor. pH correction within the grease traps is carried out by means of bacteria and aeration. The effluent is then carried into the foul drain system and is treated at the municipal water treatment works at Ringsend.

ISSUED BY:- AUTHORISED BY:-

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