

RILTA Environmental Ltd.			
EMS PROCEDURE MANUAL			
TITLE	EMERGENCY RESPONSE PROCEDURE	REF	EOP 012
ISSUED BY		APPROVED BY	
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Revision	Description	By	Approved	Date
Apr '06	Change to Rilta Env. Ltd.	CH		26/04/06
Jan '08	Review	CH	EI	18/01/08

1.0 Purpose

To ensure the safety of all staff, visitors and contractors working at the Integrated Waste Site premises at Greenogue Business Park.

2.0 Scope

- 2.1 The main emergency risks associated with RILTA Environmental operations are fire and spills.
- 2.2 This emergency plan outlines the emergency procedure that should be followed when dealing with any potential emergency situation such as fire, spillage, explosion, equipment failure etc.
- 2.3 The plan provides for the minimisation of the effects of any emergency.

3.0 Responsibility

- 3.1 The following section outlines the responsibilities and duties of all RILTA Environmental personnel charged with implementing and maintaining the emergency plan.

3.2 Facility/Operations Director or Designate (Mr. Eftim Ivanoff)

- 3.2.1 Providing overall direction and support to those responsible for the plan.
- 3.2.2 Having available adequate financial and manpower resources to prepare for and carry out emergency duties.
- 3.2.3 Responding to all external enquiries from interested parties in connection with an emergency.
- 3.2.4 Taking full control of operations in an emergency in the role of plant incident controller (if present).

3.3 Facility Manager (Mr. Colm Hussey)

- 3.3.1 Formulating, reviewing and updating the emergency plan in conjunction with relevant management personnel.

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- 3.3.2 Monitoring the effectiveness of the plan through periodic drills to be held at least twice a year.
- 3.3.3 Informing local emergency response teams of the details of the emergency plan.
- 3.3.4 Overseeing all emergency responses (if present).
- 3.3.5 Providing and updating necessary MSDS information for all chemicals handled on site.
- 3.3.6 Checking and maintaining all the necessary emergency supplies and equipment.
- 3.3.7 Providing/organising training for personnel with responsibilities as outlined in this emergency plan.
- 3.3.8 Provide and maintain up to date roll calls for an emergency.
- 3.3.9 Organise a minimum of 2 evacuation/emergency drills per annum.
- 3.3.10 In the absence of the Operations Director, taking full control of operations in an emergency in the role of plant incident controller (if present).
- 3.4 *Supervisors/Foremen (Colin Moore/Adrian Kirby/Declan Geoghegan)*
- 3.4.1 Check that subordinates are sufficiently trained/briefed to follow the emergency procedures as outlined in this emergency plan.
- 3.4.2 Indicate any required modifications/additions to the emergency plan to the Facility Manager, or Operations Director on an on going basis.
- 3.4.3 Provide up to date site information to help with the maintenance and development of this emergency plan.
- 3.4.4 In the absence of the Facility Manager or Operations Director, taking full control of operations in an emergency in the role of plant incident controller.
- 3.5 *RILTA Environmental Personnel*
- 3.5.1 Notifying their supervisor, Facility Manager or Operations Director as appropriate on leaving or returning to the plant inside normal working hours. They should also inform a responsible person assigned to their own assembly point if necessary so that they can be accounted for in the event of an emergency occurring.

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4.0 EMERGENCY RESPONSE PROCEDURES

4.1 The following section outlines the emergency response procedure and individual responsibilities.

4.1 Finder

On discovering an emergency situation the finder should;

- 4.1.1 Raise the alarm by breaking a glass unit, inform reception and attempt to tackle the emergency with the available emergency equipment, e.g. fire extinguishers, if trained to do so.
- 4.1.2 If the finder considers the emergency to be beyond control, to leave immediately by the nearest fire exit and proceed to the designated assembly point at the front of the building.
- 4.1.3 Immediately inform reception of the location/nature of the emergency and services required.

4.2 Reception

- 4.2.1 Inform all site supervisors of the nature of the incident and direct them to emergency assembly point.
- 4.2.2 Return to reception if absent and remain there for the duration of the emergency, unless otherwise instructed by the plant incident controller.
- 4.2.3 Await instructions from the plant incident controller or his designate. If evidence of a serious emergency exists, dial 999 immediately and give whatever information that is available.
- 4.2.4 Keep telephone lines clear for emergency calls
- 4.2.5 Take roll call for visitors/representatives and inform the Chief warden of the headcount status.
- 4.2.6 On the instructions of the plant incident controller, inform personnel to leave the site.
- 4.2.7 Prevent incoming traffic except for outside emergency services/call in personnel.
- 4.2.8 Direct outside emergency services to site of emergency on arrival.

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4.3 *Plant incident controller*

The role of the plant incident controller shall be assumed by the Facility Manager or Operations Director or in their absence, the site supervisor. On hearing the alarm he should;

- 4.3.1 Proceed directly to the emergency location
- 4.3.2 Liaise with reception
- 4.3.3 Prepare hydrant connection in anticipation of the emergency services
- 4.3.4 Give instructions, to contact outside emergency services, as required, providing information on the nature of the emergency.
- 4.3.5 Give instructions to have all personnel removed off site depending on the nature of the emergency.
- 4.3.6 Give the all clear.
- 4.3.7 Liaise with the fire wardens.
- 4.3.8 Receive information on any missing personnel.
- 4.3.9 Instruct first aiders to proceed to the site of the emergency.
- 4.3.10 Instruct personnel to move off site depending on the nature of the emergency.
- 4.3.11 To initiate a search and rescue for missing personnel, if deemed safe to do so.
- 4.3.12 Hand over control of the emergency to outside emergency services on their arrival and provide any information/assistance as required.

4.4 *Managers/Supervisors/Foremen*

On hearing the alarm they should:

- 4.4.1 Order an immediate evacuation, checking that all equipment is shut down safely.
- 4.4.2 Search designated area for stragglers/trapped persons and close all doors on leaving.
- 4.4.3 Take appropriate action to confirm the emergency pending the arrival of outside emergency services.

4.5 *Fire wardens*

On hearing the alarm they should;

- 4.5.1 Leave immediately via the nearest available exit, proceed to the nearest assembly point and take a roll call.
- 4.5.2 Fire wardens should relay the headcount status to the plant incident controller.
- 4.5.3 Lead personnel off site if instructed to do so by the plant incident controller.
- 4.5.4 Instruct personnel to remain at the assembly point, until the all-clear is given by the plant incident controller.

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4.6 *First Aiders (Helen O'Brien/Eoin Kirby)*

On hearing the alarm they should;

- 4.6.1 Leave immediately via the nearest available exit and proceed to the nearest assembly point.
- 4.6.2 Proceed to the emergency site if requested to do so by the fire warden.
- 4.6.3 Remain at the assembly point until further notice by the fire warden.

4.7 *Employees/Contractors/Temporary Staff*

- 4.7.1 Leave immediately via the nearest available exit and proceed to the nearest assembly point.

4.8 *Visitors/Representatives*

On hearing the alarm should:

- 4.8.1 Leave immediately via the nearest available exit and proceed to the nearest assembly point.

4.9 *Fire Water*

- 4.9.1 Waste treatment: all drainage in the waste treatment facility leads back into the main settlement tanks.
- 4.9.2 Drum Division and Hazardous Waste transfer Station: Both the drum division and transfer station have a floor drainage safety valve, which is kept in the closed position. Surface water drains into a sump, which can be extracted and transferred to the relevant holding tank for export.
- 4.9.3 The site incorporates actuated isolation valves on both the foul and surface water drainage systems that can be shut off completely in the event of an emergency, thereby providing for the containment of firewater.

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RILTA Environmental Ltd Emergency Telephone Numbers

24-Hour Emergency Number	- (01) 4018000
Managing Director	- Nick Beale – (086) 2501900
Director	- Eftim Ivanoff – (086) 2347400
Facility Manager	- Colm Hussey – (087) 9176264
RILTA Environmental Main Office Number	- (01) 4018000
Fire Brigade	- 999
Ambulance	- 999
Company Doctor	- Dr. Patrick Feeney, 96 Lwr. Kilmacud Road Stillorgan, Co. Dublin, Tel.: (01) 2885851
Gardai	- 999
Gardai (Local)	- Garda Station, Rathcoole (01) 6667900
South Dublin C.C.	- (01) 4149000
EPA Headquarters Wexford	- 053-60600, Fax: 053-60699
EPA Office Dublin	- (01) 2680100
ESB	- 1850 372999 / (01) 6778855
Eastern Regional Fisheries Board	- (01) 8379209

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Personal Protection and Emergency Equipment

The following is a list of personal protection and emergency equipment kept on site at Sheriff Street and available to all staff.

Personal Protection Equipment

- 1 Hard Hats.
- 2 Visors.
- 3 Goggles.
- 4 Safety glasses.
- 5 Gloves.
- 6 Gas masks.
- 7 Ear muffs

Fire fighting equipment

- 1 Portable fire extinguishers.
- 2 Fire Hoses.
- 3 Hydrant connection

Emergency Infrastructure

- 1 Remote controlled sewer shut-off valve or Actuator

Spillage Kits

- 1 Absorbent material.
- 2 Containment booms/sand bags.
- 3 Wiping cloths.
- 4 Vacuum Pumps/Tanks

First Aid Equipment

- 1 Eye wash units.
- 2 First aid boxes.
- 2 Emergency shower.

Safety/Emergency Information

- 1 Material safety data sheets are kept on file in the control building.
- 2 Emergency contact/phone numbers posted around the site.
- 3 Site maps showing assembly points and safety/fire fighting equipment are posted around the site.
- 4 An emergency assembly point is clearly marked in the facility yard.
- 5 All incoming wastes/chemicals are stored in clearly labelled, bunded areas.
- 6 Operating Work Instructions and procedures have been established for all site activities.
- 8 RILTA Environmental operate a strict no smoking policy on site.

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Safety Hazards

As with most workplaces, there are potential safety hazards related to working at the Integrated Waste Facility. RILTA management will do everything possible to create and maintain a healthy and safe working environment. However, it is the duty of each employee to take steps to minimise any potential risks to themselves and colleagues and to bring to the attention of the management any hazard, which they feel may not be sufficiently addressed.

RILTA Environmental provides emergency training for all site staff. The following table highlights the emergency training given to RILTA staff.

Training Issue	Staff Involved	Trainer	Frequency
Spillages	All site staff	In-house	Annually
Fire Evacuation	All site staff	In-house	Bi Annually
First Aid	All site staff	External Course	Every three years
Use of Fire Extinguishers	All site staff	External Course	As required
Basic First Aid	First Aid Staff	External Course	As required
Chemical Handling	All site staff	External Course	As required
Basic Site Health & Safety	All site staff	In-house	Induction/As required
Forklift Operation	Relevant Site Staff	External Course	Induction/As required
Hazardous Goods Transport	Drivers	External Course	Induction/As required

Schedule of Incident Personnel

Supervisors/Foremen

- ❖ Colin Moore
- ❖ Adrian Kirby
- ❖ Paddy Smith
- ❖ Declan Geoghegan

First Aid Personnel

- ❖ Helen O'Brien
- ❖ Eoin Kirby

Fire Wardens

- ❖ Colin Moore (TBC)