

Communications Form

Wellman International Limited

Date and Time: _____ **Communication no.** _____
(To be completed by HSE)

Originator _____

Recipient _____

Nature of Communication Internal, External

Incident, Complaint, Observation, Suggestion, Query

Circle appropriate terms

CMMS Completed Yes No

Work Order No. _____

Communication details:
(to be completed by originator)

Record details of any immediate actions taken (if any):

Reported to HSE Manager: Yes No N/A
(Only required for external communications or incidences)

Date:

Previous Similar Communications

List authorities notified (incidents only)

EPA

Cavan County Council

Eastern Regional Fisheries Board

Meath County Council

Method of notification:

Telephone

Fax

E-mail

Letter

Communications Form

Wellman International Limited

Investigation Section

(investigation should aim to identify the root cause of the communication)

Proposed Corrective Action

(Include immediate corrective actions that may be required and preventative measures)

Target completion date:

Signed _____

(Dept. Manager)

Date _____

Response to Originator

Signed _____

(HSE Department)

Date _____

Additional Sheets may be attached as necessary

Guidelines for Emergency Response

Wellman International Limited

General Power Failure (Effluent Plant)

In the event of a power failure, a standby diesel generator is available to provide power to the effluent treatment plant. This generator is located next to the sump house.

Fire on site

- Raise the alarm by activating the nearest break-glass panel.
- If it is safe to do so, and provided personnel have been appropriately trained in the use of fire fighting equipment, hose reels/fire extinguishers may be used to contain the fire prior to the arrival of the emergency response team.

On arrival at the scene the Emergency Response Team will:

- Evaluate the need for evacuation and alert the fire brigade if necessary.
- Inform the Senior Team Leader if activation of the firewater retention ponds is required (to be conducted as per EP31/EP39).
- Seal all nearby storm water drains using the bungs provided in the spills trolley.
- Fight the fire.
- If contaminated water enters the storm drains, the HSE Manager must contact the EPA, local authorities and Fisheries Board at the numbers listed on page 2 of these guidelines.
- When the fire is extinguished it is the responsibility of the Senior Team Leader to confirm that no further danger exists and that it is safe to return to work.

Note: All incidents must be reported either on a 'Near Miss' form (FN58) or an Environmental Communications Form (EC 18)

Spill on site or in the river

The guidelines for dealing with spills (EC 63) are displayed in the following areas:

- Manual Finish Mixing area (Finishing)
- Automatic Finish Mixing area (Finishing)
- Finish Mixing area (Spinning)
- Laboratory
- River Pump house

Gas Leak inside the plant

- Activate the shut-off valves by breaking the nearest break-glass unit.
- Alert the Emergency Response Team.
- Ventilate and cordon off the area.
- Ensure that no smoking takes place, that no lights are turned on or off and that all hot work in the area is prohibited
- Contact the Bord Gáis emergency services at **1850 20 50 50**

Gas leak at the Bord Gáis compound

- Contact Bord Gáis emergency services at **1850 20 50 50**.
- Cordon off the area around the compound.
- Contact the emergency response team.

Gas leak from a gas cylinder

- Shut off cylinder valve(s), where possible.
- Ensure that no smoking takes place, that no lights are turned on or off and that all hot work in the area is prohibited.
- Remove the cylinder to the open air, where possible.
- Consult the appropriate MSDS for further advice

Guidelines for Emergency Response

Wellman International Limited

Emergency Services:

Service	Contact	Contact No.
Fire Brigade/Garda Station/Ambulance		999 or 112
Hospitals	Navan	046 90 21210
	Cavan	049 43 61399
Doctors	J. O'Connell	046 92 44424
Doctor On Call		1850 777 911
Bord Gáis		1850 20 50 50
Calor Gas (LPG Tank)	Aidan Ryan 24 Hour Emergency	087 241 2834 01 291 6229
BOC Gases	Normal hours & Out of Hours Emergency	01 4091800
ESB		1850 372 999

Health and Safety Incidents:

	Contact	Contact No.
Health and Safety Authority (HSA)	Headquarters, Dublin	1890 289 389 (Fax 01 6147020)

Damaged Asbestos Materials:

	Contact	Contact No.
Hastie Insulation	Julianstown, Co. Meath	041 9829101 (Fax 041 9829120)

All Incidents outside normal office hours:

	Contact	Contact No.
HSE Dept.	Cecil Conaty	046 92 40735 087 2304386

Environmental Incidents:

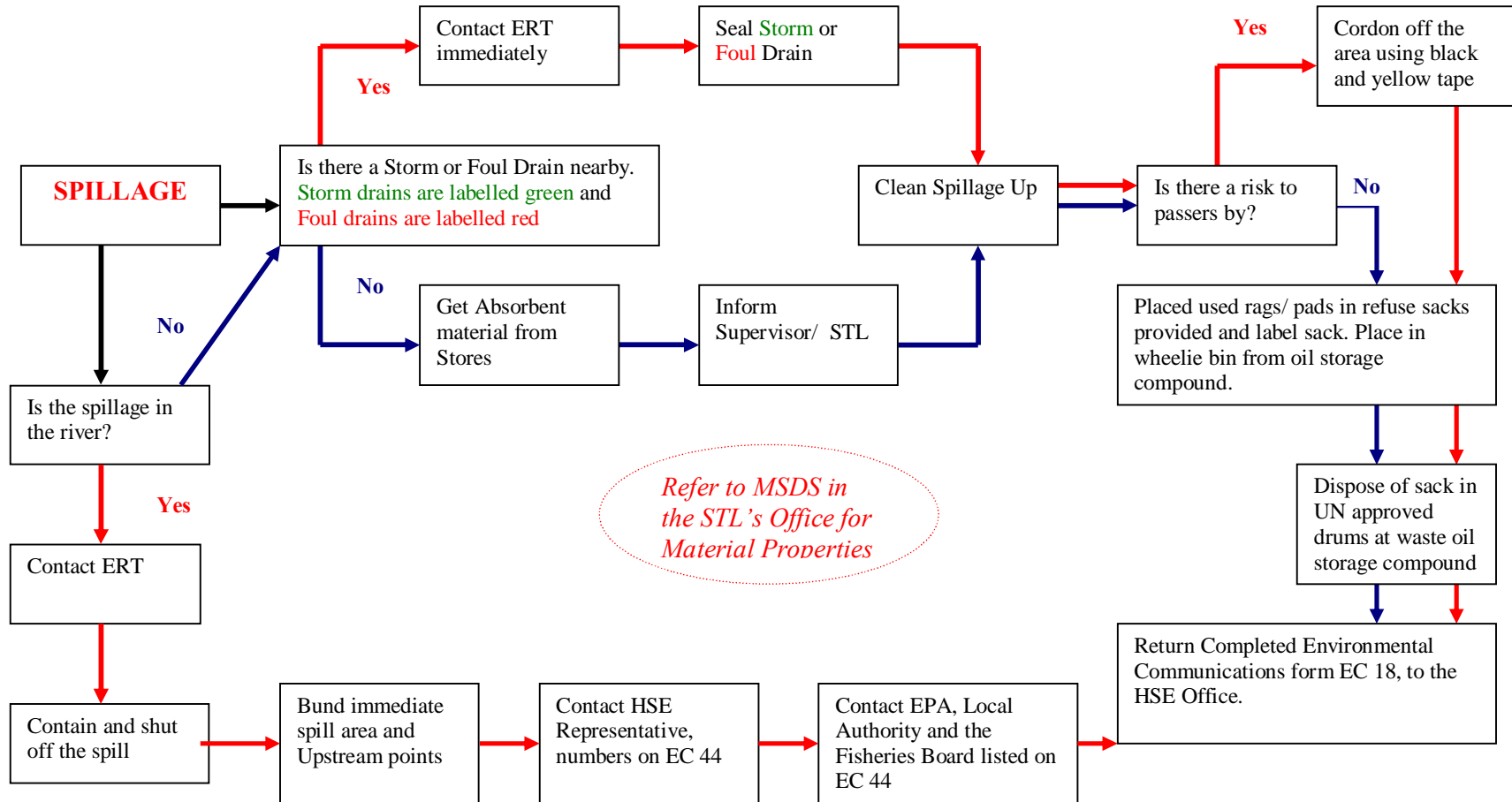
	Contact	Contact No.
Cavan County Council Peter Cork	Environment Section Out of Hours Emergency	049 4378485 087 2830960
Meath County Council	Normal hours Out of Hours Emergency	046 90 21581 or 046 90 97000 1890 445 335
EPA (Note: Must be notified by both telephone & fax)	Niall Horgan (Site Inspector) Or EPA Headquarters	01 2680100 (Fax 01 2680199) 0539160600 (Fax 053 9160699)
Inland Fisheries Ireland	Noel Mc Gloin (Env. Officer) Main Office, Blackrock (normal hours 8am . 5pm) Emergency Out of Hours No.	01 27 87230 01 27 87022 1890 347424
ENVA Ireland Limited	Hazardous Waste Response (24 Hours)	057 86 78600
SSI Environmental (Spill clean-up material)	Anthony Flood	01 88 55555
Midland Waste Mark Duffy	Main Office Out of Hours Emergency	046 90 22222 087 2607409

Guidelines for Storage of Chemicals and Finishes

Wellman International Limited

Chemicals on site	Finish storage
- All liquid chemicals must be stored on a chem. Store or in the area behind a gully to contain spills	- Applies to finish store warehouse
- Do not store acids next to alkalis/ bases (e.g. sulphuric acid must not be stored next to water treatment chemical SL765 which is caustic)	- All finish chemicals must be stored in the bunded finish storage area
-	- Individual barrels and IBCs must be handled using proper handling equipment and/ or PPE
-	- In the event of a large spill in the finish storage area, contact the senior team leader who will arrange for the spill to be dealt with
-	- Pallets with barrels/ IBCs (Totes) must not be stacked more than 3 high
- Combustible liquids and empty containers containing combustible residues must never be stored near fluorescent lights	
In the event of a spill refer to EC 63 % Guidelines for containing spills+ and EP 21 % Procedure to contain spills+	

Guidelines for Containing Spills.



EMERGENCY RESPONSE PROCEDURE – DESIGNATED DUTIES

Purpose

To ensure an effective response to potential incidents and emergency situations on site.

Scope

Applies to all employees/persons on site, Senior Team Leaders/Duty Managers, Evacuation Wardens, Emergency Response Teams, First Aiders, Security, and Designated Managers.

Related Documents

HSR2, Health and Safety Risks Register

All procedures as listed in Table 2

GE/024, General Evacuation Procedure

HSC14, Emergency Response File

HSC20, Planned/Emergency Evacuation Report

HSC32, List of HSA Reportable Dangerous Occurrences

HSC43, Emergency Evacuation Checklist

EP12 Procedure for communications

FN38, WIL Injury/Illness Investigation Report Form

FN58, Near Miss, Dangerous Occurrence or Safety Observation Report Form

Material Safety Data Sheets

Procedure

Note: Potential incidents and emergency situations are documented in Section 4.0 of the Health and Safety Risks Register (HSR2).

All Employees/Persons on Site – Designated Duties**Raising the Alarm**

It is the responsibility of the person on discovery of an incident or emergency situation to raise the alarm. This can be done by contacting the area Team Leader or Senior Team Leader by breaking the nearest break glass unit (BGU) or by calling for them on the tannoy system.

Responding to the Evacuation Alarm

When the evacuation alarm, continuous tone, sounds all persons on site, with the exception of those given designated duties as detailed within this procedure, will:

1. Evacuate the plant in accordance with the instructions given in SOP GE/024, General Evacuation Procedure.

Senior Team Leader/Duty Manager - Designated Duties**Responding to Potential Incidents and Emergency Situations**

In the event of an incident or emergency on site (Ref. Table 2), the Senior Team Leader/Duty Manager will:

1. Assess the situation at hand. Consult with the appropriate personnel, and the Emergency Evacuation Checklist (HSC43) for measures that may be required.
2. Decide on the appropriate response to be taken, and where necessary, call for an evacuation of the plant.
3. Call for assistance from internal and external resources/services, where necessary.
4. Deal with the situation at hand. Refer to Table 2 for specific incident/emergency response procedures.

Plant Evacuation

In the event of ordering a plant evacuation, the Senior Team Leader/Duty Manager will:

1. Activate the plant evacuation alarm in the Senior Team Leaders office by turning the %evacuate switch+key to the 1 position. This takes approximately 10 seconds to activate.
2. Announce over the tannoy, %EVACUATE THE PLANT+, three times.
3. Contact emergency services.
4. Collect ambulance key from Senior Team Leader's office.
5. Proceed to the control centre (security hut) by nearest safe exit.

6. Ensure evacuation printouts and pencils are issued to Evacuation Wardens. In the event of there being no Evacuation Warden present for a designated area, instruct someone to carry out a role call.
7. Request someone to keep the main entrance to the plant clear for emergency vehicles.
8. Close Fire Water Retention Ponds.
9. Liaise with Evacuation Wardens to ensure all personnel have evacuated plant.
10. On arrival of emergency services, report full attendance or missing persons to the Chief Fire Officer. If a person(s) is missing, give details of probable location, safe access/egress points and possible hazards in the area.
11. Co-ordinate assistance to injured persons, if any, and organise external medical assistance and necessary transport.
12. Under no circumstances should the Senior Team Leader re-enter the plant without authorisation of the Chief Fire Officer.
13. Should the situation be taken under control, liaise with the Chief Fire Officer and Emergency Response Team Leader to cordon off affected areas and call for all personnel to re-enter the plant.
14. If the situation deteriorates and the plant is unlikely to return to normal operations, inform all personnel (except emergency response team and security personnel) to leave the site and await contact at home.

Note: Should an evacuation of the plant take place out of office hours, one of the designated managers must be contacted. Refer to Table 1 . Designated Managers. The IT manager should be informed if the emergency is likely to result in damage to IT and communications hardware.

Table 1 - Designated Managers

Name	Title	Phone Number	Mobile
Frank Gleeson	Managing Director	(046) 9021216	(087) 2252918
Bernard Dowling	Manufacturing Manager	(046) 9431837	(087) 6308367
Brian O'Reilly	Plant Engineer	(042) 9665289	(087) 2136737
Cecil Conaty	HSE Manager	(046) 9240735	(087) 2304386
Joe Hanley	IT Manager	(049) 8547555	(087) 2338424

Designation of the End to the Incident/Emergency Situation and Post-Incident/ Emergency Clean-up

1. The Senior Team Leader/Duty Manager will be responsible for officially declaring the end to the incident/emergency and for the initiation of a return to normal operation/plant start-up.
2. This will be done following discussions with the Designated Managers, Emergency Response Team, external emergency service agencies, etc, where necessary.
3. The Designated Managers will assist the Senior Team Leader/Duty Manager in making the arrangements necessary to clean up after the incident/emergency and to begin to start-up to plant operations.

Record Keeping, Incident Investigation and Corrective/Preventive Action

1. A report on every incident/emergency situation occurring on site will be completed by the Senior Team Leader/Duty Manager. For all incidents involving a plant evacuation HSC20, Planned/Emergency Evacuation Report, will be completed. (Ref. HSP17, Procedure for Dealing with Health and Safety Incidents)
2. An investigation into the incident will be conducted, and corrective and preventive actions identified and implemented, as documented within HSP17, Procedure for Dealing with Health and Safety Incidents.

Emergency Response Team – Designated Duties**Response to Fire Alarm**

When the fire alarm, intermittent tone, sounds:

1. In conjunction with the Emergency Response Team Leader, proceed to the site of the emergency and assess the situation.
2. Make a judgement as to whether the situation can be dealt with without compromising personal safety.
3. Locate the nearest safe exit and ensure access to this exit is available at all times.
4. Ensure that adequate fire fighting/emergency response equipment is available to deal with the situation. Do not attempt to deal with a situation without suitable equipment.
5. Deal with the emergency situation from a safe distance. Make reference to Table 2 for advice for specific incidents/emergencies. If at any point the situation starts to develop out of control evacuate the building immediately.
6. Remain in regular contact with the Emergency Response Team Leader.

7. The Emergency Response Team Leader must remain in regular contact with the Senior Team Leader.
8. Do not use lift.
9. On arrival of the external emergency services, liaise with the Emergency Services Fire Officer.
10. Follow all instructions given by the Emergency Services Fire Officer.

First Aid Crew – Designated Duties**Response to Injury Incident on Site and/or Response to Evacuation Alarm**

On being informed of an injury incident on site requiring your assistance:

1. Assess the injured party (parties) and administer first aid in accordance with training given.
2. Contact the injured persons Supervisor and advise them of the need for any further medical treatment.
3. Where further medical treatment is required and depending on the nature and extent of the injury, a First Aider should where appropriate, accompany the injured party to the CMO/Doctor on Call/Hospital. In certain situations it may be more appropriate to call the emergency services and request an ambulance to attend the injured party (parties). A decision on the most appropriate action will be taken on a case by case basis by the first aiders on duty in conjunction with the Senior Team Leader/appropriate manager.
4. Where medical assistance is required for incidents involving chemicals, the Material Safety Data Sheet (MSDS) must be referred to for any appropriate instructions. A copy of the MSDS must be brought with the injured/ill person where external medical assistance is required.
5. Record the injury in the First Aid Treatment book and arrange for a copy of the completed report to be given to the injured persons Supervisor.

When the evacuation alarm, continuous tone, sounds:

1. Evacuate the plant in accordance with SOP GE/024, General Evacuation Procedure and proceed to the designated assembly point.

Evacuations Warders – Designated Duties

Response to Evacuation Alarm

When the evacuation alarm, continuous tone, sounds:

1. Where possible and without putting yourself at risk;
 - Stop what you are doing and shut down equipment.
 - Direct personnel in your area to their nearest safe exit.
 - Check your area is clear of personnel. Refer to Appendix 1 - Evacuation Wardens Designated Areas
 - Don evacuation warden high visibility waistcoats (additional waistcoats available at security)
2. Proceed in an orderly fashion to the control centre (security hut).
3. Collect evacuation printout and pen/pencil for roll call.
4. Carry out roll call at your designated assembly point.
5. Request all personnel to remain at their designated assembly point and await further instructions.
6. Report full attendance or missing persons to Senior Team Leader at the control centre.

Security – Designated Duties

Response to Evacuation Alarm (between 07:00 . 21:00)

When the evacuation alarm, continuous tone, sounds:

1. Activate the evacuation printout on the computer as follows:
 - Enter Core Time Menu
 - In the Emergency Headcount screen activate the red %Head Count Report+button
 - The printer then prints the evacuation printout
2. When the evacuation printout is complete, divide it into separate department sections and give a copy to the Evacuation Wardens.
3. Liaise at all times with Senior Team Leader.

Note: For use between 21:00 . 07:00, print evacuation printout before finishing shift at 21:00 and leave printout available in Security Office.

Weekly Audit Checks by Security

1. Print an evacuation printout on Friday at 11:00 am, at the time of the alarm test. This will ensure that the evacuation printout is working correctly.
2. If printer malfunctions, call I.T. Department with details of fault.
3. Check that there is sufficient paper and pencils available.

Designated Managers (see Table 1) – Designated Duties

Response to Evacuation Alarm

When the evacuation alarm, continuous tone, sounds:

1. Proceed to the control centre (security hut).
2. Liaise with the Senior Team Leader.

Responding to Potential Incidents and Emergency Situations

For incidents or emergency situations requiring correspondence with the public and the media, the Designated Managers will:

1. Ensure that appropriate means of communication are set-up where necessary for informing the public, particularly neighbouring rural communities, of the situation and the precautions to be taken by them;
2. Appoint a person to co-ordinate such correspondences.

The HSE Manager will:

3. Ensure, where necessary, that the appropriate statutory body (e.g. the Health and Safety Authority/Environmental Protection Agency) are communicated with in the appropriate manner, as documented in HSP17, Procedure for Dealing with Health and Safety Incidents and EP 12 Procedure for communications.

Post-Incident/ Emergency Clean-up

The Designated Managers will:

1. Make arrangements to clean up the scene of the incident/emergency and to begin plant start-up, considering:
 - a. Safe recovery of undamaged plant and equipment from the site;
 - b. Recovery of IT software systems from secure storage containment;
 - c. Maintenance and review of the health and safety management system.

Table 2 – Specific Incident/Emergency Response Procedures**Main procedures:**

HSP17, Procedure for Dealing with Health and Safety Incidents

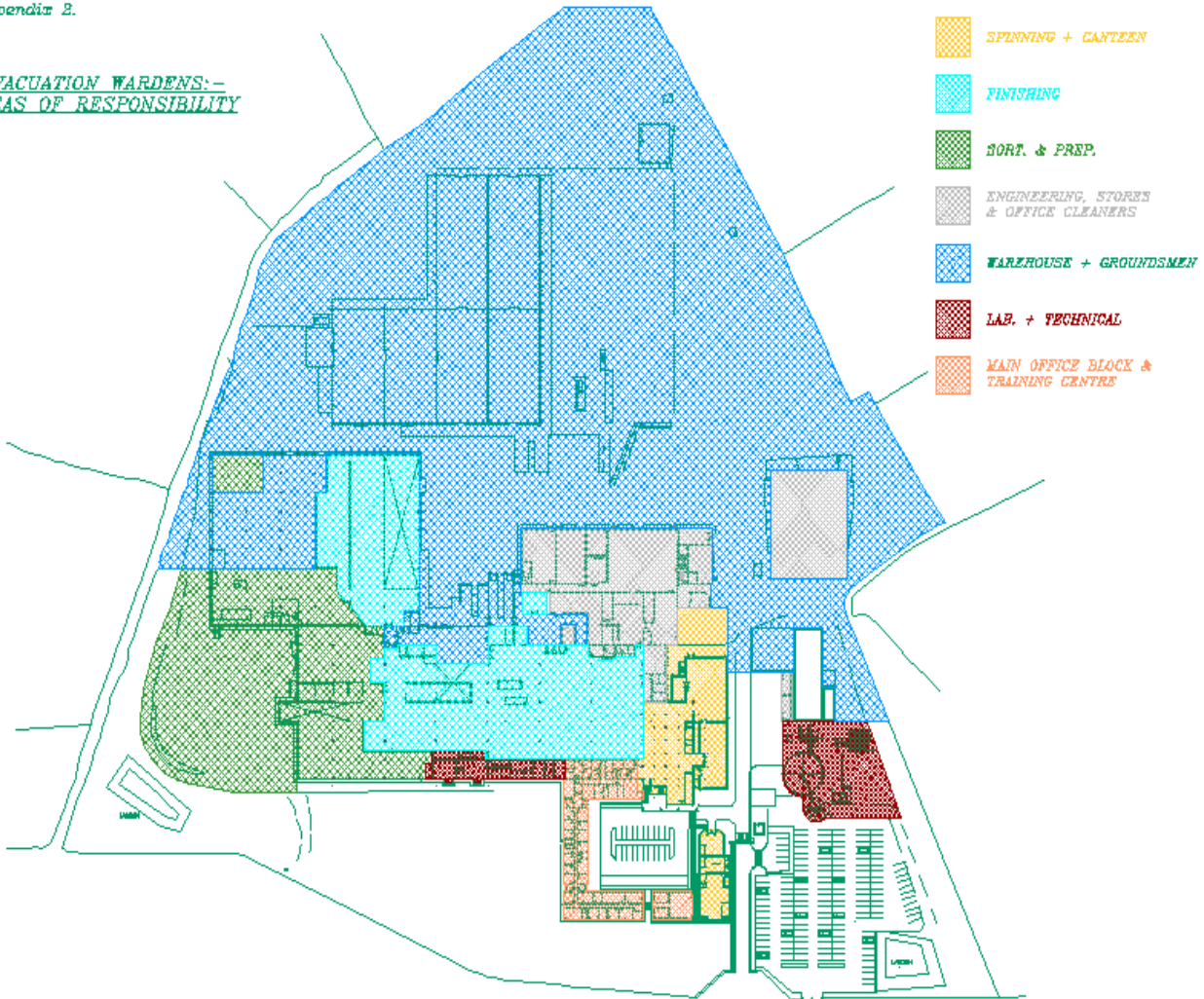
Incident/Emergency	Procedure	Procedure/ Form No.
Fire in A,B or C Line Dryer or Unit 3 Final Dryer	Steam Inerting system on the dryers	GE/037
Fire in HV Rooms	Dealing with Fires in HV Rooms	GE/079
LPG Leak or Fire at LPG Refuelling Station	LPG . Refuelling and emergency action	GE/009
Fire (general/all other areas)	Guidelines for Emergency Response	EC44
Natural Gas Leak	Guidelines for Emergency Response	EC44
Gas Cylinder Leak/Fire	Guidelines for Emergency Response	EC44
Chemical Spill/Liquid Spills	Procedure to Contain Spills Using Greenstuff and Absorbent Mats	EP21 GE/093
Chemical Contact/ Exposure	Guidelines for Safe Use of Chemicals Material Safety Data Sheet Files	GE/080
Lone Working/Working in Remote Locations	Lone Worker Alarm	GE/023
Confined Space Rescue	Working in Confined Spaces	GE/072
Exposure to Biological Hazards	Waste Water Treatment Process	LB/401
Exposure to Biological Hazards	Grounds Person . Control Measures	GE/096

The response to the other incidents/emergency situations will depend on the exact nature of the incident/emergency. Procedures/guidance documents referenced above should be referred in order to ensure that the appropriate response is given.

Appendix 1 Evacuation Wardens Designated Areas

Appendix 2.

EVACUATION WARDENS:-
AREAS OF RESPONSIBILITY



Revision History

Revision Number:	Revision Date:	Details of Change(s):
01	03/01/02	New procedure
02	13/06/01	<ol style="list-style-type: none"> 1. Title of procedure changed from %Evacuation Procedure . Responsibilities of Evacuation Wardens+to %Evacuation procedure . Role of Evacuation Wardens+ 2. References to responsibility of Evacuation Wardens changed to role. 3. Reference to area of responsibility changed to designated area. 4. The following points/text have been removed: <ul style="list-style-type: none"> • Evacuation wardens will ensure that all persons in their area of responsibility are familiar with the evacuation procedure. • Ensure all personnel proceed in an orderly fashion. • Ensure all personnel have vacated area of responsibility. • Ensure all facility areas are free of personnel (e.g. toilets, tea areas). • Pay particular attention to areas governed by lone worker situations. • When you are sure all personnel have left the area,. 5. The procedure now clearly states that the role of the Evacuation Wardens in based on the principle of <i>where possible and without putting yourself at risk</i>. 6. The following text has been included: %In the event of there being no Evacuation Warden present for a designated area, the Senior Team Leader will instruct someone to act as an Evacuation Warden and carry out a role call+
03	20/10/03	<ol style="list-style-type: none"> 1. Combined the following procedures into one: <ul style="list-style-type: none"> • Evacuation Procedure . Role of Evacuation Wardens (GE/035) • Evacuation Procedure . Senior Team Leaders Responsibility (GE/060) • Evacuation Procedure . Designated Manager Responsibilities (GE/061) • Evacuation Procedure . Security Responsibilities (GE/062) • Evacuation Procedure . Emergency Response team (GE/071) 2. Phone numbers and persons to be contacted in the event of an evacuation updated.
04	05/05/04	<p>SOP reviewed as part of implementation of the OHSAS18001 health and safety management system. Changes made to:</p> <ol style="list-style-type: none"> 1. scope of procedure - broadened to cover emergency response designated duties 2. designated duties for persons with existing duties expanded 3. designated duties for other personnel added

Revision History (Continued)

Revision Number:	Revision Date:	Details of Change(s):
05	12/04/06	<ul style="list-style-type: none"> • Added EP12 Procedure for communications to the related documents • Updated Table 1 Designated Managers details • Included information on Evac warden hi vis vests • Updated evacuation printout details in relation to Core Access system • Added possible need to contact EPA in addition to HSA depending on emergency situation • Updated title of GE-037 and GE-009 in Table 2 • Included IT managers contact details
5.1	05/06/08	<ul style="list-style-type: none"> • Table 1 %Designated Managers+updated to reflect organisational changes • Reference to HSC43 %Emergency Evacuation Checklist+added to the procedure
5.2	12/06/09	<ul style="list-style-type: none"> • Audit evacuation print out now completed on a weekly basis each Friday
06	06/10/09	<ul style="list-style-type: none"> • Section on designated duties of Security amended to reference arrangements to ensure evacuation printout available outside hours of 07:00 . 21:00
6.1	14/06/10	<ul style="list-style-type: none"> • Job titles amended
6.2	26/01/11	<ul style="list-style-type: none"> • Section on response to injury incident by first aiders updated

Procedure to Contain Spills

1.0 Purpose

To specify the method by which liquid spills are handled and contained.

2.0 Scope

Covers all spills with the potential to adversely affect the environment.

3.0 Responsibility

Departmental Managers

Senior Team Leader

Team Leaders

MSC Engineer

HSE Manager/Officer

4.0 Related Documents

Material Safety Data Sheets (available in HSE office & STL office for general chemicals, available in laboratory for laboratory chemicals)

Environmental Communications Form (EC 18)

Guidelines to Contain Spills (EC 63)

Spill Kit Check Sheet (EC 74)

Procedure for use of Greenstuff (SOP GE/093)

Guidelines for Emergency Response (EC44)

5.0 Definition

A spill can be considered to be any hazardous or non-hazardous liquid spillage.

Note: Liquids may be hazardous from a health point-of-view e.g. irritant etc. but may not be hazardous from an environmental point-of-view. If in doubt about the hazardous nature of a liquid that has spilled refer to appropriate MSDS sheet, specifically Section 6 %Accidental Release Measures+and Section 12 %Ecological Information+. For the purposes of this procedure a hazardous substance refers to environmentally hazardous substances. Ensure appropriate precautions are taken and appropriate PPE is worn prior to handling any hazardous substance.

6.0 Procedure

6.1 In the event of a spillage:

1. All spillages must be cleaned immediately and warning notices should be posted to warn of slip hazards. Ensure appropriate PPE is being worn for the chemical being handled. Refer to MSDS sheet if necessary. All spillages must be notified to immediate supervisor &/or senior team leader.
2. Check to see if there are any storm drains in the area. Storm drains are identified with a green label while foul drains are labelled in red. Under no circumstances should any spilled liquid be allowed to enter the storm water network. If there are storm drains present follow procedure from Point 6 on, however, If the spill is only small and can be cleaned before the liquid reaches the drain this should be done.

No storm drains present (or spill small enough to clean before it reaches storm drain)

3. Small non-hazardous spills should be cleaned using floor washer or other general cloths. Cloths can be disposed in general compactor.
4. Hazardous spills should be contained, use absorbent socks if necessary. Large volumes of liquid should be pumped into suitable storage containers for disposal by authorised hazardous waste contractor. Absorbent materials should be used to clean up residues. The absorbent materials should be removed for safe storage in the waste oil compound for disposal by an authorised hazardous waste contractor.
5. Large spills of non-hazardous liquids can be washed to foul drains. Check with development technician in advance of disposing and liquids to the foul system. (See Point 6 for dealing with large hazardous liquid spills).

Storm drains present (or foul drains present in the event of a large hazardous liquid spill)

6. If there are any storm drains in the immediate vicinity *or In the case of foul drains being present in the event of a **large hazardous liquid spills*** contact the senior team leader who will notify the Emergency response team (ERT) immediately. Under no circumstances should environmentally hazardous liquids be disposed through the foul or surface water network.
7. On arrival, the ERT team will seal the drains using the bungs provided in the emergency spills trolley
8. Obtain absorbent material from the main stores. Absorbent material is also available in the bale press area and on quench.
9. Identify any potential hazards by referring to the label of the chemical or the relevant Material Safety Data Sheet (MSDS), which is available in the senior team leader's office

10. Ensure adequate protective clothing is being worn and proceed to clean up the spill using absorbent material
11. If the spill presents a risk to passers-by, cordon off the area using black and yellow tape.

6.2 If the spill has entered the storm drains or the river:

1. Activate the pen-stock valves on the firewater retention ponds
2. Contact the Emergency Response Team and HSE Department.
3. Identify where the spill is coming from and close off the source.
4. Use absorbent bungs to contain the immediate spill area and up along river as far as the contamination has spread.
5. Contact the EPA, Local Authority and the Fisheries Board (contact numbers are listed on EC 44 . Guidelines for Emergency Response).

6.3 After effective clean-up:

1. Place used absorbent material in refuse sacks and label
2. Obtain wheelie bin from waste oil storage area and dispose of refuse sacks into wheelie bin and return to waste oil storage area
3. Transfer refuse sacks to the black UN approved drums in the waste oil storage area. Label the UN approved drum.
4. It is the responsibility of the maintenance engineer to arrange for the disposal of used absorbent material by approved waste contractor. Records are maintained on EC 20 (d), which is retained by HSE.
5. It is the responsibility of the department manager/ senior team leader/ team leader to complete an environmental communications form, EC 18, and return it to the HSE department

7.0 Absorbent material

Absorbent material for the containment of spills is available in the main stores. In addition material is also available at the ERT compound, the bale press area and on the quench floor. Stocks are checked on a quarterly basis by approved contractor, and replenished as required. Records of checks and stock levels are maintained on EC 74, Spill Kit Check Sheet, which is retained by security.

Note: There is also a specialist spill kit in the laboratory for cleaning spills. There are three different types of absorbent materials in this spill kit.

White absorbent material is suitable for use with oil spills (repels water).

Grey absorbent material is universal and suitable for oils and chemicals.

Greenstuff is suitable for use with most chemicals. Refer to GE/093 Procedure for use of Greenstuff, which outlines the correct use of this absorbent material.

8.0 Guidelines for containing spills (EC 63)

A flow-chart illustrating the steps to be taken in the event of a spill are outlined on EC 63, Guidelines for containing spills. These guidelines are posted at the following locations:

- Spinning Automatic Finish Mixing Area
- Finish Mixing Area
- Automatic Finish Mixing Area
- Finish store
- Raw Material Laboratory
- Pumphouse
- Effluent plant laboratory

In the event of a spillage from a vehicle:

The vehicle must be moved to a place where the spill can be more easily dealt with, if the source of spill has been controlled. Absorbent socks or other absorbent material (such as sand &/or soil should be placed around the spillage to minimise migration.

In the event of a spillage which affects a neighbouring property:

It is the responsibility of the HSE Manager to inform the relevant householders

Laboratory spill procedure:

1. Isolate spill area.
2. Notify Senior Team Leader/ ERT.
3. Wear adequate protective clothing.
4. Identify the spill, i.e. acid/caustic/solvent/other, by referring to labelling or MSDS.
5. Remove sources of ignition if spill is flammable.
6. Refer to guide in spill treatment kit in laboratory and select suitable neutralising agent.

7. Treat spill by covering and encircling with agent.
8. When fully neutralised clean spill residue and deposit in container.
9. Identify as chemical waste with date and name of chemical.
10. Store container in a designated area at the waste oil compound

Revision Summary

Revision Number:	Revision Date:	Details of Change(s):
11	25/10/05	<p>EC 63 Guidelines to contain spills located at</p> <ul style="list-style-type: none"> • Spinning Automatic Finish Mixing Area • Raw Material Laboratory <p>Added Finish store to list of storage locations for EC 63</p>
12	15/10/07	<p>Atlas Environmental Ireland Limited now trading as ENVA. ENVA incorporates Atlas Oils and Shannon Environmental Services.</p> <p>HSE Manager will inform householders in the event of a spillage which affects neighbouring property.</p>
13	26/01/09	Reference to EC20(g) removed, now EC20(d) is completed instead
14	15/12/09	<p>Removed reference to spill material being stored in sprinkler pump house . sufficient material available in ERT, which is close by.</p> <p>Removed reference to Liquid Effluent Disposal Record</p>
15	23/02/11	<p>Outlined where MSDSs are available in the Related Documentssq section.</p> <p>Expanded definition to be more general . all spills regardless of volume need to be cleaned up immediately.</p> <p>Differentiated between environmentally & non-environmentally hazardous substances in the definitions section.</p> <p>Up-dated procedure section to account for small spills and to include that foul drains also must be bunged in the event of a hazardous spill.</p> <p>Provided general overview on types of absorbent materials available.</p> <p>SSI Environmental will check spill kits once per quarter rather than monthly.</p> <p>Up-dated section on spill from a vehicle.</p>

Procedure for activation of firewater retention ponds

Purpose

To establish a procedure for the activation of the firewater retention ponds in the event of an emergency on-site.

Scope

Covers any incident on-site where there is a risk that a hazardous material may be discharged to the drains and thereafter to the river.

Responsibility

Senior Team Leader

Emergency Response Team Leader

Team Leaders

Laboratory Technician

HSE Manager/Officer

Security

Related Documents

Communication Form (EC 18)

Health & Safety, Environment and Product Quality Policy

General Standard Operating Procedures Manual

Procedure to contain spills (EP 21)

Material Safety Data Sheets (MSDS)

Procedure

The two firewater retention ponds are activated by the senior team leader, or his authorised deputy, based on advice from the emergency response team leader, using a push button in the security hut.

The criteria for activation of the ponds is as follows:

- In the event of a fire which necessitates the use of the hydrants or activation of the sprinkler system
- In the event of a spillage to a site drain of hazardous material (refer to MSDS located in the Senior Team Leader's Office)
- Mechanical, Electrical or Biological failure of the effluent plant.

“If in doubt, activate the ponds”

The senior team leader advises the designated ER team leaders that the ponds have been activated. It is the senior team leader's responsibility to ensure that automatic closure has taken place by carrying out a visual inspection of the penstock valves and confirming flow from the site has ceased. This can be established by a visual inspection at the manhole immediately downstream of the penstock valve at the pond beside the main car park (M/239/S) and the outlet pipe at the pond adjacent to the silo farm area.

In the event of a total failure of the penstock valves to seal either of the ponds, an inflatable bung will need to be installed. This is available on the spills trolley in the ERT Compound.

The pond at the silo farm is equipped with a submersible pump. In the event of a specific capacity being reached in this area, flow will ***automatically*** be diverted to the pond at the main car park.

When use of fire fighting equipment has ceased, or when the spillage has been contained, the senior team leader arranges to have duplicate water samples taken by the designated laboratory technician at manholes M/037/S, M/014/S, M/221/S and M/234/S (for location see map, EM2, a copy of which is located in the corridor at the HSE department offices). These samples are returned to the laboratory for COD determination.

If the COD levels of these samples are below 1000 mg/l, and provided at least three hours have elapsed since the spillage took place or hydrants and sprinklers were in use, ***the manually activated penstock valve is closed. Residual drain water must be pumped into the pond.*** The control for this pump is located at the rail over the entrance point to the penstock.

When all conditions are satisfied, the electrically activated penstock valve is opened by the senior team leader using the key switch. (The key is kept in the HSE Manager's Office and in the Key press in the Engineering office). This restores flow to the river.

If the COD level is above 1000 mg/l defer closing the manual penstock. Repeat samples must be taken and analysed until the required COD level less than 1000 mg/l is achieved.

The manual penstock valves (holding water in the FWRP) on both ponds are visually checked by the designated team leaders to ensure no water is escaping from the pond. The inspection points are located at M/253/S for the main pond located in the carpark and at point SWDP for the pond located at the silos. These points are identified and can be viewed on the site drainage map EM 2(b). In the event that there is flow from either or both of the outlets, they should be bunged using the inflatable bung available on the spill trolley located in the ERT Compound.

It is the responsibility the Health, Safety and Environment Manager/Officer to arrange for disposal of the contents of the pond in consultation with the EPA.

A report on the occurrence is logged in EC18.

Planned Maintenance Checks:

The Firewater retention ponds are checked every two months during routine planned maintenance inspections. (PM 232 Car Park FWRP and PM 233 Silo Farm FWRP)

During these checks the penstock is activated, the indicator lamps at security are checked, flow downstream from the penstock is checked, the penstock is opened using the local controls, the manual penstock is checked, the penstock is then reset at security and the manual penstock operated.

In addition to this the Automatic pump in the Silo Farm FWRP is checked in order to verify it is working. The Automatic and manual sump pump at the Carpark FWRP is also checked.

PM No	FWRP	Description	Frequency
232	Carpark	Check penstock valves and controls	2 months
233	Silo Farm	Check penstock valves and controls	2 months

PM records are maintained in MSC.

Revision Summary

Revision Number:	Revision Date:	Details of Change(s):
04	09.07.03	<ul style="list-style-type: none"> Included reference to manhole immediately downstream of penstock valve at pond in main car park
05	08.02.07	<ul style="list-style-type: none"> Removed reference to emergency response procedure report EC 29, replaced with Communications form EC18
06	17.10.07	<ul style="list-style-type: none"> Revised the PMs to check that the pumps are operating in the FWRP. Included PM information. Updated the PM Checksheets on the CMMS and included the instructions on the CMMS. Included a flow chart describing sequence of events for operating the FWRP The STL verifies that the valves close
07	05.11.10	<ul style="list-style-type: none"> Included section regarding procedure in the event of failure of the penstock valve
08	08.11.11	<ul style="list-style-type: none"> Updated identification for manhole to M/253/S Spill trolley storage location updated to ERT Compound

Fire Water Retention Pond –Silo Farm

STL Closes Fire Water Retention Pond by pushing button at security.

STL Advises the **ERT** leader that the pond has been closed.

STL Visually inspects the penstock valve to verify closure. Use Bung if required.

When full, water from this pond will be pumped AUTOMATICALLY to the FWRP in the carpark

Fire Water Retention Pond –Carpark

STL Closes Fire Water Retention Pond by pushing button at security.

STL Advises the **ERT** leader that the pond has been closed.

STL Visually inspects the penstock valve to verify closure. Use Bung if required.

Lab -Tests Manhole water. If COD <1000mg/l & >3hrs since spillage/ hydrant use then close the manual penstock (This keeps water in FWRP).
ERT - Manually switch the pump on to pump residual drain water into the FWRP. **If**
OK, **STL** opens electric penstock.

Approval & Risk Assessment of New Chemicals Form

Wellman International Limited

Ref. No.: RA-CHEM-_____

Date of Assessment: _____

I GENERAL INFORMATION (to be completed by originator)

1. Originator: _____

2. Chemical name: _____

3. Supplier name: _____

4. Department(s) (where it will be used): _____

5. Location of use: _____

6. Purpose/planned use: _____

7. Will the chemical be mixed with other chemicals during use (provide details): _____

HS&E must ensure that chemicals are compatible. Check stability & reactivity according to MSDS &/or with chemical supplier if necessary.

II STORAGE & HANDLING (to be completed by originator)

1. Quantity to be purchased (include individual container size & type): _____

2. Maximum likely to be stored on-site: _____

3. Proposed storage location: _____

4. Proposed storage facility (tick one): Chemical store On Chemstore

Flame proof cabinet Gas compound

Other Specify: _____

5. Existing chemicals in storage location: _____

HS&E must ensure that chemicals are compatible. Check stability & reactivity according to MSDS &/or with chemical supplier if necessary.

Approval & Risk Assessment of New Chemicals Form

Wellman International Limited

6. Proposed method of transfer from storage to point of use (e.g. Airvey/pipeline system, FLT, Pallet truck, Manual Handling): _____
- _____

III HEALTH & SAFETY SECTION (to be completed by HS & E in conjunction with originator)

1. What are the hazards associated with the chemical (Include **health hazards** i.e. irritant, corrosive, sensitizing, toxic, harmful, mutagenic, carcinogenic, toxic for reproduction & **chemical/physical hazards** i.e. flammable, oxidizing, explosive. **Environmental hazards** will be recorded in Section IV). Refer to MSDS: _____
- _____
- _____
- _____

2. How many people will be working with the chemical: _____
- _____

3. Proposed duration of exposure to chemical (in a typical working day i.e. 8hrs . 12hrs):
- _____
- _____

4. List risk &/or safety phrases (Refer to MSDS):
- _____
- _____
- _____
- _____

5. Specify routes of exposure (skin, eyes, ingestion, inhalation etc.): _____
- _____
- _____

6. What exposure controls are available during use & in an emergency situation (e.g. local exhaust ventilation, general ventilation, PPE, first aid supplies, emergency eye wash/shower?

RA-CHEM-_____

(a) *In the vicinity of use:* _____

(b) *In the vicinity of proposed storage location:* _____

7. Are there any additional exposure controls required according to MSDS? Y N

If yes, please specify: _____

8. What fire fighting measures are available (e.g. extinguishers, hose reels, suppression systems, alarm systems etc.)

(a) *In the vicinity of use:* _____

(b) *In the vicinity of proposed storage location:* _____

9. Are there any additional fire fighting measures required according to MSDS? Y N

If yes, please specify: _____

10. Refer to MSDS for first aid measures.

IV ENVIRONMENTAL SECTION (to be completed by HSE in conjunction with originator)

1. Is the chemical ecologically dangerous or hazardous for the environment? Y N

Provide details as per MSDS: _____

2. Can this chemical be washed to foul or storm drain? _____

3. Are there any foul drains present:

(a) *In the vicinity of use (specify manhole numbers):* _____

(b) *In the vicinity of proposed storage location(specify manhole numbers):* _____

Refer to Site Drainage Map – Foul Sewer Drains EM2(a)

RA-CHEM-_____

4. Are there any storm drains present:

(a) In the vicinity of use (specify manhole numbers): _____

(b) In the vicinity of proposed storage location (specify manhole numbers): _____

Refer to Site Drainage Map – Storm Water Drains EM2(b)

5. If the chemical cannot be washed to drain (or if there is no drain available) , what spill/accidental release control measures are in place:

(a) In the vicinity of use: _____

(b) In the vicinity of proposed storage location: _____

6. Are there any additional spill control measures required according to MSDS? Y N

If yes, please specify: _____

7. Proposed method of disposal of chemical containers (or indicate if container will be returned to supplier or re-used): _____

8. Proposed method of disposal of unused chemical: _____

A copy of the MSDS must accompany this form before approval for use of the chemical on site can be obtained.

V APPROVALS SECTION (to be completed by HS & E and signed by relevant departmental managers):

Chemical name: _____

Has MSDS been supplied? _____

Note the R/A number on the MSDS.

Main hazard: _____

Risk rating:

RA-CHEM-_____

Risk rating			Control measures/Avoidances/Comments
L (1 . 10)	S (1 . 10)	RRNo.* (1 . 100)	

*RRNo. of 32 or greater indicates a significant hazard

The MSDS for all non-laboratory chemicals must be maintained in HSE file & STL file.

The MSDS for laboratory chemicals must be maintained in laboratory file.

This form will be maintained separately to MSDSs in the HS & E office.

Sign-off:

	<i>Print name</i>	<i>Signature</i>	<i>Date</i>	<i>Comments</i>
<i>Originator</i>				
<i>Departmental manager (location of use)</i>				
<i>Departmental manager (storage location)</i>				
<i>Technical & development manager/office r</i>				
<i>HS & E manager/office r</i>				

Note: Additional information on the chemical is available on the MSDS. This form should be used in conjunction with the MSDS.

MSDS copied to HSE file	Signed:	Date:
MSDS copied to Senior team leader's file	Signed:	Date:
MSDS copied to laboratory file	Signed:	Date:

RA-CHEM-_____

III Review of Approval:

Note: Section to be completed during the update of the Health and Safety Risks Register (HSR2)

Review Date:

Reviewed By:

-
1. Does the introduction of this chemical onto the WIL site necessitate a change to the content of the Health and Safety Risks Register (HSR2)?

YES NO

If YES, update HSR2.

GENERAL EVACUATION PROCEDURE

Purpose

This procedure outlines the actions to be taken in the event of a plant evacuation.

Scope

Applies to employees, visitors and contractors on the Wellman International Limited site. It does not apply to Wellman employees who have been assigned designated duties in the event of an evacuation.

Related Documents

Emergency Response Procedure . Designated Duties (GE/035)

Fire Register (GE/043)

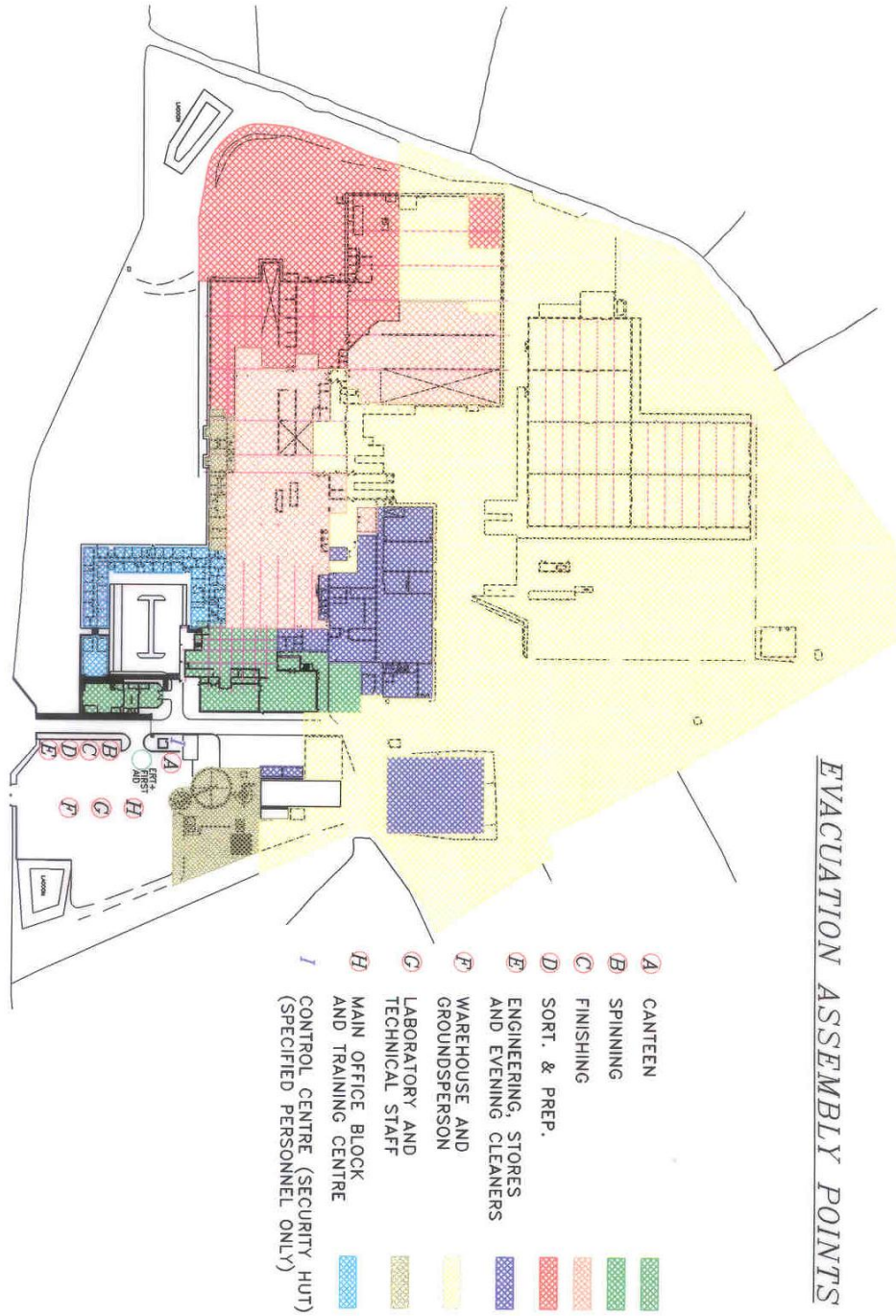
Team Allocation . ERT, First Aiders, Evacuation Wardens (HSC9)

Procedure

When the continuous tone evacuation alarm sounds, the following steps must be followed:

1. Stop what you are doing and shut down equipment where possible. Under no circumstances put yourself at risk while doing so.
2. Proceed to your nearest safe exit.
3. Do not stop to collect personal belongings.
4. Do not run, walk briskly.
5. Do not use the lift.
6. Do not swipe out.
7. Keep all roadways clear to allow emergency service vehicles access to the building.
8. Proceed in an orderly fashion to your designated assembly area in the main car park and await further instructions. Refer to Appendix 1 - Evacuation Assembly Points.
9. Do not re-enter the plant until authorised to do so by the Senior Team Leader or the authorised deputy.
10. Obey all instructions given by the Evacuation Wardens.

Appendix 1 - Evacuation assembly points



Revision History

Revision Number	Revision Date	Summary of Change(s)
01	17/06/99	New procedure
02	23/11/99	<ul style="list-style-type: none"> Changes to names and titles and include mobile phone numbers of personnel to be contacted in the event of a plant evacuation. The following point has been removed from the procedure, % you are responsible for visitors/contractors to the site, they must accompany you to your designated assembly point.+
03	18/07/01	<ul style="list-style-type: none"> Inclusion of Jeff Phillips as one the people, who should be contacted, should an evacuation of the plant take place out of office hours.
04	20/10/03	<ul style="list-style-type: none"> Procedure reviewed, condensed and put in new format.
05	27/04/07	<ul style="list-style-type: none"> Related Documents section added to the procedure
5.1	12/04/10	<ul style="list-style-type: none"> No significant changes adopted