

Attachment J

Accident Prevention & Emergency Response

Attachments in this Section include:

J.1 Accident Prevention & Emergency Response

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

Attachment J.1 Accident Prevention & Emergency Response

It is the policy of O'Toole Composting Ltd. to carry out all on-site activities in a safe and sound manner so as not to cause accidents which may result in accidental emissions or spillages.

O'Toole Composting Ltd. have a safe system of work in place at the facility. This system of work is outlined in the Company Safety Policy which forms part of the Company Safety Statement. A copy of the Company Safety Policy is included as part of this attachment. Also included in the Safety Statement is the accident occurrence reporting procedure. A copy of this is included as part of this attachment. A speed limit of 10km/hour is in place at the facility to ensure safe movement of traffic at the facility. A trained and certified First Aider is nominated on-site to deal with any injury to personnel.

An Emergency & Incident Response Procedure (EMP006) is also in place at the facility to deal with any environmental emergencies.

A Maintenance Procedure (EMP004) and a Waste Acceptance, Handling & Rejection Procedure (EMP005) are in place at the facility to help prevent against emergency situations. The Maintenance Procedure ensures that all processing and on-site equipment are maintained in good working order thus reducing the risk of a default in the machine causing a near miss or accident. The Waste Acceptance, Handling & Rejection Procedure is in place so that no hazardous waste or liquid waste in the form of chemicals are accepted at the facility. This will reduce the risk of a potential spillage at the facility. Procedures EMP004, EMP005 and EMP006 are included as attachments in Section C.2 (Environmental Management Systems) of this application.

All chemicals and fuels stored on-site are stored in bunded areas. All bunds are certified and inspected on a weekly basis. These bunds are tested once every three years to ensure their integrity and details of all bund testing is maintained on-site and summarised in the AER for the facility. MSDS will be maintained on-site and at point of use for all chemicals routinely used at the facility. In the event of a spillage the MSDS can be referred to by all staff to ensure that correct remediation, clean up and disposal recommendations are followed.

Outside the hours of waste acceptance the facility will be locked shut to prevent any unauthorised access to the site. CCTV security camera system is in place at the facility to deter any potential intruders. It is unlikely therefore that any accident would occur during these hours. An alert alarm system is integrated into the GICOM Composting Technology. If there is any breakdown in the composting process equipment which may indicate a breakdown or abnormal activity, an automated text

alert system is in place. The Facility Manager or nominated deputy will receive the text alert which may result in an investigation to the alert and site visit to identify the source of the alert.

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

GENERAL STATEMENT OF POLICY

It is the policy of O'Toole Composting Ltd to comply with the Safety, Health & Welfare at Work Act 2005 and General Applications Regulations 2007 and to ensure, so far as reasonably practicable, the safety, health and welfare of all employees whilst at work, and to provide information, training and supervision needed for this reason.

It is the policy of this company to protect, so as far as is reasonably practicable, persons not employed by this firm who may be affected by our activities.

All employees have the responsibility to co-operate with managers and supervisors to achieve a healthy and safe workplace and to take reasonable care of themselves and others.

It is the policy of this company to consult all staff and employees on matters of health and safety. Employees are hereby notified of the firm policy and are encouraged to comply with their duties under the 2005 Act to notify the Company management of identified hazards in the workplace.

The allocation of duties for safety matters and particular arrangements to implement the policy are set out in the firm's Safety Statement.

The policy will be kept up to date particularly as the business changes in nature and size. To ensure this, the policy and the way in which it operates will be reviewed as required.

This statement is distributed to supervisors and shall be available at locations where employees can access it.

Signed: _____

Donal O'Toole
Director.

Date _____

Signed: _____

Patrick O'Toole,
Director.

Date _____

Signed: _____

Seamus O'Toole
Director.

Date _____

ACCIDENT/INCIDENT REPORTING

All accidents, no matter how trivial, and whether to employees or visitors must be reported immediately to Patrick O'Toole or in his absence your Supervisor on the appropriate form. This is necessary to monitor the progress of safety standards and to ensure that proper medical attention is given where required.

Where an accident investigation is necessary all employees are obliged to co-operate fully with such investigations and to provide any information which may be useful in establishing the circumstances surrounding the accident

Accident Procedures

When a serious accident occurs the procedures below must be followed

Patrick O'Toole must be notified immediately. The supervisor, or other nominated persons, must take charge of the proceedings as follows:

- Observe accident location and status of injured person.
- If there is a risk of further injury move injured person to safety.
- Call for immediate medical assistance or emergency service.
- See that First Aid, etc. is administered as required by a competent person.
- If an ambulance is called make sure exact location is given and the ambulance can access site as near as possible to the injured person.
- Notify family of injured person and if required arrange for transport to take them to the hospital.
- Gather all information immediately about the accident and what led up to it.
- Obtain witness's statements, write them down as they are given.
- Complete accident report book and report form and check with Directors before sending to Health and Safety Authority as required.
- Take sketches / photographs of area where accident happened.
- If H.S.A. is to inspect the location of the accident, do not move anything unless further serious risks have to be avoided.
- Patrick O'Toole to notify insurance company and seek guidance on further reports, investigations and position of Company.

DANGEROUS OCCURANCES, ACCIDENT/INCIDENT REPORTING

All accidents, incidents and dangerous occurrences no matter how trivial, whether to employees or visitors must be reported immediately to the Patrick O'Toole or in his absence to the office.

- Where an accident investigation is necessary all employees are obliged to co-operate fully with such investigations and to provide any information which may be useful in establishing the circumstances surrounding the accident
- It is important that all accidents and incidents with potential for injury are reported to management and, where necessary, action is taken to prevent re-occurrence.
- If the injury results in less than three days absence from work through injury, management will report the accident on the company's accident report form, using the accident report checklist as assistance.
- Where any injury results in the injured person being absent from work for more than three days, the company will notify the Health and Safety Authority within the required time frame.
- These incidents will be investigated by management and recorded on the company's accident report book.
- Management will review all accident reports where new measures will be discussed on preventing, or reducing the risk of the hazard from occurring again.

Reportable Dangerous Occurrences

- The following list is not exhaustive, but includes the most likely instances;
- Collapse, overturning or failure of load-bearing parts of lifts and lifting equipment;
 - Explosion, collapse or bursting of any closed vessel or associated pipe work;
 - Plant or equipment coming into contact with overhead power lines;
 - Electrical short circuit or overload causing fire or explosion;
 - Any unintentional explosion, failure of demolition to cause the intended collapse, projection of material beyond a site boundary, injury caused by an explosion;
 - Accidental release of any substance, which may damage health.

Assaults

Where an employee is assaulted/ injured the above procedure will be followed. In other cases the location Manager will record the details of the incident.

Disciplinary Action

Where advice and persuasion fail to achieve compliance with safety and health rules it is the policy of O'Toole Composting Ltd to take disciplinary action on the matter.

First Aid

First Aid is either treatment in a life threatening situation e.g. heart stoppage or severe bleeding, pending medical help or for minor injury cuts, bruises etc. First aid does not cover the administration of drugs, or medications. Make yourself aware of the location of the first aid kit on each site and the nominated trained first aider.

First Aid Kit Location

Main Office

Name of First Aiders:

1. _____
2. _____
3. _____

The first aid box will be stocked in accordance with guidelines issued by the Health and Safety Authority (HSA).

Training will be provided for designated employees as identified by the safety committee, refresher training will be carried out at intervals not greater than 3 years. Training will be carried out by an organisation competent to do so.

Wherever first aid is given, a record of the injury and details of treatment must be documented by the First Aider, and a copy left in the accident register.

First Aid Procedure

▪ Treatment:

The trained First Aider or Appointed Person shall make an assessment of the severity of the injury and whether they can give sufficient treatment. In all cases, they will make a full entry in the Accident Book, as soon as possible following the accident.

If the injury is of a minor nature, first aid treatment shall be given.

▪ Serious injuries:

If the assessment identifies that treatment other than first aid is required the injured person must be brought to the local accident and emergency department. The First Aider shall notify the responsible manager.

▪ Investigation:

The responsible manager will ensure that a suitable investigation is carried out and an Accident Report is completed and sent to the Head Office at the earliest practicable time.

FIRE PROCEDURE

Plans for fire and other emergencies have been prepared. Evacuation drills will take place at least once a year or more often if required. Employees are reminded to familiarise themselves with the procedures so that a fast and effective evacuation of the premises can be completed in the event of an emergency.

Suitable fire fighting equipment is available on O'Toole Compositing Ltd. premises. Extinguishers are placed in accessible locations throughout the building, for use in the event of a fire.

All equipment will be regularly maintained, by a contractor as required.

The location of equipment will be indicated by signage. Employees will liaise with site personnel on the location of fire extinguishers. An appropriate fire extinguisher will be located at point of use for any hot works on site; employees will ensure that fire extinguishers will be kept in good working order.

GENERAL FIRE PRECAUTIONS

Fire extinguishing appliances are readily identified and must not be interfered with in any way. No person must enter a smoke filled area or area of fire.

All staff members should familiarise themselves as soon as possible with

1. The layout of the premises
2. The location and operation of Emergency Exits
3. The location and operation of Fire Extinguishers, hose reels and Break Glass units where fitted
4. The correct action to be taken on discovering a fire or if the alarm is sounded by somebody else
5. Rubbish must be placed in bins provided, bins must be emptied on a daily basis
6. Smoking is not permitted in any part of the building or close to doorways and windows
7. Emergency exits escape routes and access to fire extinguishers must be kept clear at all times. Fire doors should not be fixed in an open position
8. Faults in electrical, gas, fire extinguishers, and fire alarm equipment must be reported to management

FIRE PROCEDURE

Plans for fire and other emergencies have been prepared. Evacuation drills will take place at least once a year or more often if required. Employees are reminded to familiarise themselves with the procedures so that a fast and effective evacuation of the premises can be completed in the event of an emergency.

Suitable fire fighting equipment is available on O'Toole Compositing Ltd. premises. Extinguishers are placed in accessible locations throughout the building, for use in the event of a fire.

All equipment will be regularly maintained, by a contractor as required.

The location of equipment will be indicated by signage. Employees will liaise with site personnel on the location of fire extinguishers. An appropriate fire extinguisher will be located at point of use for any hot works on site; employees will ensure that fire extinguishers will be kept in good working order.

GENERAL FIRE PRECAUTIONS

Fire extinguishing appliances are readily identified and must not be interfered with in any way. No person must enter a smoke filled area or area of fire.

All staff members should familiarise themselves as soon as possible with

1. The layout of the premises
2. The location and operation of Emergency Exits
3. The location and operation of Fire Extinguishers, hose reels and Break Glass units where fitted
4. The correct action to be taken on discovering a fire or if the alarm is sounded by somebody else
5. Rubbish must be placed in bins provided, bins must be emptied on a daily basis
6. Smoking is not permitted in any part of the building or close to doorways and windows
7. Emergency exits escape routes and access to fire extinguishers must be kept clear at all times. Fire doors should not be fixed in an open position
8. Faults in electrical, gas, fire extinguishers, and fire alarm equipment must be reported to management

EVACUATION PROCEDURES

1. Should you discover a fire or one is reported to you, IMMEDIATELY raise the ALARM
2. Open the nearest available exit in your area and direct people to this exit
3. Make sure that all areas (i.e. toilets, cloak rooms, store rooms) are searched for stragglers. If safe to do so, close all doors and windows behind you.
4. Evacuate the facility immediately. Do not take anything with you.
5. Once evacuated, no person should be allowed back into the building under any circumstances
6. Rescue; if any persons is discovered missing or are injured they will need assistance to bring them to Safety. You should only re-enter the area under these circumstances, if you are not placing yourself in danger
7. Fire Control; you should only attack the fire if you know what you are doing and if you are not placing your own life in serious danger. Fire Extinguishers and fire fighting equipment are provided for this purpose
8. Carry out any special task or tasks allocated by Management
9. Do not go home. You must wait until you have been given permission to leave.

Calling the Fire Brigade

1. **Dial 999 or 112**
2. Ask the operator for the fire brigade
3. When the fire brigade answers, state clearly;
 - Fire at; (give exact location)
 - Nearest main road or landmark
 - Your phone number is
4. DO NOT ASSUME that the call has been received until the above information has been acknowledged by the Fire Brigade
5. If safe to do so, remain near the telephone in case the Fire Brigade should ring back to confirm details.
6. If evacuation is necessary, proceed to the ASSEMBLY POINT
7. Bring the daily attendance sheet & visitor book to conduct a roll call
8. DO NOT RE-ENTER THE PREMISES, remain at assembly point until otherwise advised

HAZARDOUS CHEMICALS

O'Toole Composting Ltd. will comply with *the Chemical Agents Regulations, 2001* when involved in the purchase, use, and storage of chemicals

Purchase of New Hazardous Substances

Any new hazardous substances introduced, must be accompanied by;

The Safety Data Sheet

Details of how the chemical will be used and by whom

A risk assessment based on information available

Details of any proposed precautions for delivery, use or storage of the chemical, including emergency procedures.

The safety requirements pertaining to individual chemicals and hazardous substances brought onto the premises will depend on the nature of the substance, and how it is being used. The following general requirements apply to all substances used or stored:

Information

Safety Data Sheets (SDS) shall be provided for all chemicals or substances. These provide detailed information on each substance used. All employees using the substance or those potentially affected by the use of the substance should be consulted in regard to proper handling techniques and emergency procedures.

Labelling

Containers of dangerous substances must be correctly labelled at all times. This label should contain information on the precautions necessary as well as an orange label with the appropriate hazard symbol. Substances should not be transferred to an unlabelled container at any time. Materials must not be stored where they are exposed to damage from traffic movements.

Storage

Chemicals may only be stored in designated storage areas. The following minimum standards apply at all such facilities:

Substances should not be stored close together if their respective hazard symbols indicate the materials are incompatible.

Storage areas will be properly identified by appropriate safety signs to indicate their contents or class of contents.

An inventory of chemicals stored must be maintained.