

Signs

Signs are displayed to bring your attention to hazards and safety features throughout the factory

RED:

Prohibition/Fire/Serious Danger alert

YELLOW: Hazard warning

BLUE: Behaviour or Action, e.g. PPE

GREEN: Emergency/First Aid/No Danger area



Znaki

Znaki zwracają uwagę na zagrożenia i środki ostrożności obowiązujące na terenie zakładu.

KOLOR CZERWONY:

Zakaz/pożar/poważne zagrożenie

KOLOR ŻÓŁTY:

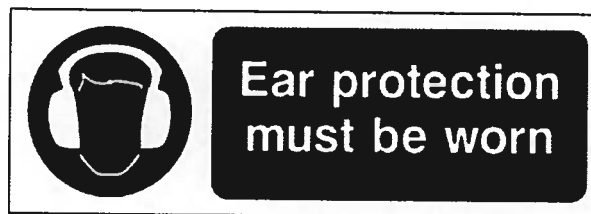
ostrzeżenie o zagrożeniu

KOLOR NIEBIESKI:

sposób zachowania lub działanie, np. stosowanie środków ochrony osobistej

KOLOR ZIELONY:

wyjścia ewakuacyjne/pierwsza pomoc/bezpieczna strefa



Знаки

Знаки устанавливаются для обращения внимания на опасности и на средства безопасности по всему предприятию.

КРАСНЫЕ:

запрет/пожар/ оповещение о серьезной опасности.

ЖЕЛТЫЕ:

оповещение об опасности.

СИНИЕ: поведение или действие, например СИЗ.

ЗЕЛЕННЫЕ:

скорая помощь/первая помощь/безопасная зона.



Personal Protection Equipment

- Long Sleeve Shirts and Pants
- High Visibility Vests
- Steel Toe Cap Boots
- Gloves
- Hard Hat

Safety Equipment as Required

- Dust Mask
- Face Mask
- Safety Glasses/ Goggles
- Hearing protection

Personal Hygiene

- Wash hands & face before eating
- Change work clothes every day
- Shower and washing hair after work

Środki ochrony osobistej

- Koszule z długim rękawem i spodnie
- Kamizelki odblaskowe
- Obuwie ochronne z metalowymi noskami
- Rękawice
- Kask

Środki ochrony, jeśli wymagane

- Maska przeciwpyłowa
- Maska ochronna
- Okulary ochronne/gogle
- Środki ochrony słuchu

Higiena osobista

- Przed jedzeniem należy myć ręce i twarz
- Należy codziennie zmieniać ubranie robocze
- Po pracy należy wziąć prysznic i umyć włosy

Средства индивидуальной защиты

- Рубашки с длинным рукавом и брюки
- Светоотражающие жилеты
- Обувь со стальным носком
- Перчатки
- каска

Средства защиты при необходимости

- Пылезащитная маска
- Маска для защиты лица
- Защитные очки
- Средства защиты органов слуха

Личная гигиена

- Мойте руки и лицо перед едой
- Меняйте рабочую одежду каждый день
- Принимайте душ и мойте голову после работы

Emergency & Other Contacts

Sean Murphy (M.D.)
0876673839

Brian Bruton (EHS Mgr)
0866036309

Doctor (Donal Kavanagh)-
064-6632988

Fire/Ambulance/Police:
999 or 112

Environmental Protection Agency:
(021) 487 5540

Kerry County Council:
(066) 7181686

*These numbers are posted in the
Materials Recovery Facility*

Numery awaryjne i inne

lek. med. Sean Murphy
0876673839

Brian Bruton (kierownik ds. BHP)
0866036309

dr Donal Kavanagh
064-6632988

Straż pożarna/pogotowie/policja:
999 lub 112

Agencja Ochrony Środowiska
(021) 487 5540

Rada hrabstwa Kerry:
(066) 7181686

*Numery te wywieszono są
w zakładzie odzyskiwania materiałów*

Контактные лица при чрезвычайных ситуациях и другие контактные лица

Шон Мерфи (доктор медицины)
0876673839

Брайан Брутон (руководитель
отдела охраны окружающей среды,
здоровья и безопасности труда)
0866036309

Врач (Донал Каванах)
064-6632988

Пожарная охрана/скорая
помощь/полиция
999 или 112

Агентство по охране окружающей
среды США
(021) 487 5540

Совет округа Керри
(066) 7181686

*Эти телефоны указаны возле
установки для переработки
материалов*



28/03/2017

Environmental Health and Safety Induction Powerpoint
Translation Aug 2015 Rev A

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Manual Handling

- Assess the load you are about to lift- including weight, shape, centre of gravity.
- Split the load if possible.
- Avoid Stretching.
- Get help, from another person if you need it.
- Get close with feet apart. Bend you knees and lift with your legs.
- Secure grip and use gloves if possible.

Przenoszenie ręczne

- Należy ocenić ładunek do podniesienia, biorąc pod uwagę jego masę, kształt i środek ciężkości.
- Jeśli to możliwe, podzielić ładunek.
- Unikać naciągania mięśni i kręgosłupa.
- W razie potrzeby poprosić o pomoc drugą osobę.
- Zbliżyć się do przedmiotu i szeroko rozstawić stopy. Ugiąć kolana. Podczas podnoszenia przedmiotu oprzeć ciężar ciała na nogach.
- Zadbać o prawidłowy chwyt – jeśli to możliwe, używać rękawic.

Ручные погрузочно-разгрузочные работы

- Оцените груз для подъема, включая вес, форму, центр тяжести.
- По возможности, разделите нагрузку.
- Избегайте растяжения.
- При необходимости привлечите другое лицо для помощи.
- Станьте ближе, при этом ноги должны быть расставлены на ширине плеч. Согните колени и поднимите груз, перенося центр тяжести на ноги.
- Крепко удерживайте груз, по возможности используйте перчатки.

Manual Handling

- Never twist your back.
- Keep your back in a neutral position (Not Straight).
- Move Smoothly-don't jerk.
- Take care when putting down a heavy load.

Przenoszenie ręczne

- Unikać skręcania pleców.
- Plecy utrzymywać w pozycji neutralnej (niewyprostowane).
- Poruszać się powoli – nie szarpać.
- Uważnie kłaść ciężki ładunek.

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Ручные погрузочно-разгрузочные работы

- Держите спину ровно.
- Держите спину в нейтральном положении (не прямо).
- Перемещайтесь плавно, не рывками.
- Будьте осторожны при опускании тяжелого груза.

Manual Handling

- Manual handling training must be provided to all employees.
- It is your responsibility to notify your Manager if you have any medical condition that could affect your ability to handle loads:
e.g. pregnancy
illness or injury

Przenoszenie ręczne

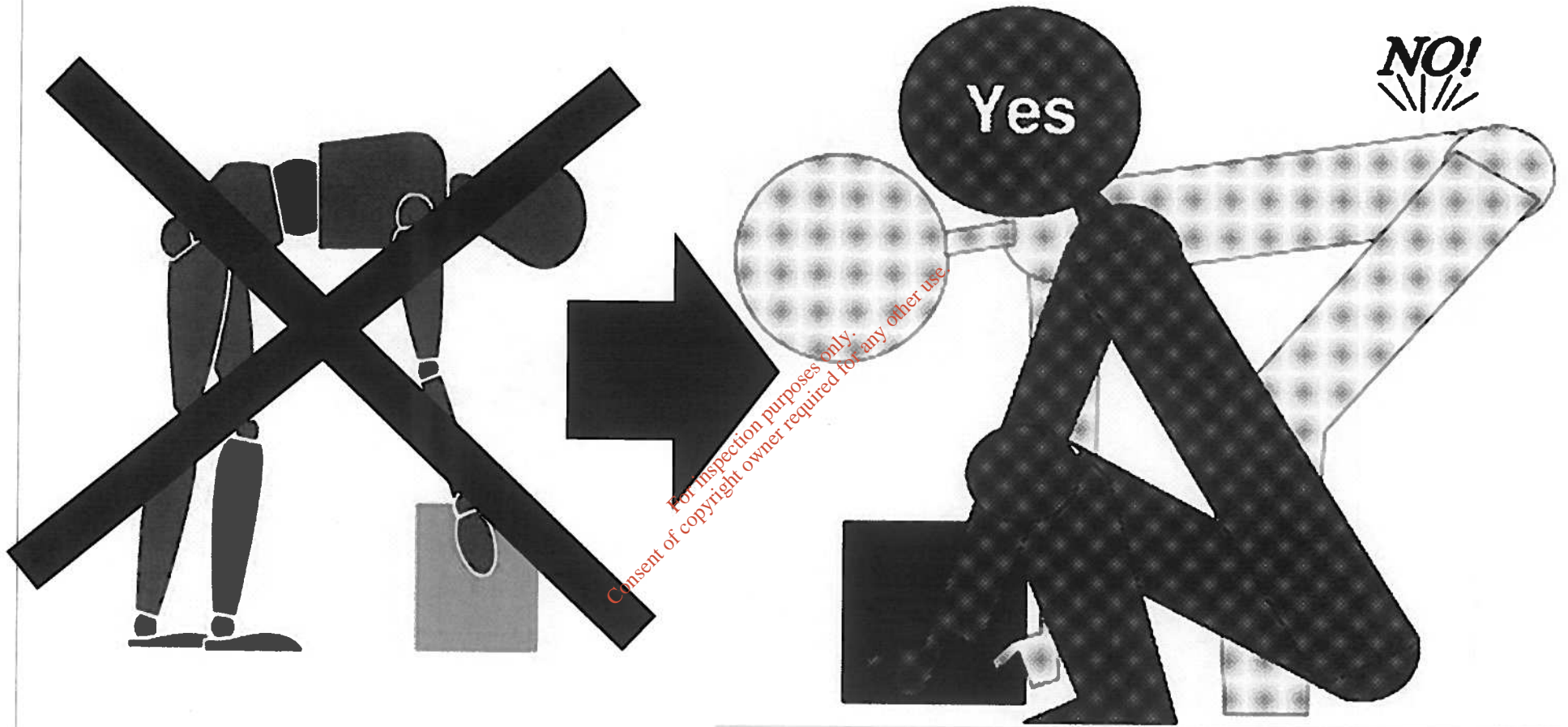
- Każdy z pracowników powinien odbyć szkolenie z zakresu procedur ręcznego przenoszenia przedmiotów.
- Obowiązkiem pracownika jest poinformowanie przełożonego o stanie zdrowia ograniczającym możliwości ręcznego przenoszenia, jak np.:
ciąża,
choroba lub uraz.

Ручные погрузочно-разгрузочные работы

- Все работники должны пройти обучение по выполнению ручных погрузочно-разгрузочных работ.
- Вы несете ответственность за предоставление вашему руководителю информации о состоянии вашего здоровья, которое может повлиять на вашу способность по перемещению грузов: например, беременность, болезнь или травма.



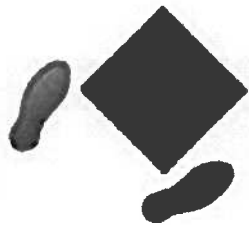
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STOP AND THINK



POSITION THE FEET



ADOPT A GOOD POSTURE



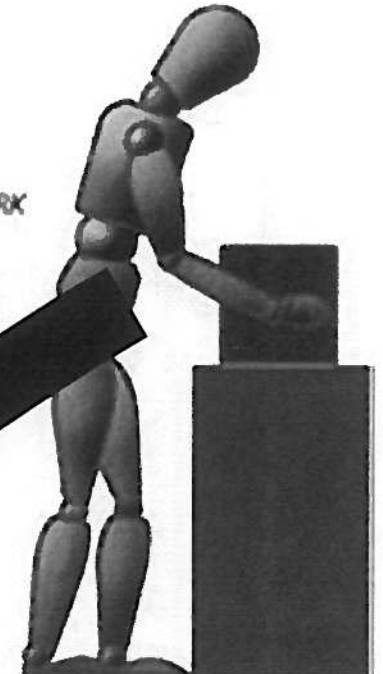
KEEP CLOSE TO THE LOAD

GRIP



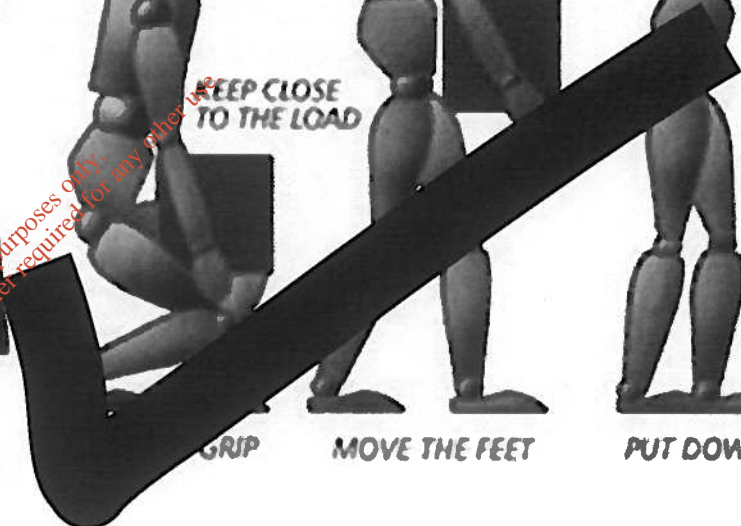
DON'T JERK

MOVE THE FEET



PUT DOWN THEN ADJUST

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REPETITIVE MOVEMENTS

- Exercise or stretch joints every so often during the employee's shift.
- Take additional 5 min rest breaks when needed without leaving the picking line.
- Maintain proper posture when working.
- Rinse hands with hot water, followed by cold water, followed by hot water again whenever needed to help with stiffness of repetitive movements.

POWTARZAJĄCE SIĘ RUCHY

- Ćwiczenia lub wycinka stawy tak często podczas pracownika przesunięcie.
- Podjąć dodatkowe 5 min przerwy na odpoczynek , gdy są potrzebne bez opuszczania kompletacji linia.
- Utrzymanie prawidłowej postawy podczas pracy.
- Spłucz dłonie ciepłą wodą, następnie zimną wodą, następnie ciepłą wodą ponownie jeśli zajdzie taka potrzeba , aby pomóc ze sztywnością powtarzalne ruchy.

ПОВТОРЯЮЩИЕСЯ ДВИЖЕНИЯ

- Упражнение или растянуть суставы каждый так часто во время смены работника.
- Возьмите еще 5 мин перерывы для отдыха , когда это необходимо , не покидая захватывающего линию.
- Поддержание правильной осанки при работе.
- Ополосните руки горячей водой, а затем холодной водой, а затем горячей водой снова всякий раз, когда необходимо, чтобы помочь движений.

Standing Periods

- Walk around every so often to help with stiffness.
- Rubber mats are available for fitting, upon request from employee, to help prevent leg tiredness/ stiffness during shift.
- Take additional 5 min seated rest breaks when needed without leaving the picking line area.

Okresy stojące

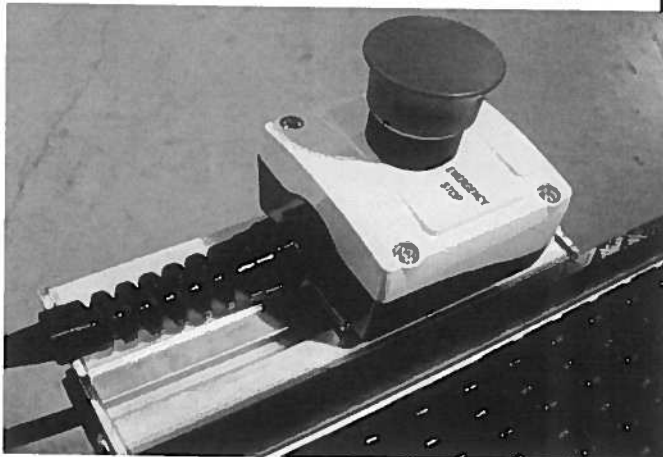
- Spacer po co tak często, aby pomóc w sztywności.
- Dywaniki gumowe są dostępne dla montażu, na wniosek pracownik pracownik, aby pomóc zapobiec zmęczenie nóg / Sztywność trakcie zmiany.
- Podjąć dodatkowe 5 min przerwy w pozycji siedzącej na odpoczynek, gdy są potrzebne, bez konieczności opuszczania obszaru linii zrywania.

Постоянные Периоды

- Прогулка вокруг каждого каждого так часто, чтобы помочь с жесткость.
- Резиновые коврики доступен для установки, по запросу работник чтобы помочь предотвращения ног усталость/жесткость во время смены.
- Возьмите еще 5 мин сидеть перерывы для отдыха, когда это необходимо, не покидая зону комплектования линии.

SAFETY STOPS

- Safety pull chords and emergency stops are present throughout the lines.
- Pull the chord in the case of an emergency in order to stop it from moving.
- If the line has been stopped to clear a blockage and is due to restart a siren will sound to alert staff.



ZATRZYMANIE AWARYJNE

- Wyłączniki linkowe oraz przyciski zatrzymania awaryjnego rozmieszczone są wzdłuż linii.
- W sytuacji awaryjnej należy pociągnąć linkę, aby zatrzymać ruch linii.
- Po zatrzymaniu linii w celu usunięcia blokady i przed ponownym uruchomieniem wyemitowany zostanie sygnał syreny.

АВАРИЙНЫЕ ОГРАНИЧИТЕЛИ

- Тросы аварийного отключения и аварийные ограничители установлены на линиях.
- Потяните трос аварийного отключения в случае возникновения чрезвычайной ситуации для остановки движения.
- Если линия была остановлена для удаления блокировки и подлежит повторному включению, будет звучать сирена для предупреждения персонала.

RISK

SITE VEHICLE HAZARDS



- Beware of traffic hazard especially during projects e.g. Fork trucks, teleporters, loaders.
- Over 20 deliveries per day
- Vehicles moving continuously on the floor of the recycling building.
- Follow pedestrian routes.

RYZYKO

ZAGROŻENIE ZE STRONY POJAZDÓW

- Należy zachować ostrożność podczas pracy w pobliżu m.in. wózków widłowych, przenośników i ładowarek.
- Codziennie na terenie zakładu realizowanych jest ponad 20 dostaw.
- Pojazdy stale poruszają się po terenie zakładu.
- Należy poruszać się po wyznaczonych ścieżkach dla pieszych..

РИСК

ОПАСНОСТИ, СВЯЗАННЫЕ С ПЕРЕМЕЩЕНИЕМ АВТОМОБИЛЬНОГО ТРАНСПОРТА НА РАБОЧЕЙ ПЛОЩАДКЕ

- Остерегайтесь опасностей, связанных с перемещением автомобильного транспорта, особенно во время реализации проектов, например, вилочные погрузчики, телескопические погрузчики, автопогрузчики.
- Производится более 20 поставок в сутки.
- Автомобильный транспорт непрерывно движется в здании переработки.
- Следуйте пешеходным маршрутам.

Site Rules-

Traffic & Pedestrians

- Beware of moving vehicles – listen for reverse beacon and watch for flashing lights.
- Always wear your High-Visibility Vest.
- Pedestrians & Traffic must obey the signs.
- Stick to designated walkways around the site.
- Always make eye contact with the driver and make sure he is aware of your presence.
- Never Assume that the Driver can see you.

Zasady obowiązujące w miejscu pracy – ruch pojazdów i pieszych

- Należy zachować ostrożność w pobliżu poruszających się pojazdów – zwracać uwagę na sygnał cofania oraz światła ostrzegawcze.
- Należy zawsze nosić kamizelkę odblaskową.
- Pojazdy oraz piesi muszą przestrzegać znaków.
- Należy poruszać się po wyznaczonych ścieżkach dla pieszych.
- Należy nawiązać kontakt wzrokowy z kierowcą i upewnić się, że jest się widocznym.
- Nigdy nie należy zakładać, że jest się widocznym dla kierowcy.

Правила на рабочей площадке для автотранспорта и пешеходов

- Остерегайтесь движущихся транспортных средств, слушайте сигналы и наблюдайте за мигалками.
- Всегда носите светоотражающий жилет.
- Движение пешеходов и автомобильного транспорта должно осуществляться в соответствии со знаками.
- Придерживайтесь указанных дорожек на рабочей площадке.
- Всегда поддерживайте зрительный контакт с водителем и убедитесь в том, что он знает о вашем присутствии.
- Никогда не думайте, что водитель видит вас.

Site Rules- Traffic & Pedestrians

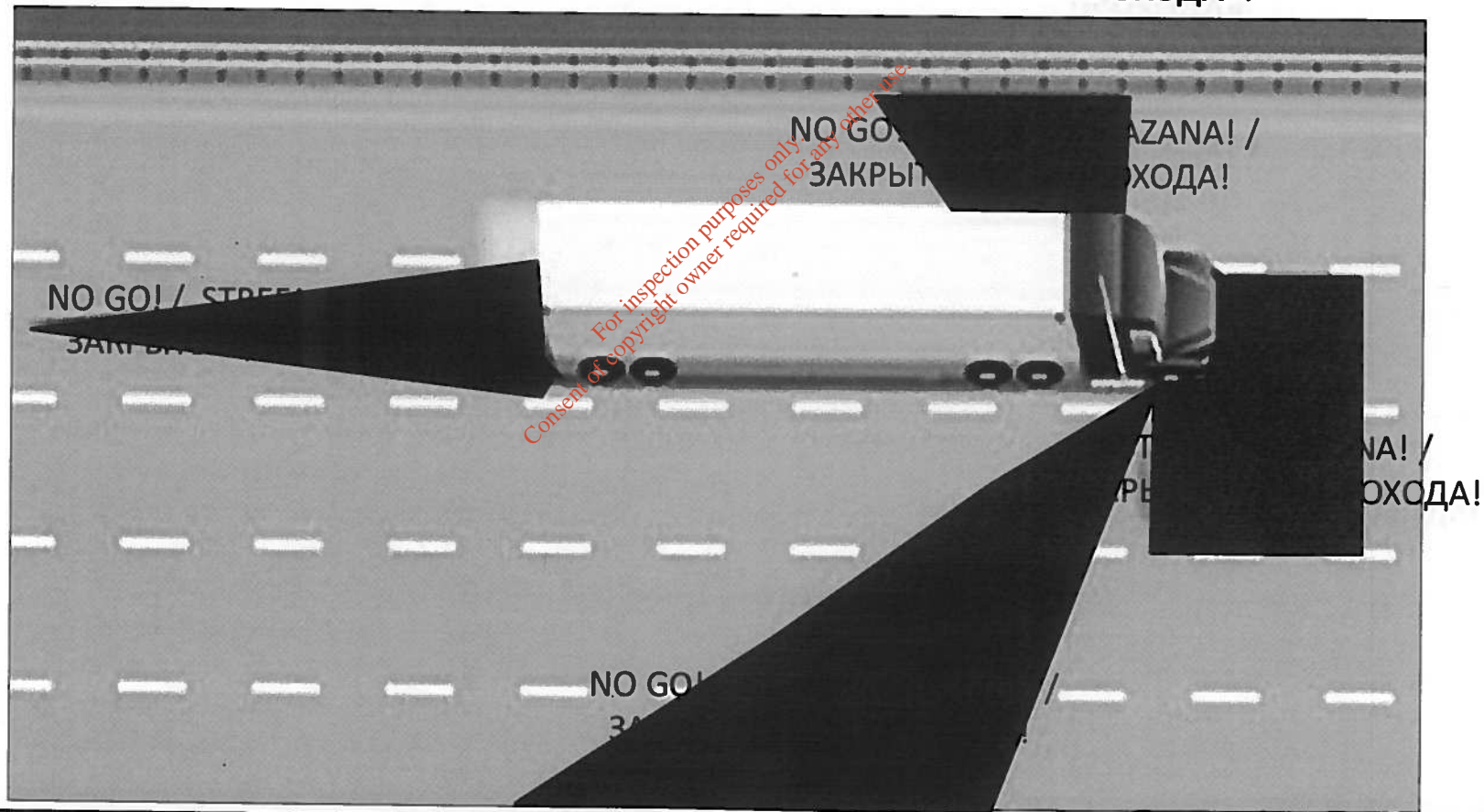
Beware of Driver Blind Spots and DO not Stand in these locations. The drawing below shows the "NO GO" Zones.

Zasady obowiązujące w miejscu pracy – ruch pojazdów i pieszych

Należy pamiętać o istnieniu tzw. „martwych pól” kierowcy i NIE stać w nich. Na rysunku poniżej przedstawiono „zakazane strefy”.

Правила на рабочей площадке для автотранспорта и пешеходов

Остерегайтесь «слепых зон» водителя и не стойте в этих местах. На рисунке ниже показаны зоны «ЗАКРЫТЫЕ ДЛЯ ПРОХОДА».



Hazard Spotting

A hazard is something that may cause an accident to you, or anybody else, if it is not reported.

- If you notice anything in your workplace which you think may be a hazard, you must need to tell your supervisor/ manager about Immediately.
- **Examples of Hazards:-**
- working alone,
- fire hazards
- trailing cables or leads which people could trip or fall over
- wet floors or liquid spillages.



Identyfikacja zagrożeń

Zagrożeniem jest wszystko, co w przypadku braku zgłoszenia może prowadzić do wypadku.

- W razie jakichkolwiek podejrzeń dotyczących potencjalnego zagrożenia należy niezwłocznie skontaktować się z przełożonym lub kierownikiem.
- **Przykłady zagrożeń:**
- praca w odosobnieniu,
- zagrożenie pożarowe,
- kable, o które pracownicy mogą się potknąć lub przewrócić,
- mokre podłogi lub wycieki płynów.

Маркировка опасностей

Опасность — это то, что может стать причиной несчастного случая с вами или с каким-либо иным лицом, если о ней не было сообщено.

- Если вы заметили что-либо на вашем рабочем месте, что, по вашему мнению, может представлять собой опасность, вы должны немедленно сообщить об этом своему руководителю/диспетчеру.
- **Примеры опасностей:**
- работа в одиночку;
- опасности возникновения пожара;
- свисающие кабели или провода, которые могут стать причиной поскользывания или падения;
- мокрый пол или разлитая жидкость.

Fire Prevention



IF YOU DISCOVER A FIRE

- Shout 'FIRE'.
- Tackle the fire using the extinguishers / fire blanket / hose reels only IF TRAINED TO DO SO.
- Do not use the hoses near electrical equipment or flammable liquids.
- If you put the fire out watch for re-ignition.

IF YOU CANNOT CONTROL THE FIRE

- Sound the alarm at the nearest break glass point.
- Proceed to your designated "Fire Assembly Point" and await further instructions.
- Do **Not** go back into the building.



Zapobieganie pożarom

W RAZIE POŻARU

- Krzyknąć „PALI SIĘ!”
- Przystąpić do gaszenia ognia za pomocą gaśnicy/koca gaśniczego/węża jedynie, gdy jest się odpowiednio PRZESZKOLONYM.
- Nie gasić ognia za pomocą węża w pobliżu urządzeń elektrycznych lub płynów łatwopalnych.
- Po ugaszeniu ognia należy uważać na ponowny zapłon.

JEŚLI OGNIĄ NIE DA SIĘ UGASIĆ

- Należy uruchomić alarm najbliższym przyciskiem alarmowym.
- Udać się do miejsca zbiórki w razie pożaru i oczekiwać na dalsze instrukcje.
- **Nie** wracać do budynku.

Противопожарные мероприятия

ПРИ ОБНАРУЖЕНИИ ПОЖАРА

- Крикните «ПОЖАР!».
- Постарайтесь потушить пожар при помощи огнетушителей/противопожарного одеяла/шлангов только ПРИ НАЛИЧИИ СООТВЕТСТВУЮЩЕЙ ПОДГОТОВКИ.
- Не используйте шланги вблизи электрооборудования или горючих жидкостей.
- Если вы потушите огонь, осмотрите место пожара на предмет повторного возгорания.

ПРИ НЕВОЗМОЖНОСТИ КОНТРОЛИРОВАТЬ ОГОНЬ

- Запустите звуковую сигнализацию в ближайшей точке с разбиваемым стеклом.
- Перейдите к обозначенному «Пункту сбора в случае пожара» и ждите дальнейших указаний.
- **Не** возвращайтесь в здание.

Fire Prevention

ON HEARING AN ALARM

- Leave the building by the nearest available fire escape route.
- DO NOT delay your escape.
- Go to the assembly area at the front Gate and await instruction.
- Do not delay to collect belongings.
- If smoke is present then keep low to the floor to aid your escape.
- Visitors must be escorted by their host to the Fire Assembly Point and be accounted for.

Zapobieganie pożarom

PO USŁYSZENIU ALARMU

- Należy opuścić budynek najbliższym wyjściem ewakuacyjnym.
- NIE opóźniać ewakuacji.
- Udać się na miejsce zbiórki przy bramie głównej i czekać na dalsze instrukcje.
- Nie zabierać ze sobą niepotrzebnych przedmiotów.
- W przypadku występowania dymu należy poruszać się nisko przy ziemi, co ułatwi ewakuację.
- Osoby odwiedzające zakład muszą być odprowadzone na miejsce zbiórki przez osoby je oprowadzające.

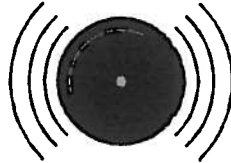


Противопожарные мероприятия

ЕСЛИ ВЫ УСЛЫШАЛИ СИГНАЛ ТРЕВОГИ

- Покиньте здание по ближайшему маршруту эвакуации при пожаре.
- НЕМЕДЛЕННО покиньте помещение.
- Перейдите к монтажной площадке у передних ворот и ждите дальнейших указаний.
- Не тратьте время на сбор вещей.
- При наличии дыма низко наклонитесь к полу при покидании площадки.
- Посетители должны покидать площадку в сопровождении ответственного лица к Пункту сбора в случае пожара.

Fire Prevention



Evacuation

- You are responsible for your own safety and the safety of others.
- Two tone fire alarm
 - The first tone is a warning (Pulse tone, Duration 5 min). There is no need to evacuate
 - On hearing the second tone (Continuous). Evacuate.
- When the Evacuation Alarm is activated, employees must safely stop work, shut off their machines and evacuate the building.

Zapobieganie pożarom

Ewakuacja

- Każdy jest odpowiedzialny za bezpieczeństwo swoje, jak i innych.
- Dwa sygnały alarmowe
 - Pierwszy sygnał ma charakter ostrzegawczy (sygnał przerywany, czas trwania: 5 minut) Nie istnieje potrzeba ewakuacji.
 - Po usłyszeniu drugiego sygnału (ciągłego) należy się ewakuować.
- Po usłyszeniu alarmu ewakuacyjnego należy zakończyć pracę w bezpieczny sposób, wyłączyć urządzenia i opuścić budynek.

Противопожарные мероприятия

Эвакуация

- Вы несете ответственность за собственную безопасность и безопасность других людей.
- Два сигнала пожарной сигнализации:
 - первый сигнал — предупредительный (импульсный сигнал, продолжительность 5 мин). При этом необходимость эвакуации отсутствует;
 - при появлении второго сигнала (продолжительного) произведите эвакуацию.
- При сигнале тревоги для эвакуации сотрудники должны безопасно остановить работу, выключить станки и эвакуироваться из здания.

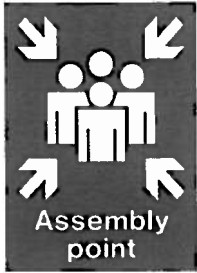


Emergency Assembly Area /
Miejsce zbiórki /
Место сбора в случае возникнове-
ния аварийной ситуации



- Fire Exit /
Wyjście
ewakuacyjne /
Пожарный
выход
- Emergency
Assembly Area /
Miejsce zbiórki /
Место сбора в
случае возник-
новения
аварийной
ситуации
- Walkways /
Ścieżki dla
pieszych /
Пешеходные
дорожки

Fire Prevention



Once you have reached the Assembly Area

- Report any missing colleagues to your Fire Warden.
- Report any disabled persons.
- Remain at assembly point until advised otherwise.
- Do not leave the Fire Assembly Point or re-enter the building unless you have been instructed to do so by the Fire Warden.

Zapobieganie pożarom

Po dotarciu do miejsca zbiórki

- Należy zgłosić nieobecność współpracowników osobie odpowiedzialnej za ewakuację.
- Należy zgłosić osoby z urazami.
- Należy pozostać na miejscu zbiórki, chyba że otrzymano inne instrukcje.
- Nie należy opuszczać miejsca zbiórki ani nie wracać do budynku, chyba że otrzymano inne instrukcje od osoby odpowiedzialnej za ewakuację.

Противопожарные мероприятия

После прибытия на место сбора

- Сообщите о любых отсутствующих коллегах лицу, ответственному за противопожарное состояние.
- Сообщайте о любых лицах с ограниченными возможностями.
- Оставайтесь в пункте сбора до получения иных указаний.
- Не оставляйте пункт сбора или повторно не входите в здание без получения специальных указаний от лица, ответственного за противопожарную безопасность.

Fire Prevention

Do **NOT** use unless trained.
Using the wrong extinguisher is Dangerous.

WATER



Paper, wood, etc.

Not electrical, liquids or gases

FOAM



Solids (Wood, Paper, Textiles) Flammable liquids. **Not** electrical or gases.

POWDER



Solids (Wood, Paper, Textiles),
Flammable liquids, gases & electrical

CARBON DIOXIDE (CO₂)

Electrical, safe on most small fires.
Do **Not** Touch the Nozzle when operating



*Remember:
Always point at the base of the fire.*

Zapobieganie pożarom

NIE używać bez uprzedniego przeszkolenia.

Użycie nieodpowiedniej gaśnicy jest niebezpieczne.

GAŚNICA WODNA

Papier, drewno itp.

Nie: urządzenia elektryczne, płyny lub gazy.

GAŚNICA PIANOWA

Ciała stałe (drewno, papier, tkaniny), łatwopalne płyny.

Nie: urządzenia elektryczne lub gazy.

GAŚNICA PROSZKOWA

Ciała stałe (drewno, papier, tkaniny), łatwopalne płyny, gazy i urządzenia elektryczne

GAŚNICA NA DWUTLENEK WĘGLA (CO₂)

Urządzenia elektryczne, bezpieczne w wypadku niewielkich pożarów.

Nie dotykać dyszy gaśnicy podczas jej używania.

*Uwaga:
Należy kierować gaśnicę na źródło ognia.*

Противопожарные мероприятия

НЕ используйте без подготовки.

Использование ненадлежащего огнетушителя опасно.

ВОДА

Бумага, дерево и т. д.
Не использовать для электрических устройств, жидкостей или газов.

ПЕНА

Твердые вещества (дерево, бумага, текстиль), легковоспламеняющиеся жидкости.
Не использовать для электрических устройств или газов.

ПОРОШОК

Твердые вещества (дерево, бумага, текстиль), легковоспламеняющиеся жидкости, газы и электрические устройства.

ДИОКСИД УГЛЕРОДА (CO₂)

Электрические устройства, безопасны для большого количества небольших возгораний.
Не касайтесь раструба при применении огнетушителя.

*Помните!
Всегда направляйте огнетушитель на очаг возгорания.*

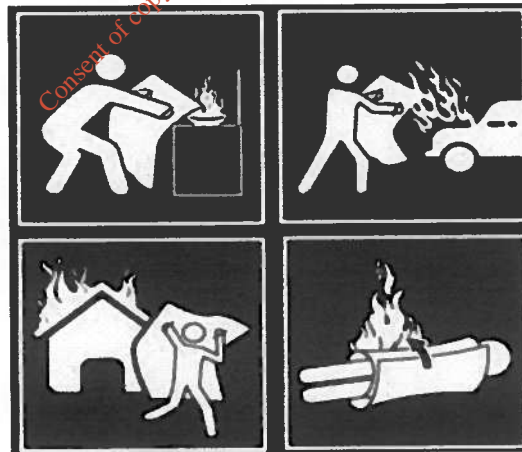
Fire Prevention

- A Fire Blanket is a very effective at smothering a local fire.
- And wrapping someone who's clothing has caught fire.



Zapobieganie pożarom

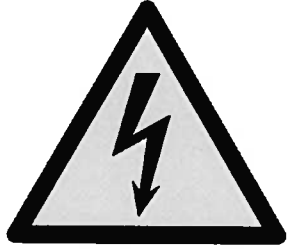
- Koc gaśniczy bardzo łatwo dławi niewielki ogień.
- Należy nim również owinąć osobę, której ubranie zapaliło się.



Противопожарные мероприятия

- Противопожарное одеяло очень эффективно при тушении очагового возгорания.
- В него необходимо завернуть человека, чья одежда загорелась.

Electrical Safety



- Treat electricity with respect.
- All Electrical Equipment used at KWD must have a current test label attached to it indicating it has passed the PAT test.
- Please report untested or out of date equipment to your supervisor.
- Check constantly that cables are not damaged or worn.
- Keep trailing cables off the ground and away from water.
- Never overload or use makeshift plugs and fuses.

Bezpieczeństwo elektryczne

- Należy zachować ostrożność podczas pracy z urządzeniami elektrycznymi.
- Wszystkie urządzenia elektryczne używane w KWD muszą posiadać aktualne etykiety oznaczające zgodność z wymogami testu PAT.
- Wszelkie urządzenia nieposiadające atestu lub posiadające nieaktualną etykietę należy zgłosić przełożonemu.
- Należy zawsze sprawdzać, czy kable nie są zniszczone lub przetarte.
- Należy umieszczać kable nad ziemią i z dala od wody.
- Nie doprowadzać do przeciążenia urządzeń i nie używać własnoręcznie wykonanych wtyczek i bezpieczników.

Электробезопасность

- Аккуратно обращайтесь с электричеством.
- Все электрооборудование, используемое компанией KWD, должно иметь ярлык о последнем прохождении испытания PAT.
- Пожалуйста, сообщите вашему руководителю о непроверенном оборудовании или оборудовании с истекшим сроком.
- Всегда проверяйте кабели на предмет их повреждения или износа.
- Поднимите свободно тянущиеся кабели и держите их подальше от воды.
- Никогда не перегружайте или используйте самодельные вилки и предохранители.

Lock Out Tag Out (LOTO)

- Lock out tag out can only be performed by trained personnel.
- All energy sources e.g. motors, conveyors, will be isolated and locked.
- Primary isolation consists of a yellow danger Tag & Lock.
- Do not interfere with locked equipment.
- Tags must be removed when the work is complete or at the end of the shift which ever is earlier.

Odłączanie napięcia i wywieszanie tablic ostrzegawczych (LOTO)

- Czynności mogą być wykonywane jedynie przez przeszkolony personel.
- Procedura obejmuje odłączenie i zablokowanie wszystkich źródeł energii, np. silników czy przenośników.
- Zasadnicza procedura polega na zablokowaniu i oznaczeniu urządzeń żółtymi znakami ostrzegawczymi.
- Nie należy ingerować w odłączone urządzenia.
- Oznaczenia należy usunąć po zakończeniu prac naprawczych lub na koniec zmiany – w zależności od tego, co nastąpi wcześniej.

Система производственной безопасности, предотвращающая несанкционированное включение оборудования на время проведения технического обслуживания или ремонта (LOTO)

- Блокировка оборудования для предотвращения несанкционированного включения должна выполняться только квалифицированным персоналом.
- Все источники электроэнергии, например, электромоторы, конвейеры, должны быть изолированы и заблокированы.
- Первичная изоляция включает в себя желтый ярлык об опасности для маркировки и блокировки.
- Не прикасайтесь к заблокированному оборудованию.
- Ярлыки необходимо удалить после завершения работы или в конце рабочей смены в зависимости от того, что наступит ранее.

Lock Out Tag Out (LOTO)

- The DANGER Tag:

Identifies the person placing the tag and the date and time.



Odłączanie napięcia i wywieszanie tablic ostrzegawczych (LOTO)

- Oznaczenie NIEBEZPIECZEŃSTWO:

Zawiera informacje o osobie umieszczającej oznaczenie oraz datę i czas oznaczenia.

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Система производственной безопасности, предотвращающая несанкционированное включение оборудования на время проведения технического обслуживания или ремонта (LOTO)

- Ярлык «ОПАСНО»:

указывает лицо, которое установило ярлык, дату и время.

Personal Protective Equipment (PPE)

Minimum Requirement

- Long Sleeve Shirts and Pants
- High Visibility Vests
- Steel Toe Cap Boots
- Gloves
- Hard Hat

Safety Equipment as Required

- Face Mask
- Safety Glasses/ Goggles
- Hearing protection

Personal Hygiene

- Wash hands & face before eating
- Change work clothes every day
- Shower and washing hair after work

Środki ochrony osobistej (ŚOO)

Minimalne wymagania

- Koszule z długim rękawem i spodnie
- Kamizelki odblaskowe
- Obuwie ochronne z metalowymi noskami
- Rękawice
- Kask

Środki ochrony, jeśli wymagane

- Maska ochronna
- Okulary ochronne/gogle
- Środki ochrony słuchu

Higiena osobista

- Przed jedzeniem należy myć ręce i twarz
- Należy codziennie zmieniać ubranie robocze
- Po pracy należy wziąć prysznic i umyć włosy

Средства индивидуальной защиты (СИЗ)

Минимальные требования

- Рубашки с длинным рукавом и брюки
- Светоотражающие жилеты
- Обувь со стальным носком
- Перчатки
- каска

Средства защиты при необходимости

- Маска для защиты лица
- Защитные очки
- Средства защиты органов слуха

Личная гигиена

- Мойте руки и лицо перед едой
- Меняйте рабочую одежду каждый день
- Принимайте душ и мойте голову после работы



Accidents- Non Employees

- If a non-employee has an accident or incident you should report this to your manager.
- Non-employees means members of the public, pupils, service users, residents, customers etc.
- You should do the same as you would for your accidents or accidents to staff.



Wypadki Osoby niebędące pracownikami

- Jeśli osoba niebędąca pracownikiem ulegnie wypadkowi, należy zgłosić ten fakt przełożonemu.
- Osoby niebędące pracownikami to: osoby prywatne, uczniowie, użytkownicy usług, osoby mieszkające w pobliżu zakładu, klienci itp.
- Należy przestrzegać procedur dotyczących pracowników, którzy ulegli wypadkom.

Несчастные случаи с лицами, которые не являются работниками

- Если лицо, не являющееся работником, попало в аварию или с ним произошел несчастный случай, вы должны сообщить об этом своему руководителю.
- К лицам, не являющимся работниками, относятся представители общественности, ученики, пользователи услуг, жители, заказчики и т. д.
- Ваши действия должны быть аналогичны действиям в ситуациях, когда авария или несчастный случай произошел с кем-либо из работников.

First Aid

- A first aid Kit is available in the Canteen.
- If you have an accident contact the safety representative/Manager.
- You must do this as soon as you possibly can. An Accident Report Form Must be filled in.



Pierwsza pomoc

- Zestaw pierwszej pomocy znajduje się w stołówce.
- Osoba, która uległa wypadkowi powinna skontaktować się z osobą odpowiedzialną za bezpieczeństwo/przełożonym.
- Należy to uczynić tak szybko, jak to możliwe. Należy wypełnić formularz zgłoszenia wypadku.

Первая помощь

- Аптечка первой помощи находится в столовой.
- Если вы попали в аварию или с вами произошел несчастный случай, свяжитесь с представителем по технике безопасности/менеджеру.
- Вы должны сделать это как можно быстрее. Необходимо заполнить форму отчета о несчастном случае.

Sickness/Illness

- If you become ill while at work you must report this to your supervisor/Manager.
- You are not permitted to leave the site without approval from your supervisor.

Choroba

- Należy zgłosić przełożonemu lub kierownikowi wszelkie dolegliwości, które wystąpiły podczas pracy.
- Zabronione jest opuszczanie zakładu bez zgody przełożonego.

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Недомогание/болезнь

- Если вы заболели во время работы, сообщите об этом своему руководителю/менеджеру.
- Вам не разрешено покидать рабочую площадку без разрешения от руководителя.

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- Вам не разрешено покидать рабочую площадку без разрешения от руководителя.

Final Thoughts

- “Duty of Care” is a two way street.
- There is responsibility on both Employer & Employee to contribute to a healthy safe workplace.
- Think about what you are doing!
- Develop good safety & housekeeping habits.
- Report hazards so that they can be fixed.
- When unsure please ask!

Uwagi końcowe

- Zachowanie należytej staranności dotyczy obu stron.
- Zarówno Pracodawca, jak i Pracownik są odpowiedzialni za utrzymanie bezpieczeństwa w miejscu pracy.
- Należy działać z rozwagą!
- Należy rozwijać nawyki dotyczące bezpieczeństwa i utrzymania porządku.
- Zgłaszać zagrożenia, aby można je było zlikwidować.
- W razie wątpliwości zadawać pytania!

Выводы

- Обязанность соблюдать осторожность лежит как на работодателе, так и на работниках.
- Работодатель и работник несут ответственность за создание здорового безопасного рабочего места.
- Думайте о том, что вы делаете!
- Развивайте навыки техники безопасности и организации работы.
- Сообщайте об опасностях для их устранения.
- Если вы в чем-то сомневаетесь, спросите!

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Appendix 2

Emergency Response Plan

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KWD SOP08 Emergency Response Procedure

Rev. 1.0

Standard Operating Procedure	Emergency Response Procedure		
Date:	09/02/2016	Revision No.	1.0

Instructions

Please read the following procedure and familiarise yourself with all the KWD Recycling rules and guidelines associated with emergency evacuation and response.

Once finished reading this procedure please complete the attachment on:

- Declaration (signature needed)

Please remove the signed attachment on the back of this procedure and hand into the office as soon as possible.

The procedure section must be kept by the KWD Recycling employee for reference in the future.

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KWD SOP08 Emergency Response Procedure

Rev. 1.0

Reasons for Revision

Standard Operating Procedure	Emergency Response Procedure		
Date:	09/02/2016	Revision No.	1.0

Reasons for Revision	

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KWD SOP08 Emergency Response Procedure

Rev. 1.0

1.0 Introduction

The purpose of this document is to set out the procedure to be followed in the event of an emergency at KWD recycling. Emergency Response procedures are designed to ensure the safety of people in buildings during emergencies by coordinating and controlling building evacuations until the appropriate emergency services arrive.

Definition: An emergency can be defined as any event, natural or man-made which, by its occurrence, endangers the lives of KWD employees, contractors and members of the public and which requires an immediate response.

2.0 Objective

The purpose of the Emergency Evacuation Procedures is to provide for:

- Fire and hazard prevention;
- Safe and orderly evacuation of people from the building in an emergency;
- Early control of the fire or emergency, and
- Speedy resumption of duties once the emergency is brought under control.

3.0 Responsibilities

3.1 Emergency Coordinator

The Emergency Coordinator shall be responsible for overall coordination of actions in connection with Emergency Response Procedures. He/she is responsible for:

Before Fire or Emergency:

- Ensuring that personnel responsible for emergency evacuation are aware of their responsibilities.

In the case of Fire or Emergency:

- Checking that the alarm has been relayed to the Fire Service.
- Ensuring that designated duties are correctly and promptly carried out.

KWD SOP08 Emergency Response Procedure

Rev. 1.0

- Acting as liaison officer with Police, Fire Service and other emergency services.
- Ensuring that all emergency service personnel are directed to the building involved in the emergency.
- Liaison with the Building Warden for the building involved in the fire or emergency.
- Advising staff and contractors when it is safe to re-enter the building.

3.2 Fire Wardens

The Fire Warden, during emergency situations, will be in control of the occupants of the whole building until the arrival of the Fire Service Senior Officer. It is the Fire Warden's responsibility to:

Before Fire or Emergency:

Assist in training of emergency personnel under their command. Designate an assembly area (or areas) for the staff. Occupants of the area should be directed to assemble at a designated location out in accordance with the emergency plan. This will facilitate checking that all occupants are safe and enable speedy return to the building when the "*all clear*" is given.

Ensure that in each area, a current list of the Area Wardens (and telephone numbers) is displayed, together with an emergency floor plan. The emergency floor plan should show all rooms, exits, assembly area to be used in case of fire or emergency, fire alarms, extinguishers, fire hose reels and special emergency equipment.

Ensure that all staff in the building are given instruction in relation to:

- evacuation procedures;
- means of escape from the building and location of assembly areas;
- the location and operation of fire alarms; and
- the location and operation of fire extinguishers or other emergency equipment required in the building.

KWD SOP08 Emergency Response Procedure

Rev. 1.0

In the case of Fire or Emergency (the assistance of a deputy may be required to undertake some of these tasks):

- Respond immediately to an alarm; determine the nature of the emergency.
- Initiate Emergency Evacuation Procedures for the building.
- Direct the actions of Floor and Area Wardens within the building.
- Check that all occupants have proceeded to the designated assembly area.
- In consultation with the Fire Service and the Emergency Coordinator, advise occupants when it is safe to return to the building.

3.3 All personnel

Before FIRE or EMERGENCY: All personnel should make themselves familiar with the Emergency Evacuation Procedures for their area, the location of fire exits and the operation of fire-fighting and emergency equipment.

4.0 Fire Safety Register

Fire Prevention

- No smoking on-site (only in designated smoking area)
- Hot work permit (sub-contractors)
- Maintenance schedule on machines
- CCTV & security fencing in place around site
- All vehicles fitted with fire extinguishers
- Fire doors

Fire detection & warning systems

- Alarm system
- CCTV
- Emergency lighting

KWD SOP08 Emergency Response Procedure

Rev. 1.0

Fire control & Fire-fighting facilities

- Sprinkler system
- Fire extinguishers/blankets
- Fire hose reels
- Fire doors
- Fire hydrants
- 100,000 litres of water available at Lagoon

Fire escape, signage & lighting

- Exits free from obstruction
- Exit signage lighting & in good order with wayfinding signage
- Emergency lighting

Fire response planning & staff training

- Emergency response plan (displayed)
- Staff fire safety training & awareness
- Fire routine

Post fire actions

- Fire & accident investigation
- Safety issues
- Clean-up of fire damaged waste & fire water

5.0 Communicating with neighbours and the local community

KWD Recycling understands that there is a high level of community expectation around the notification of emergency events. This part of the procedure outlines who is to be notified in the event of a fire/emergency event, what methods will be used for making notifications and guidance on the content of notifications and updates.

Defining Who Is To Be Notified

Industrial Neighbours

The KWD Recycling site is a remote property with no immediate industrial neighbours.



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Residential Neighbours

There are 21 residential houses in a 500 meter radius of KWD Recycling site entrance. These residential houses are located;

North – 13 houses,

North East – 6 houses

South – 2 houses.

A decision to warn residents of an emergency or commence evacuations would be made by the Emergency Services.

The following groups may need to be notified in the event of a fire/emergency event:

- The Environmental Protection Agency
- Kerry County Council
- Local residents
- Workers in the area
- Visitors and people passing through the local area

In the event of a fire/emergency incident, notifications will be made to those individuals potentially impacted or impacted.

Notification Methods

Initial incident notification

In the event of a fire/emergency event that is an emergency with the potential for off-site impact, the key means of notification with anyone who may potentially be affected will be via Emergency Services.

Depending on the nature of the offsite emergency, KWD Recycling may also initiate verbal communications with adjacent neighbours and potentially affected groups in accordance with the Emergency Response Procedure (ERP).

If a fire/emergency event is not an emergency with potential for off-site impact the following notification methods will be utilised:

- KWD Recycling Media releases
- Local community e-mail and phone calls
- Website updates @ www.kwd.ie

One, some, or all of the above notification methods will be utilised, depending on the nature of an incident and the potential for impact on the community. The Incident Commander or delegate is responsible for determining the community notification method/s.

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Follow up incident notification

An initial notification will be followed by an update (to the original recipients, or a smaller or larger group as deemed relevant) in the event that KWD Recycling:

- determines that a new or different response is required by members of the community or site neighbours in response to the emergency incident; or
- decides to provide an update on the status of the investigation.

Notification Content

Notifications made under this plan are to be timely, clear and concise. Initial notifications may be followed with subsequent notifications and additional or more detailed information over time as required. As a minimum, notifications should include:

- A brief statement on the nature and timing of the fire/emergency incident (e.g. fire has broken out in Material Recovery Facility at KWD Recycling site)
- Which party is responsible for responding (e.g. Emergency Services are in attendance or the EPA has been advised)
- Contact details for further information (in most cases this will be the KWD Recycling Contact No. 1850 37 37 37).

6.0 Procedure

1. In the case of Fire or Emergency: Until the arrival of the Fire Service, the Emergency Coordinator and fire wardens will control all evacuation and fire fighting (use of fire extinguishers) on their floor or in their area. The Area Warden should:
 - Check the source, type and severity of the emergency.
 - Order the evacuation of the area if necessary.
 - Advise the Emergency Coordinator of the incident and the proposed action to be taken.
 - Ensure that all occupants of the area are aware that evacuation procedure, and direct the occupants to the nearest accessible exit through which they should proceed to the designated assembly area.
 - Ensure that evacuation from the area is orderly and by means of the stairs.

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- Ensure that necessary assistance is given to disabled and other persons in need of special care.
- Check fire doors to ensure that they are closed and post a watch so that they are kept closed except during the escape of occupants.
- Provided it is safe to do so, make a thorough search of the whole floor or area to ensure that no persons remain.
- Advise the Building Wardens when evacuation is completed.
- Assist the Building Warden in checking that all building occupants have arrived at the assembly area.
- It should be emphasised that the primary role of wardens is not to combat fire and emergencies, but to ensure, as far as practicable, the safety of occupants and their orderly evacuation from emergencies.

2. In the case of FIRE or EMERGENCY:

- Any person who discovers a fire or emergency: Sound the fire alarm system (if there is a push button alarm)
- Notify the Area Warden who will contact the appropriate emergency service and provide:
 - Name & location of the caller.
 - Details of location, type and scale of the emergency
 - If it is safe to do so, use the appropriate fire extinguisher to put out any fire (*do not attempt to fight a fire if the fire is large or if you are not familiar with the use of the fire extinguisher*).
- Any person who hears the evacuate mode of the fire alarm or when instructed to evacuate by the Area Warden must:
 - Walk quietly but quickly to the nearest exit and proceed to the assembly point outside the building to await further instructions.
 - Listen and follow instructions from Area Wardens.
- In order to prevent injury and possible panic during evacuation:
 - Do not run, push, or overtake

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- Do not return to your desk, office or room
 - Do not return to your building until the "all clear" is given by the Building Warden or Fire Service.
-
- Outside of normal working hours (08.00 a.m. to 6.00 p.m. Monday to Friday, Sat 8 a.m.-2.p.m) on hearing the fire alarm, occupants should evacuate the building.

3. Emergency Evacuation Information

- Building wardens in co-operation with the emergency co-ordinator should arrange for a sign to be placed at a prominent position on each floor or in each area showing the following:
 - The name of the Building and Floor number or area description.
 - A brief statement of evacuation procedures, such as:
 - Alert Fire Service, and/or other emergency service, using the appropriate call-out number
 - Warn people in the vicinity
 - Evacuate the building, if necessary
 - If safe, confine the fire or other source of danger
 - The location of the assembly area.
 - A floor or area plan (Property and Facilities Division can assist in the provision of floor plans and preparation of emergency evacuation signage) showing the location of:
 - fire exits and escape routes
 - manual alarm points
 - fire extinguishers, and other emergency equipment
 - The names (and telephone numbers) of the:
 - Area Warden any additional wardens appointed.

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4. Where emergency ambulance assistance is required the Emergency Coordinator will dial 999 and notify the operator that an ambulance is required and provide details of the location, the nature of the emergency, and provide a contact phone number for first aider.

Points to include in emergency procedures

- Consider what might happen and how the alarm will be raised. Don't forget night and shift working, weekends and times when the premises are closed, eg holidays
- Plan what to do, including how to call the emergency services. Help them by clearly marking your premises from the road. Consider drawing up a simple plan showing the location of hazardous items
- If you have 25 tonnes or more of dangerous substances, you must notify the fire and rescue service and put up warning signs
- Decide where to go to reach a place of safety or to get rescue equipment. You must provide suitable forms of emergency lighting
- You must make sure there are enough emergency exits for everyone to escape quickly, and keep emergency doors and escape routes unobstructed and clearly marked
- Nominate competent people to take control (a competent person is someone with the necessary skills, knowledge and experience to manage health and safety)
- Decide which other key people you need, such as a nominated incident controller, someone who is able to provide technical and other site-specific information if necessary, or first-aiders

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- Plan essential actions such as emergency plant shutdown, isolation or making processes safe. Clearly identify important items like shut-off valves and electrical isolators etc
- You must train everyone in emergency procedures. Don't forget the needs of people with disabilities and vulnerable workers
- Work should not resume after an emergency if a serious danger remains. If you have any doubts ask for assistance from the emergency services

7.0 Clean-up of fire damaged waste & Fire water

Fire Water

Fire water runs to nearby drains \implies drains lead fire water to the Reed bed \implies reeds remove impurities from the fire water leaving it safe to release \implies water released into the lagoon for storage.

Clean-up of fire damaged waste

- ❖ Fire damaged/wet waste recycling to be sent to landfill if safe to do so.
- ❖ Fire damaged equipment will be stripped down & recycled as much as possible with unrecyclable components sent for appropriate disposal.
- ❖ Fire damaged areas will be cleaned & efforts made to redesign/redecorate to original layout.
- ❖ Area will be inspected after redesign/re-decoration/clean-up to ensure it is safe for staff to return to work.

Reference:

“Guidance Note: Fire Safety At Non-Hazardous Waste Transfer Stations” created by

Environmental Protection Agency, Ireland 2013

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Translation

If you have any problems understanding the content of this standard operating procedure or have any difficulties with understanding the language, please tell this to the manager or the person that issued this document to you, so assistance in the form of a translator may be used to help translate the document into your dialect or help you with understanding the content of this document.

Tłumaczenie

Jeśli masz jakiegokolwiek problemy ze zrozumieniem treści tej standardowej procedury operacyjnej lub mieć żadnych trudności ze zrozumieniem języka, należy powiadomić o tym kierownika lub osoby, która wystawiła ten dokument do Ciebie, więc pomoc w postaci tłumacza może być używana, aby pomóc przetłumaczyć dokument na swoim dialekcie lub pomóc w zrozumieniu treści tego dokumentu.

Перевод

Если у вас есть какие-либо проблемы с пониманием содержания этой стандартной операционной процедуры или какие-либо трудности с пониманием языка, пожалуйста, сообщите об этом менеджеру или лицу, выдавшим этот документ для вас, поэтому помощь в виде переводчика может быть используется, чтобы помочь перевести документ в свой диалект или помочь вам понять содержание этого документа.

Překlad

Máte-li jakékoli problémy s porozuměním obsahu tohoto standardního operačního postupu nebo pokud máte nějaké obtíže s porozuměním jazyku, prosím, sdělte to manažerovi nebo osobě, která vydala tento dokument na vás, takže pomoc v podobě překladatele může být použit na pomoc přeložit dokument do svého dialektu nebo pomůže s pochopením obsahu tohoto dokumentu.



Attachment A: Declaration

Once you have finished reading and understanding this procedure, please sign and remove the attachments section of this SOP before returning all signed documents to the KWD Recycling Office. In signing below you confirm that you understand and accept the content of this procedure, and all health & safety policy and procedures.

Signed: _____

Date: _____

Print Name: _____

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Appendix A

Emergency Response Procedure

(Waste Transfer Station)

When the Fire Alarm Sounds

1. Evacuate the building immediately via the **NEAREST AVAILABLE FIRE EXIT**.
2. Comply with all directions given by Fire Wardens.
3. Where possible assist less able bodied persons / visitors to evacuate to safety.
4. Proceed to the Fire Assembly Point for the building.
5. Remain outside the building until the all clear is given.



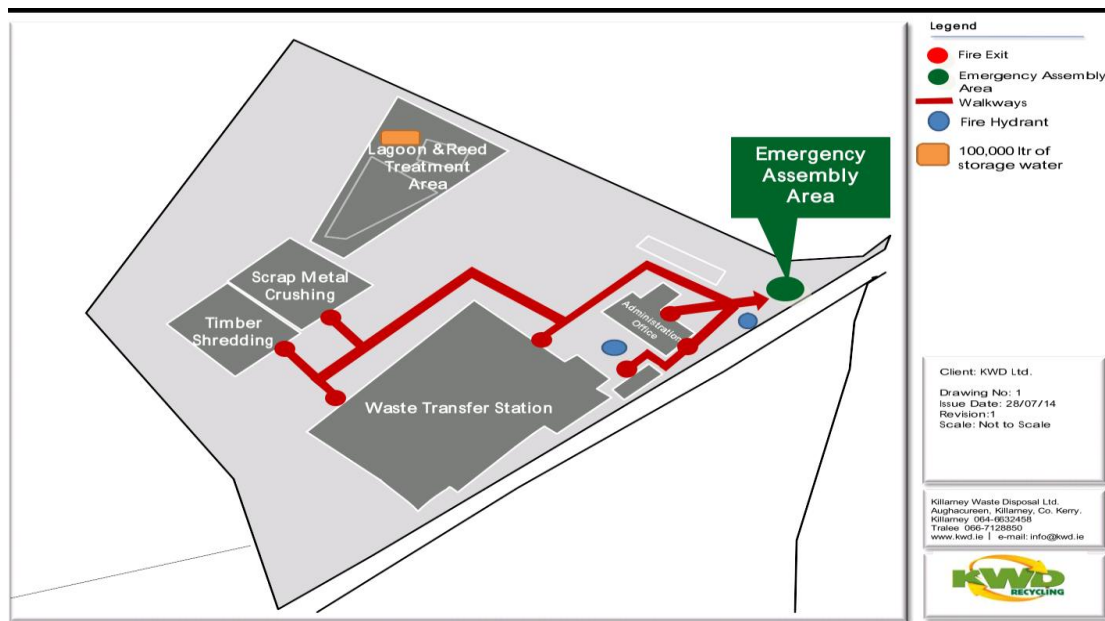
If You Start a Fire or Observe a Fire

Activate the nearest Fire Alarm by breaking a Break Glass Unit **IMMEDIATELY**.
Leave the Building. Call Security.

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Appendix B

Site Plan





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Appendix C

Emergency and other Contacts

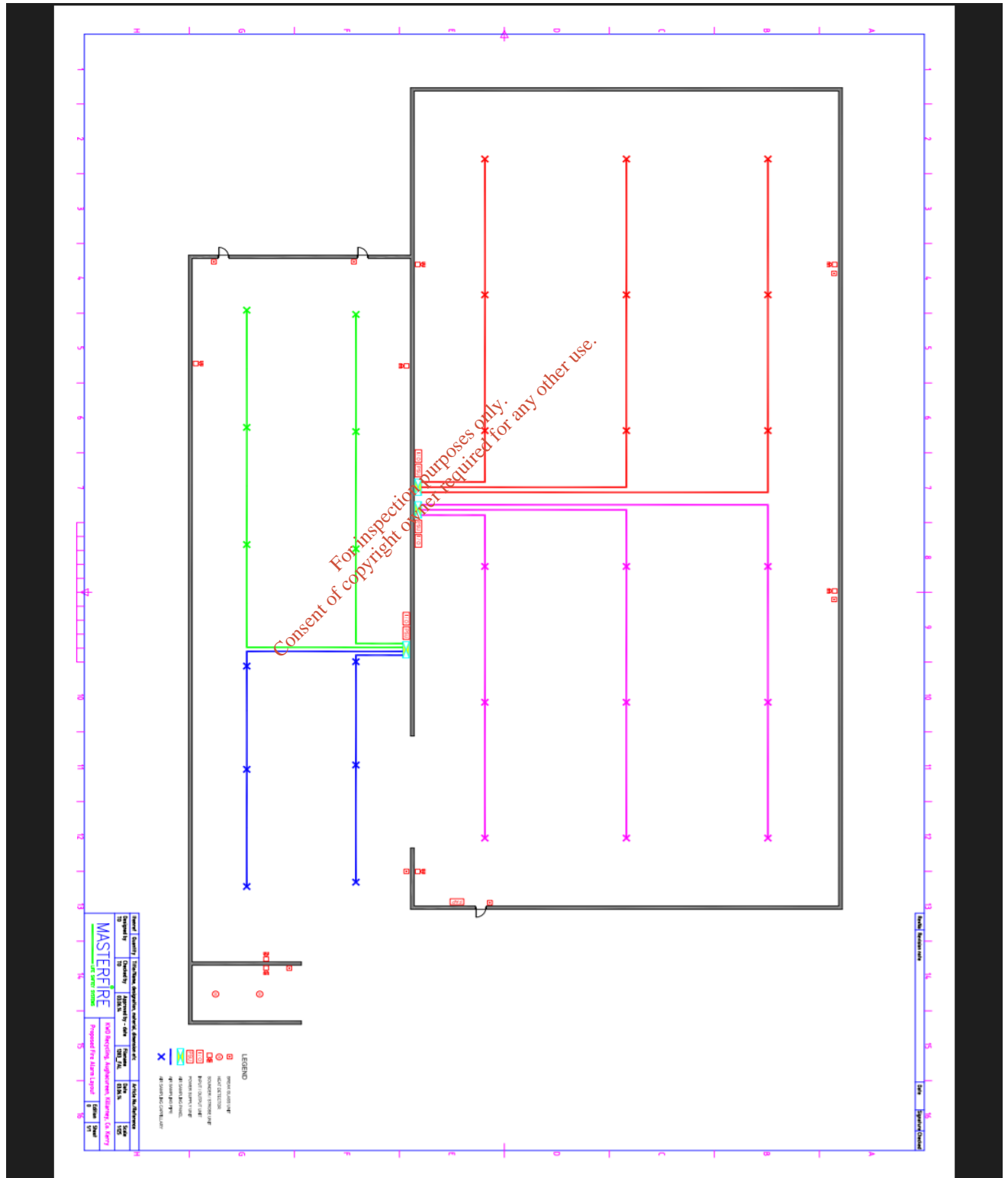
Name		Contact No.
Sean Murphy	Managing Director	0876673839
Brian Bruton	EHS Manager	0866036309
Niall Jordan	Process Manager	0879120090
DJ Gleeson	H&S Officer	0872530864
Rinalds Berzins	Head Maintenance	087 674 4933
Donal Kavanagh	Doctor	064-6632988
Emergency Services	Fire / Ambulance / Police	999 OR 112
EPA	Environment	021-4875540
Kerry County Council	KCC	066-7181686
Tralee General	Hospital	066 7126222

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Appendix D

Sprinkler/alarm system layout with break glass units,
strobe/sounder unit and heat detectors



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Appendix 3

Fire Risk Assessment 2016

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Aughacurreen, Killarney, Co. Kerry

Fire Risk Assessment

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FIRE RISK ASSESSMENT

Buildings	Material Recovery Facility	Offices	Yard Area	
Processes undertaken	Sorting of waste material.	Administration.	Traffic, parking, weighing of waste.	
What is the main method of fire detection	Smoke Detectors,	Smoke detectors, sounders		

Section 1

Sources of Ignition	Sources of Fuel	Sources of Oxygen	People at Risk	Areas Present within the site
Electrical wiring Hot Works-grinding, welding abrasive wheels Arson Faulty electrical appliances Mis-use of electrical appliances Vehicles Machinery engines within the MRF, Friction (loose bearings from conveyor belt) Dust from Processing the material, Fixed /portable heaters,	Oil Storage Facility Oil within MRF Product –paper, cardboard, Plastic bales Flammable chemicals Wood Rubber Textiles	Natural and mechanical air flow	<ul style="list-style-type: none"> • Employees (Staff within the Offices, Materials Recovery Facility, Within Refuse Collection Vehicles) • Contractors • Visitors / Customers • Employees, visitors, and other persons whose mobility, hearing or eyesight is impaired • Areas where employees/others are isolated 	<ul style="list-style-type: none"> • Site Offices • Main Waste Building • Timber Shredding • Dry Storage Area • Inspection Area • Waste Quarantine Area

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Section 2			
Reference	Item	Findings	Recommendation
1	Visitor Induction available onsite?	Visitors who frequent the site sign in at the reception. A visitor induction is currently being prepared for people who will be dropping rubbish to the site.	<p>Section 12 of the 2005 Act clarifies that consideration must also be given to the safety of persons other than employees within the workplace. Ensure that visitors are controlled and in the event of a fire at the site.</p> <p>Ensure all visitors are aware of the correct safety and fire prevention procedures to follow while on site; A procedure should be developed to document how members of the public should/will be treated when entering the site.</p>
2	Lighting	Emergency Fire Lighting is present throughout the site.	<p>Consideration should be given to preparing a map showing the location of emergency lighting.</p> <p>An assessment of lighting should be undertaken to ensure that it is sufficient for highlighting emergency exits and walkways.</p>
3	Are Emergency Exits available?	Yes, emergency exits are present throughout the site.	Consideration should be given to preparing a map showing the location of emergency exits and an assessment of the adequacy of the exits should be undertaken.
4	How is the alarm raised?	Smoke detectors are present throughout the facility with break glass call points.	
5	Are there places where the alarm may not be heard?	A fire drill is undertaken on an annual basis however it has not been documented whether all alarms can be heard.	As part of the next fire drill an assessment should be carried out to see if alarms are audible in all locations.
6	What arrangements are made for having the complete alarm	A component contractor visits the site on an annual basis to inspect the fire alarm	The following inspections should be undertaken at KWD:

	system serviced by a competent contractor?	systems.	<p>Daily: Check to see if there are any warning lights showing on your Fire Alarm Panel. If there is, record the fault in the log book and call the service provider.</p> <p>Weekly: The Fire alarm should be tested on a weekly basis, usually by testing a manual call point (break glass unit). A visual check for any warning lights etc, faults to be recorded in the log book and contact the service provider if needed.</p> <p>Quarterly Inspection and Testing: This should be carried out by the Service Provider to check the log book and take the necessary action. Back up batteries should be tested.</p> <p>Annual Inspection and Testing: As per the quarterly tests.</p> <p>Certificate of Servicing/ Testing to be displayed beside the Fire Panel, to indicate when the Service and Maintenance Visits were carried out.</p>
7	Have fire drills been undertaken for the site.	Yes fire drills are undertaken on an annual basis.	It is recommended that the fire drills are documented and where necessary corrective actions are implement to improve future performance.
8	Have assembly points been identified and are staff informed.	The fire assembly point has been identified at the front gate and employees will be inducted and informed of what to do in	Ensure all staff are inducted in relation to site evacuation procedures.

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		the case of an emergency.	A fire assembly point should be erected at the front to notify staff where to gather in the unlikely event of an emergency.
9	Are emergency plans posted onsite?	An Emergency Plan is documented and present within the site induction however not currently posted in the facility.	Recommend that the emergency layout is posted throughout the site.
10	What arrangements are there in place to prevent arson at the site?	The site has security cameras which monitor the site during operations. The gates to the site are shut and securely locked when the facility is not operational. Intruder alarms are in place within the offices and sensors are in place to detect movement.	Ensure security patrols are undertaken of the site to prevent an arson attack.
11	Is smoking permitted onsite?	Smoking is only permitted within the designated location.	Ensure all employees are informed of the designated smoking area and the prohibition elsewhere onsite.
12	Are site boilers regularly serviced and maintained?	Site Boilers are maintained on an annual basis and records of same are kept at the site.	Ensure boilers are in good working order at all times.
13	Storage of material within the Materials Recovery Facility?	A high volume of material is processed within the MRF. A process description is appended as Attachment A. Stored bales of plastic, paper, cardboard, aluminium cans are present with a designated location in the shed. Combustible material is not segregated from each other and stored in the same location within the shed.	Owing to the high combustibility of the material stored in the MRF, in particular, plastic bales it is recommended that these materials are segregated from other combustible sources to prevent the spread of fire.

14	Is a Fire Presentation and Emergency Plan in place for the site?	A site emergency plan is prepared for the site and employees are being inducted currently being trained on the plan.	Ensure all employees are trained on the emergency plan for the site.
15	Within The MRF?	A substantial quantity of diesel c.a. 1000 litres for refuelling vehicles is present within the shed which presents a substantial fire risk.	It is recommended that a maximum amount of 50 litres of diesel is stored within the shed and the remainder is relocated outside to a bunded storage cabinet.
17	What fire detection measures are in place?	<p>The fire detection system alarm mechanisms will include;</p> <p>Smoke Detectors. Fire alarm break- glass system in place at the site and emergency lighting. Materials Recovery Facility fire alarm. Office building fire alarm system. Office building smoke detection system. Site staff who will alert other staff members in the event of a fire.</p>	<p>Develop safe operating procedures for the timber shredding area to prevent the potential for fugitive dust creating a fire risk.</p> <p>Regularly inspect vehicles to ensure they are fitted with extinguishers.</p> <p>Ensure all fire detection systems are regularly inspected as per recommendation Ref: 6.</p>
18	What fire prevention measure are in place?	<ul style="list-style-type: none"> • All mobile machines onsite are fitted with fire extinguishers. • Site wide Fire Extinguishers (24 No. Dry powder, 16 No. CO₂, 6 No. Foam, 2 No. Fe, 1 No. fire blankets) • Fire Hose Reels (23 No.) • Fire Fighting Water Supply (100, 000 	Ensure all fire prevention equipment is regularly inspected as per recommendation Ref: 20.

		<p>litre tank)</p> <ul style="list-style-type: none"> • Fire Tank and Hydrants (2 No. with associated stand pipe, branch and hose reels). • Wood Chipper and Shredder have internal Fire Suppression Systems in place. 	
19	Is there a scaled drawing of fire prevention onsite?	A basic drawing is available however on inspection of the MRF not all of the protection equipment appears to be in place.	A CAD drawing is prepared for the site documenting all fire escapes, fire call points, sounders etc.
21	Any electrical or portable equipment present?	<ul style="list-style-type: none"> • A number of portable and electrical equipment are present throughout the site which present a fire hazard. 	<ul style="list-style-type: none"> • Portable electrical equipment should be tested at least annually to check for stickers on appliances to ensure they are maintained regularly. • Do not switch on in unoccupied areas or leave on unoccupied overnight. • Keep away from sources of ignition.
20	Is fire equipment inspected on a regular basis?	External inspections (alarms, fire extinguishers) of fire equipment is undertaken on an annual basis by a	It is recommended that internal inspections of fire prevention equipment (hose reels, sprinkler systems, sounders, fire doors) is undertaken by trained

		competent contractor.	person(s) on a regular basis to ensure they are in good working order. These checks should be documented and filed onsite.
22	Is there a map available at locations for employees showing what action they should take on hearing a warning?	No there is currently no map in place at the site.	It is recommended that a map is prepared for the site denoting escape routes.
23	Are there designated fire marshals for the site and have they received training.	A list of fire marshals has been drawn up however personnel have not received formal training.	Fire marshals should be informed of their appointment to the position and provided with certified training in the role.
24	Do fire wardens have vests or caps for identification?	No means of identification is currently in place.	It is recommended that a chart showing the fire wardens is prepared for the site so that other staff members are made aware. Other means of identification i.e. vest, hats, is also a method to show their position.
	Have employees been informed about the fire warning system and how to operate it.	No formal training has been provided however a site induction is being prepared and all employees will be inducted.	Ensure all employees are trained in relation to the operation of the fire warning systems.
25	Can the existing means of detection discover a fire quickly enough to raise an alarm in time for all the occupants to escape to a safe place?	The Fire alarms will detect fires through the site however the audibility of the alarms is to be tested as per reference 6.	It is recommended that stockpiles of flammable material (e.g. paper bales) are observed using CCTV, and inspected at each shift.

26	Is security measures in place to prevent arson at the site?	The site is protected by metal palisade fencing and has CCTV in operation.	Ensure fencing and CCTV is actively monitored to prevent arson attempts.
27	Is there an open line of communication maintained with the Fire services?	Currently there is no communication with the fire services in relation to the site.	KWD should liaise with the local fire service and issue maps showing the location fire hydrants, available firefighting equipment, and flammable substances held at the site.
28	Have all bucket loaders been fitted with rubber strips to prevent sparks being generated when the bucket comes into contact with hard standing.	No rubber fittings are attached to machinery at present.	It is recommended that the bucket loader is fitted with a protective rubber cover to prevent the generation of sparks.

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The Risk Assessment should be reviewed on an Annual basis and more frequently should physical changes occur at the site. All recommendations made in the RA should be actioned as part of the Safety Management Programme.

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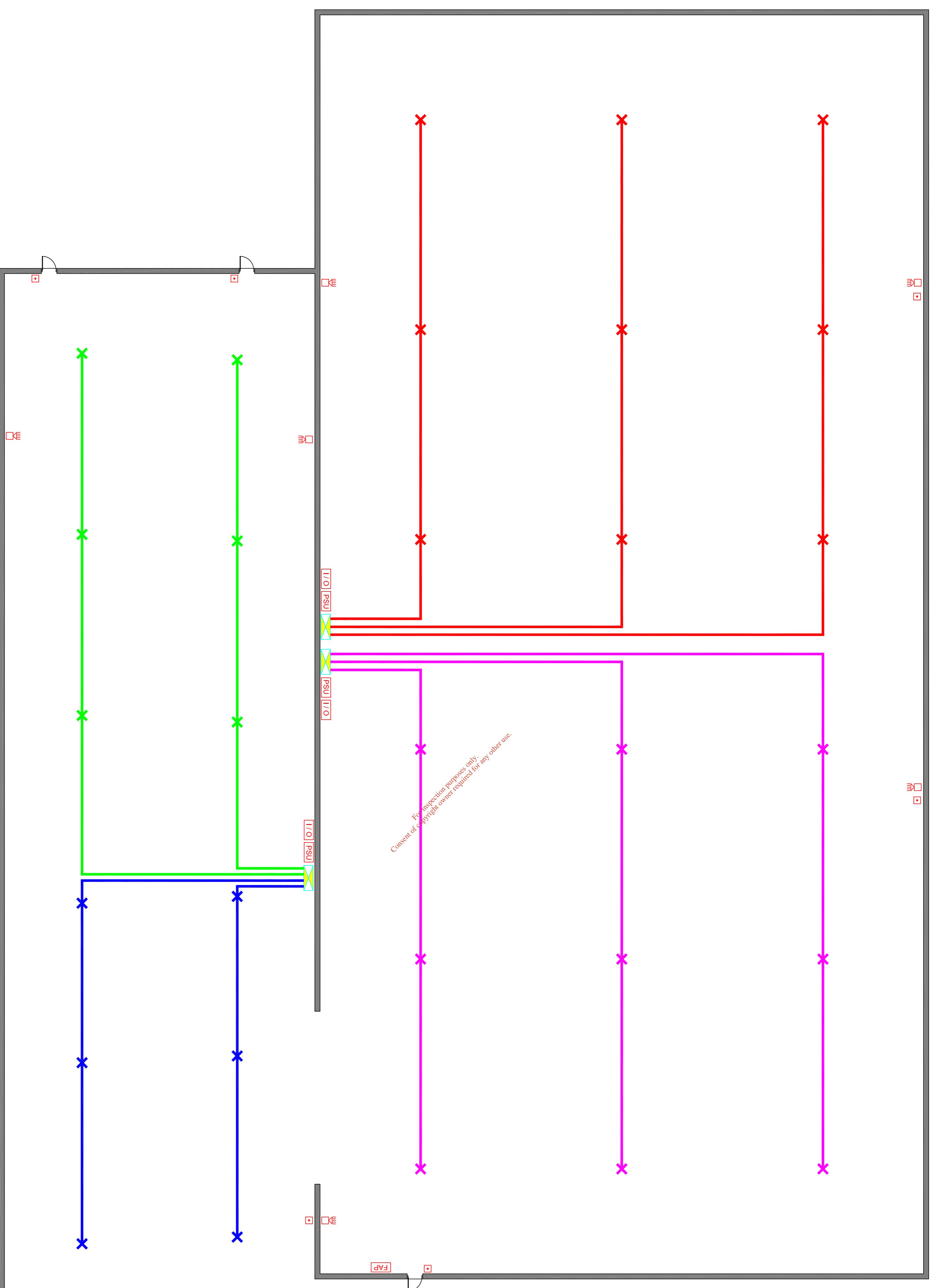
Appendix 4

Sprinkler System & Fire Alarm Layout

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- LEGEND**
- BREAK GLASS UNIT
 - ⊕ HEAT DETECTOR
 - ☒ SOUNDER/STROBE UNIT
 - I/O INPUT/OUTPUT UNIT
 - PSU POWER SUPPLY UNIT
 - ASP AIR SAMPLING PANEL
 - ASP AIR SAMPLING PIPE
 - X AIR SAMPLING CAPILLARY

Item#	Quantity	Title/Name, designation, material, dimension etc	Article No./Reference
TO	1	Approved by - date	Date
TO	1	1283_FAL	03/06/14

MASTERFIRE
LIFE SAFETY SYSTEMS

Designed by	Checked by	Approved by - date	Filename	Date	Scale
TO	TO	03/06/14	1283_FAL	03/06/14	1:25

KWD Recycling, Aughakareen, Kiltaney, Co Kerry

Proposed Fire Alarm Layout	Edition	Sheet
0	0	1/1

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Appendix 5

Fire Drill Check sheet

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