
APPENDIX J1: EMERGENCY PREPAREDNESS AND RESPONSE PLAN FOR CATO RIDGE WASTE TYRE PRE-PROCESSING DEPOT

1. PURPOSE AND SCOPE

- (a) To ensure that all depot personnel are familiar with hazards of their work environment and that they are prepared for emergencies and understand the procedures that need to be followed in cases of emergencies.
- (b) To minimise the possibility of injury and loss of life and damage to property, equipment, product and environment.
- (c) That all incidents are recorded and reported to the relevant bodies (Redisa and relevant government Departments) within legislated timeframes (where specified).
- (d) To outline the actions that needs to be taken in case of emergency arising at the depot.

2. DEFINITIONS

Accident – an accident arising out of and in the course of an employee’s employment and resulting in a personal injury, illness or death of employee.

Hazard – a source of exposure to danger

Responsible person – Depot Owner/ Depot Manager or appointed representative is responsible for the incident;

Incident – an unexpected sudden occurrence including a major emission, fire or explosion leading to serious danger to the public or potentially serious pollution of or detriment to the environment whether immediate or delayed (as defined in section 30(1)(a) of NEMA).

Relevant authority means –

- i. Local municipality under which area of jurisdiction the incident occurred.
- ii. Head of Department or any other Provincial official designated with that responsibility where the incident occurred.
- iii. The Director-General
- iv. Any other Director-General of a national department

3. PURPOSE AND SCOPE

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4. SITE DESCRIPTION

The Cato Ridge Waste Tyre depot is a pre-processing depot, waste tyres will loaded onto a tyre shredder and the output material transported to the processing facilities for further processing. The activities at the depot will include:

- » Recording of inbound/outbound vehicles
- » Loading and offloading waste tyres
- » Stacking of waste tyres in tyre storage area
- » Movement of waste tyres by means of support vehicles (i.e. tele handler onto shredder
- » Disposal of output material onto side tipper trucks via conveyor belt system.
- » There is a possibility of an emergency situation such as;
- » Injury to persons,
- » Fires,
- » Damage to machinery and/or vehicles, etc. as a result of work process and waste handled, hence the Emergency Preparedness and Response Plan is developed.

5. EMERGENCY CONTACT DETAILS

The following emergency contact details must be on display at the site office:

Emergency Services	
Depot Manager/Health and Safety Representative:	TO BE DETERMINED
Local Fire Department	013 753 3331
Provincial Dept. of Environmental Affairs	013 766 6067
Local SAPS office	+27 13 762 4838

Netcare	082 911
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Site Emergency Personnel	
Health and Safety Representative	TO BE DETERMINED
Fire Team Leader	TO BE DETERMINED
First Aider	TO BE DETERMINED

6. DESIGNATED EMERGENCY AREA

In the event of an evacuation, all personnel must proceed to the identified **Assembly Point**, located just outside of the entrance gate to the depot.

7. DUTIES OF THE APPOINTED PERSONNEL

Appointed personnel have undergone the necessary training and have been officially appointed to take on the duties, as detailed in the appointment letters. The appointment letter can be viewed in the Safety, Health and Environmental File at the depot office.

6.1 HEALTH AND SAFETY REPRESENTATIVE

- » Review the effectiveness of the Health and Safety measures within depot.
- » Assess the potential hazards to the Health and Safety of the employees.
- » Investigate complaints from the employees relating to their Health and Safety
- » Maintain the Complaints and Incidents Register
- » Inspect the workplace and report on such inspection, and the aspects mentioned above, to REDISA
- » Conduct investigations into incidents
- » Attend Health and Safety Committee Meetings as per the aspects mentioned in Section 19 and 20 of the OHSAct
- » Participate in all aspects of Health and Safety at the depot

6.2 FIRE TEAM LEADER

The Fire Team Leader's responsibility includes:

- » Leading and supervising the depot personnel in a fire evacuation.
- » Formally inspect firefighting equipment monthly and informal inspections conducted periodically during the month.
- » Take corrective/preventive action for any non-conformances, and report to Depot Manager.
- » Make all employees aware of appointment as fire team leader.
- » Conduct fire drills at least once every six months.

6.3 FIRST AIDER

The First Aider's responsibilities include:

- » First aid treatment activities within the depot.
- » Ensure that the first aid box is adequately stocked at all times by scheduling a stock check inspection.
- » Ensure that your first aid box is maintained in a neat, tidy and clean condition.
- » Ensure that your identification as a first aider is visible on the first aid box.
- » Ensure that your first aid box is ready for monthly inspections by your Health and Safety Representative/Depot Manager.

8. SITE SIGNAGE

The Depot Manager must ensure that appropriate signage is in place at the entrance to the site as well as at identified areas within the depot. Personnel must make sure that they understand and obey all signs in and around the work area. The Depot Manager/Health and Safety Representative must provide training to all personnel on dangers of their work areas.

9. FIRE EQUIPMENT

Fire equipment must be installed according to the requirements of the Municipal Fire Department and in absence of that, the Depot Manager should comply to Redisa's minimum Fire equipment requirements for his/her particular depot.

10. FIRST AID

A First Aid Box must also be kept at the depot with appropriate signage, and it is recommended that it be located near the Assembly Point.

11. EMERGENCY PROCEDURE

Depot personnel must receive appropriate training from accredited training providers, to take on respective Health and Safety roles in the following (as a minimum);

- » Basic Fire Fighting,
- » First Aid,
- » Health and Safety Representative.

All Emergency personnel must be officially appointed and the signed letters must be filed in the Health and Safety file for record keeping.

All personnel must know the following:

- » Escape routes
- » Assembly point

- » Alarms
- » Fire fighter(s)
- » First Aider
- » SHE Representative

In the event of an emergency (e.g. bomb scare, power failure, natural disaster, fire):

- » Phone emergency services
- » Stay calm
- » Give proper information and directions
- » Direct the emergency team to the incident site

Not knowing what to do in an emergency could kill you. Make sure you know the following:

- » Correct use of extinguishers
- » Escape routes
- » Assembly points and procedures

The Site Emergency Procedures considered:

1. Raise the alarm.
2. Report to Fire Fighter/Depot Manager
3. Tackle the fire, if possible. DO NOT TAKE RISKS.
4. Delegate a Team Member to contact the security company to notify the Fire Department, if the fire cannot be handled by internal staff.
5. Power down all equipment if it is safe to do so.
6. Leave the premise at the nearest escape route as quickly as possible.
7. Allow the firefighting team to extinguish fire.
8. Assemble at the designated assembly area in front of the entrance gate. Remain there until Depot Manager confirms it is safe to go back inside. Do not return to the premise for any reason until authorised to do so.

Major fires

1. Delegate a Team Member to contact the security company to notify the Fire Department, if the fire cannot be handled by internal staff.
2. Depot Manager to confirm that the Fire Department has been advised.
3. Tackle the fire, if possible, to avoid spreading.
4. Ensure correct PPE and firefighting equipment is utilised.
5. Coordinate all firefighting activities until the fire brigade arrives.
6. Hand control to the fire brigade on arrival.

On being made aware of a bomb alert:

1. Do not panic.
2. Power down all equipment if it is safe to do so.
3. Take your personal effects with you.
4. Leave the premise at the nearest fire escape route as quickly as possible. LEAVE ALL DOORS OPEN.
5. Assemble at the appropriate assembly point. Remain there. Do not return to the premise for any reason until authorised to do so.

Dealing with snakes

1. If a snake is observed, immediately report to the Depot Health and Safety Representative/Depot Manager.
2. Snake to be left alone and monitored.
3. Local snake handler must be contacted immediately to come and remove the snake.
4. If Employee is bitten by snake, report to the Depot First Aider/ Depot Manager, to attend to the matter immediately.
5. Record incidents and report to REDISA, as per Procedure

12. PROCEDURE FOR REPORTING OHSA INCIDENTS

1. Upon happening of an incident whether minor or major the Divisional Depot Manager must be notified by the Depot Manager.
2. The Divisional Depot Manager will assess the severity of the injury.
3. If minor injury then enter in log, else,
4. Upon the happening of any incident, which results in injury or illness to any person, to such a degree that death or permanent physical defect may result, the Depot Operator shall report such incident to the Provincial Director of the Department of Labour and also report it to REDISA where the Depot Operator is a third party.
5. The Depot Operator shall report such an incident immediately after it has occurred telephonically and keep the relevant record of the conversation to confirm that it has been reported.
6. The Depot Operator must report injuries to the Workmen's Compensation Commissioner within 7 days after occurrence.
7. The Depot Operator shall report such incident in the form WCL 2 as published in the Compensation for Occupational Injuries and Diseases Act, 130 of 1993.
8. Upon the happening of any incident, other than those mentioned in paragraph 1 above, the Depot Operator should give notice of the incident to the Provincial Director of the Department of Labour in the form WCL 2 within fourteen days of the incident having occurred.
9. When an injured person dies as a result of his/her injuries after notice of the incident in which he/she was injured has been given in terms of paragraph 4, the

Depot Operator shall notify the Provincial Director of the Department of Labour of his/her death.

10. The Depot Operator will keep a record for a period of at least three years, which record shall be open for inspection by an Inspector, of all incidents which is required to be reported in terms of section 24 of the Occupational Health and Safety Act and also of any other incident which resulted in an employee or any other person having had to receive medical treatment other than first-aid.
11. The Depot Operator shall cause every incident, which must be recorded in terms of section 24 of the Occupational Health and Safety Act to be investigated by a person designated by the Depot Operator who may be a member of a health and safety committee, within three months or within the contracted period in the case of contracted workers.
12. The Depot Operator will ensure that the findings in terms of an investigation conducted under this paragraph will be entered into such record.
13. The Depot Operator will ensure that such record will be examined by the health and safety committee for that section of the workplace at its next meeting and shall ensure that the chairperson of the health and safety committee endorses the record to the effect that it has been seen and that the necessary actions have been implemented and followed up.

13. PROCEDURE FOR REPORTING ENVIRONMENTAL INCIDENTS (section 30 of NEMA, 1998)

12.1 Take Immediate Action

- i. Report to site manager immediately
- ii. Site supervisor to assess the extent of the incident and immediately contact authorities if the incident cannot be managed on site, i.e. uncontrollable fires.
- iii. Incident must be controlled to prevent further damage to environment and personnel.
- iv. Fires: A trained Fire fighter to put out fire using the available fire equipment
- v. Spills: use tools available on site to contain spill and prevent material from spreading
- vi. Assist any persons that may have been in the incident area to a point of safety

12.2 Secure Scene

- i. Restrict access to the affected area until risk is eliminated or reduced
- ii. Make contact with emergency team for action and investigation

12.3 Collect Evidence

- i. Take pictures of the incident area. Do not move items around!
- ii. Record observations as per training provided.

12.4 Identify and Interview

- i. Conduct an investigation into the cause of the incident
- ii. Interview personnel working in affected area to get to the cause of the incident
- iii. Record all findings for reporting purposes

12.5 Analyse Evidence

- i. Analyse evidence and prepare summary of findings, likely cause of incident and extent of damage to property/environment/personnel, for discussion at internal Health and Safety Committee meeting.

12.6 Controls

a. Clean-up

- i. Report incident to authorities, e.g. Municipal SWM and Provincial EA
- ii. Clean up the affected area and dispose of the spoiled soil/waste material in a facility licensed to manage the type of waste OR where specialist service providers would be required
- iii. Source an accredited external service provider to do the clean-up

b. Incident review

- i. Hold a meeting with emergency team and review incident
- ii. Identify controls to be put in place to prevent recurrence of incident
- iii. Put structures (equipment, personnel, etc.) in place to enable effectiveness of
- iv. controls

12.7 Reporting

- i. The incident must be logged in the incident register.
- ii. The Depot Manager must prepare an action plan within 14 days of incident, which will have time schedules and resource allocation and must include the following:

- iii. Actions to correct the impact resulting from incident
- iv. Actions to prevent incident from causing further environmental damage
- v. Measures implemented to prevent recurrence of incident
- vi. The report must be submitted to the authorities, e.g. Municipal SWM, Provincial EA, DWA, etc.
- vii. In 21 days, the Depot Manager must report on what measures were implemented to control, mitigate, rehabilitate and the investigations that are likely to take place, as had been previously addressed in the action plan mentioned in point 6(ii) above.

12.8 Documentation

- i. Site EMP/Emergency Preparedness must be reviewed after each incident
- ii. Incident report must be filed in the documents file.

12.9 Follow –Up

Depot manager must do a follow-up and ensure that all controls agreed to are put in place.

14. TOOL BOX TALKS

The Depot Manager should have weekly toolbox talks, staff should be afforded an opportunity to raise any health, safety or environmental issues of concern.

15. REVISION

The Emergency Preparedness and Response Plan must be reviewed annually, whenever an incident occurs or when the Depot Manager is of the opinion that changes should be made