
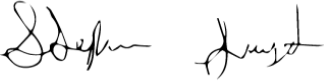
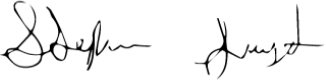




**Environmental Emergency Response  
Standard Operating Procedure  
QEHS P 009 (V2)**

The signatures below certify that this Quality Manual has been reviewed and accepted and demonstrates that the signatories are aware of all the requirements contained herein and are committed to ensuring their provision.

	Signature	Position	Date
Prepared by		EHS Manager	07/06/2022
Reviewed by		Director	20/06/2022
Approved by		Director	20/06/2022

### COMPANY PROPRIETARY INFORMATION

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Date	Version	Context	Initial
24-05-2021	1	Procedure implemented into Management System	KR
03-06-2022	2	Cover page changed and ISO logos added. Some changes to wording and format and numbering changed	BG

**P 009 Environmental Emergency Response**

Quality, Environment, Health & Safety

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## 1.0 Introduction/Purpose

This procedure outlines the emergency plan to be followed in the event of an on-site emergency. The procedures and resources outlined herein have been developed to protect people, property, and the environment. The plan has also been developed to meet the applicable requirements of the Safety, Health, & Welfare at Work Act 2005, and the Environmental Protection Agency Act 1992. The Emergency Plan gives guidance on the actions to be taken before and during an emergency. It is used before an emergency for training and preparation and during an emergency as an aid in mitigating the incident.

*Evergreen fields appreciate the support and participation of staff in any emergency. The Company will accept full responsibility for all actions taken and instructions given by staff in good faith, during an emergency response situation.*

## 2.0 Scope/Application

Applicable for all activities, processes, and services covered under the scope of the QEHS management system.

### 2.1 Objectives of the Emergency Response Plan, (ERP).

- Be prepared to respond rapidly to an emergency.
- Prevent possible financial losses resulting from damaged equipment/facility effected by the incident.
- Prevent possible environmental damage caused by the incident.
- Ensure the safety of workers/operators in charge.

#### 2.1.1 How to Achieve Objective

- Identify the potential emergency situations and what could be the severity of each situation according to the potential impacts on the environment.

#### 2.1.2 Communication

- Communicate the emergency response plan to all Evergreen Fields employees to make sure they understand the procedures to follow in case of an emergency situation.



## 4.0 Terms and Definitions

### 4.1 Incident Severity and Levels

Incidents can be further classified into three levels of severity, each of which has an associated response, these are described below:

#### 4.1.1 Level 1 - Minor Incident

A Level 1 incident can typically be dealt with by the person identifying the problem. The supervisor should be informed, and the incident formally logged; this will permit assessment of the incident particularly with regard to the possibility of re-occurrence and the potential for a more serious event. Level 1 incidents normally do not involve plant evacuations or Emergency Response Team (ERT) mobilization

*Examples: minor localized fire, minor injury*

#### 4.1.2 Level 2 - Serious Incident

Immediate action should be taken, where possible, by the person identifying the incident, who calls Evergreen Fields office to summon ERT assistance. The supervisor should also be immediately informed and should assess the situation. Thereafter, the ERT will contact the necessary emergency services (if not already summoned). The latter will assess the situation either through discussion or by inspection. Level 2 incidents normally involve Emergency Response Team (ERT) mobilization and may involve plant evacuation.

*Examples: serious injury, containable fire, confined space rescue*

#### 4.1.3 Level 3 - Severe Incident

Immediate action should be taken, where possible, by the person identifying the incident, who calls Evergreen Fields Office to summon ERT assistance. The supervisor should also be immediately informed and should assess the situation. Thereafter, the ERT will contact the necessary emergency services (if not already summoned), The ERT will assess the situation either through discussion or by inspection. Level 3 incidents will involve Emergency Response Team (ERT) mobilization and may involve plant evacuation.

*Examples: person's trapped, serious fire, threat to the safety of personnel, serious environmental damage. Truck overturned*

Term	Definition
Document	Information & supporting medium
Procedure	Specified way to carry out an activity or process
Quality manual	Document specifying the QEHS management system
Record	Document stating results or data relating to activities performed
Specification	Document stating requirements

## 5.0 Responsibility

The Management team is responsible for implementing the plan and identifying the members of the emergency response team. Senior management is responsible for ensuring that this happens.

### 5.1 Employer Responsibilities

- Employee induction and training.
- Employees to have required PPE (Boots, Hi-Vis etc.)
- Employees to have working mobile phones while at work.
- Ensure a safe place of work

### 5.2 Employee Responsibilities

- Vehicle check list carried out daily. Notify management immediately if there are any defects.
- Wear PPE provided.
- Mobile Phone topped up with credit/battery to make emergency call if needed.
- Safe driving/control of vehicle
- Notify head office as soon as there is an incident.
- CPCs up to date.

### 5.3 Members of Emergency Response Team (ERT)

- Stephen Smyth (Director)
- Kevin Regan (Contracts Manager)
- Billy Smyth (Farm/Site Manager)
- Brian Giblin (EHS Manager)
- Olivia Lohan (Office Manager)

Once ERT are called, an incident controller will be assigned. The incident controller will oversee the emergency response.

## 6.0 Process

### 6.1 Personal Injury/Medical Emergency

Instructions in the event of a personal injury all employees, contractors, first aid personal, supervisors are outlined below.

#### 6.1.1 Instruction for all employees and contractors

- If incident involves personal injury- remove the hazard if safe to do so.
- Call for help, First aider/emergency services.
- Do not remove casualty, unless in immediate danger.
- Remain with casualty and give reassurance.
- Make the casualty as comfortable as possible.
- Inform supervisor of the incident as soon as possible.

#### 6.1.2 First Aid Responder

- Evaluate the situation and only enter an area if it is safe to do so.
- If situation is life threatening or potentially life threatening, advise incident controller to call ambulance.
- Perform appropriate first aid measures.

#### 6.1.3 Instruction for supervisor

- Upon hearing of an injury/illness to a person, ensure first aid assistance has been obtained.



- Liaise with first aider and find out what further medical intervention is required.
- If no further medical intervention is required employee returns to work.
- If no urgent medical attention is required and injury/illness is work related arrange for a consultation with local doctor.
- If urgent medical assistance is required arrange for ambulance or alternative transport to the hospital.
- As the responsible supervisor, you will accompany the injured part to the hospital: and arrange with HR to contact next of kin.
- Contact Evergreen Fields Director if employee must go to A&E (Hospital).

## 6.2 Fire

If fire alarm sounds, all Evergreen Fields employees, contractors, and visitors should make safe any equipment you are using if safe to do so and immediately leave the building by the nearest emergency exit.

### 6.2.1 Instruction for all employees and contractors on discovery of a fire

- Fight fire with extinguishers if appropriate ensuring that it is safe to do so. (Only by personal trained in the use of extinguishers).
- If the fire is not easily controllable, sound alarm and call emergency services.
- Proceed to the nearest fire assembly point and ensure everyone is clear of danger.
- No employee should put themselves or other employees at risk.
- Inform operations manager of the incident as soon as possible.

### 6.2.2 What to do if you are trapped during a fire

- Place wet cloth around and under doors to prevent smoke from entering.
- Close as many doors as possible between you and the fire.
- Be prepared to signal someone outside, but do not break glass until necessary because smoke may be drawn into the room.

### 6.2.3 What to do if you are caught in smoke

- Drop to the floor and crawl towards an exit.
- Stay as low as possible.
- Take shallow breaths through your nose and use a shirt or towel as a filter.

### 6.2.4 Instruction for supervisor

- Ensure a roll call is carried out to determine who is on site.
- Go to main entrance and stop all persons/ vehicles entering site and log all vehicles leaving site.

### 6.2.5 Instructions for Emergency Response Team (ERT)

- If fire has already taken hold when ERT arrive on scene leave it to the professional fire fighters.
- ERT team must always use a buddy system when investigating a fire.
- Priority is, area search and rescue and ensuring personnel have been evacuated from the effective area.
- Any injuries sustained must be reported to incidence controller promptly.

### 6.2.6 Instructions for the Incident Controller

- Assign Deputy Incident Controller to commence log of events as per Incident Controller Emergency Log.
- If it is a False Alarm, silence the Alarm, advise the Roll Call Marshall that the "All Clear" has been given and it is safe to return to the building.
- Assist First Aiders if required.

- Co-ordinate Search & Rescue with the Emergency Services i.e., when fire brigade arrives. Direct Fire Chief to fire and inform him of any missing persons and any fire details - reports any missing persons and last known whereabouts and advise if there is any hazardous material in the area and provide copy of MSDS and maps of the area.
- The controller with support from the EHS Team is responsible for the overall incident report and investigation.

## 6.3 Road Crash or Equipment Breakdown

### 6.3.1 Instruction for all employees and contractors

- If your vehicle breaks down or is involved in a collision it is the driver's responsibility to ensure the area is made safe.
- A reflective triangle should be set up at the rear of the vehicle to let passing traffic know of the obstruction on the road.
- For minor breakdown such as punctures or engine maintenance contact Evergreen Fields office to sort out tow truck or mechanic.
- For collisions resulting in injury/loss notify Evergreen Fields Management. They will organize tow truck, ambulance, fire services etc. (if not already notified)

### 6.3.2 Instruction for supervisor

- If there are any injuries to persons, ensure they receive the appropriate care
- Notify next of kin if required
- Make sure all required personal are made available to attend incident if required.

## 6.4 Spill of Biosolids on public roads

### 6.4.1 Instruction for all employees and contractors

- Make area safe and contact emergency services. (Reflective triangle, Hi-Vis, PPE, Slow oncoming traffic).
- If the spill is on the road and causing any obstruction, the LA & the local fire brigade must be called to close the road off and make safe for the public.
- The ERT must be notified.

### 6.4.2 Instructions for Emergency Response Team (ERT)

- The ERT will organize clean-up crew from either in house staff or specialized cleaning crew.
- The ERT will make any resources required available to the clean-up crew.
- Report Incident to Local Authority or EPA as required and co-operate fully with any investigation.

### 6.4.3 Instruction for supervisor

- Ensure employees are safe and receive any medical care they need.
- Ensure full co-operation with emergency services.

## 7.0 Review

This document is to be reviewed on an annual basis or as required by management.

## 8.0 Appendices

### 8.1 Contact details

<b>Emergency Contacts</b>	<b>Phone No.</b>	<b>Phone No.</b>
Incident Control Centre (Evergreen Fields)	094 96 46205	087 7206947
Emergency Services	112	999
Williamstown Health Service (doctor)	094 96 43027	
Westdoc	0917 47710	0818 360000
Health & Safety Authority		0818 289389
Clean Up Assistance (Mc Breen Environmental)	049 43 26306	0818 663333
Breakdown Assistance (Expert truck Dismantlers)	094 96 43482	
Environmental Protection Agency	053 9160600	
<b>EGF Contacts</b>	<b>Name</b>	<b>Mobile No.</b>
Evergreen Fields Director	Stephen	087 2541720
Contracts Manager	Kevin	087 9405836
Environmental H&S manager	Brian (First Aid)	086 4425377
Site/ Farm Foreman	Billy	086 2573960
Office Manager	Olivia (First Aid)	086 3756143
Financial Dept.	Bridie	094 96 46205
Workshop	Jim (First Aid)	086 4683294

A list of the next of kin of all employees is held in the main office. In the event of an emergency/incident the next of kin will be notified.

## 8.2 Emergency Response Form

Emergency Response Form to be filled out if/when there is an emergency

Emergency Response Record			
Ask Caller to stay calm - Take Details			
1	<b>Callers Name</b>		
2	<b>Type of emergency</b>		
3	<b>Location of Emergency</b>		
4	<b>Time of Accident/Incident</b>		
5	<b>Number of people involved</b>		
6	<b>Nature of Injury(s) if any</b>	<i>tick box</i>	<b>Nature of Incident</b>
	Sprain/Strain		Fire
	Laceration/Puncture wound		Crash
	Burn		Break down
	Dislocation		Road Blocked
	Amputation		Spill
	Spinal Injury		
	Poisoning/ Toxic Effect		
	Other		Other
7	<b>Log time and date of call:</b>		
8	<b>Operator taking call</b>		
9	<b>Action Required</b>		

Notes/Comments

### 8.3 Incident Response Log

Incident Controller Emergency Response Log					
Date					
Time	Sequence of Events	Further Action Required	By Whom	By When	Completed

