



ENVIROSERV

a SUEZ company

SHONGWENI LANDFILL WORK INSTRUCTION MANUAL

EMERGENCY PREPAREDNESS AND RESPONSE

PROCEDURE

DOCUMENT NO: EWM-SHONG-LF-WI-006
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EnviroServ Waste Management (Pty) Ltd

Title: EMERGENCY PREPAREDNESS AND RESPONSE PROCEDURE		Revision	20
Document No:	EWM-SHONG-LF-WI-006	Effective date	02.06.2025

1. PURPOSE

- 1.1. The purpose of the site specific emergency preparedness and response procedure is designed to facilitate and organize employer and employee actions during workplace emergencies. It outlines a systematic, methodical approach to ensure the safety and wellbeing of employees in the face of an unexpected event such as accidents, fires, severe weather, medical emergencies, chemical spills or civil unrests or even hostage related situations.
- 1.2. The purpose of the plan is to typically identify procedures for the various emergency scenarios identified and shall include, emergency evacuation routes and exits, critical operation shut downs, communication strategies and the responsibilities of individuals during crisis situations
- 1.3. The purpose of this procedure is to ensure correct and appropriate action is taken in the event of an incident and provide all appointed officials and company employees with concise and simple instructions to follow in the event of an emergency in order to minimise the detrimental impact on people, the community and the environment.
- 1.4. With this in mind, it is essential that the company train employees to properly react and respond to emergency situations and have emergency equipment/supplies that are properly maintained and available for use when such an incident occurs.
- 1.5. The purpose of developing the procedure is to ensure the "3 P's" of emergency evacuation is well established. Preserve, Prevent and Promote. Understanding these 3 P's is more than just knowing what to do. An organization needs to be prepared in order to stay calm and have the confidence to take action when it matters the most.

2. SCOPE OF APPLICATION

The scope of the emergency procedure is to ensure all employees are equipped to respond to the various emergency situations detailed within this procedure, as well as ensuring the safety of visitors, contractors and third party site users during an emergency event.

This procedure also identifies possible emergency events, based on all site activities.

3. REFERENCES & LEGISLATION

- 3.1. National Environmental Management Act: Waste act 2008 (Act No.59 of 2008)
- 3.2. Waste Management License 12/9/11/L1200/4
- 3.3. SHEQ-NAT-CP-009 (Emergency Preparedness and Response Procedure)
- 3.4. SHEQ-SS-08 (Accident Reporting)
- 3.5.

FLAG	Safety	S	Environment	E
	Quality	Q	Equipment	T
- 3.6. SHEQ-NAT-CP-001 (Safety, Health, Environmental and Quality Risk Assessment)
- 3.7. APPENDIX 01: HMI Screen figure
- 3.8. National Standards for the extraction, flaring or recovery of landfill gas
- 3.9. Schedule Trade permit 3064. Registration number 2008/021152/07
- 3.10. SHEQ-SS-01 (OHS Act Related Appointments)
- 3.11. SHEQ-NAT-CP-007 (Competence and Awareness)
- 3.12. SHEQ-SS-12 (Fire Fighting Facilities)

4. DEFINITIONS

- 4.1. EWM: EnviroServ Waste Management

Title: EMERGENCY PREPAREDNESS AND RESPONSE PROCEDURE		Revision	20
Document No:	EWM-SHONG-LF-WI-006	Effective date	02.06.2025

- 4.2. SHONG: Shongweni
- 4.3. LF: Landfill
- 4.4. WI: Work Instruction
- 4.5. MSDS: Material Safety Data Sheet
- 4.6. DFFE: Department of Forestry, Fisheries and Environment
- 4.7. DWA: Department of Water Affairs
- 4.8. DAEA: Department of Agriculture and Environmental Affairs
- 4.9. SHEQ: Safety, Health, Environment, Quality
- 4.10. PPE: Personal protective Equipment
- 4.11. SAPS: South African Police Service
- 4.12. OMP: Occupational Medical Practitioner
- 4.13. HMI: Human Machine Interface
- 4.14. OHS: Occupational Health and Safety

4.15 Emergency Assembly Point: An Emergency Assembly Point is a designated safe area within the facility for employees to report to and assemble in the event of an emergency and these will have signs designating the area as such.

The Emergency Assembly Points are located at:

- Main Gate (Security Guard House)
- Shunt yard (Next to jojo tank)
- Outside the entrance to Valley 2 contaminated storm water dam and gas flare.

If the Emergency Assembly Point is not accessible for safety reasons, the Emergency Coordinator will redirect employees to the next safest area.

4.16 Assembly and evacuation: In the event of a General Alarm being sounded, all personnel are required to assemble at the designated Emergency Assembly Points for further instructions about the emergency and what response is required of them.

4.17 Local Alert – No Alarm: This applies to an emergency, which can be dealt with or contained using internal resources of the facility, and where minimal disruptions will occur. **The immediate area does not need to be evacuated.** Example: vehicle accidents, accidents involving minor personal injury, small contained fires and chemical spillages.

4.18 General Alert - Alarm Sounds: This applies to an emergency that may threaten the wellbeing or safety of people, assets and operations of the facility or where assistance is required to control or respond to the event. **The site or area being affected needs to be evacuated.** When a general alert is declared, control of the emergency response passes to the incoming emergency service when their senior officer arrives at the site and is briefed by the emergency controller. Examples: a major spill, fire, major accident requiring extensive rescue operations and first aid support as well a site evacuation.

4.19 Acute Pollution: A major pollution incident which occurs suddenly and has an immediate, obvious impact on the environment.

4.20 Incident (Under NEMA sec 30 (1)(a)) Refers to an unexpected, sudden and uncontrolled release of a hazardous substance, including from a major emission, fire or explosion that causes, has caused or may cause significant harm to the environment, human life or property.

4.21 Incident (Under OHS Act sec 24(1)(a)) Each incident occurring at work or arising out of or in connection with the activities of persons at work, or in connection with the use of plant or machinery, in which, or in consequence of which – (a) any person dies, becomes unconscious, suffers the loss of a limb or part of a limb or is otherwise injured or becomes ill to such a degree that he is likely either to die or to suffer a permanent physical defect or likely to be unable

Title: EMERGENCY PREPAREDNESS AND RESPONSE PROCEDURE		Revision	20
Document No:	EWM-SHONG-LF-WI-006	Effective date	02.06.2025

for a period of at least 14 days either to work or to continue with the activity for which he was employed or is usually employed.

- 4.22 Emergency
An incident, to be an emergency, conforms to one or more of the following: if it: Poses an immediate threat to life, health, property, or environment. Has already caused loss of life, health detriments, property damage, or environmental damage.
- 4.23 ECC
"Emergency control Centre" - A function activated during an incident, which acts as a communications conduit to the public and emergency personnel in the field. The ECC location will be located at the security room.
- 4.24 Triage area
Triage is the sorting of patients by priority for treatment, evacuation or transport. Primary triage is carried out in the bronze area, and patients are usually re-triaged (secondary triage) at the casualty clearing station.
- 4.25 FCP
Forward Control Post
- 4.26 All Clear
An clear is an alarm that is sounded at the end of the emergency event when the emergency has been declared safe to return to your original location. The all clear sound will be 5 short one second blasts.

5. RESPONSIBILITY AND AUTHORITY

- 5.1. Site Manager:
Has the overall responsibility to ensure that all requirements regarding emergency preparedness and response as stipulated in this procedure are effectively implemented and maintained at all times.
- 5.2. Emergency Controller
 - Has the overall responsibility to oversee all activities taking place when responding to an emergency and to provide feedback to employees at the Assembly Point when the drill is complete. Feedback will include the outcome of the drill and areas for improvements.
 - Has the overall responsibility to assess the magnitude of the emergency.
 - Has the responsibility to arrange an immediate organised response in accordance with the magnitude of the emergency.
 - Has the responsibility to service the emergency efficiently for the duration of the emergency
 - Has the responsibility to complete a report of the drill and send to SHEQ department for record keeping.
 - Has the responsibility to implement recovery from the emergency to restore the facility to full operation.
 - Has the responsibility of ensuring the facility is properly equipped and the personnel trained to respond to emergencies.
- 5.3. Public Relation Co-ordinator/
Community Liaison Officer
Will be the most senior person on site and is responsible for informing employees, the community and news groups regarding the current state of events. Liaise with the media, expedite their entry and facilitate their movement on the premises.
- 5.4. Emergency Management Team
Is responsible for ensuring that the workplace is effectively prepared in the case of an emergency by ensuring the following:
 - Emergency plan is updated and reviewed every six months.
 - Designate/appoint the necessary emergency personnel.
 - Emergency personnel are adequately trained to perform their duties.
 - Employees are adequately trained on how to respond in the case of an emergency.
 - Emergency drills must be conducted by the Emergency Co-ordinator annually.

EnviroServ Waste Management (Pty) Ltd

Title: EMERGENCY PREPAREDNESS AND RESPONSE PROCEDURE		Revision	20
Document No:	EWM-SHONG-LF-WI-006	Effective date	02.06.2025

- 5.5. **Response teams such as first aiders and fire team members** Have the responsibility to respond to emergency situations.
- 5.6. **Fire Teams** Have the responsibility to contain and probably extinguish a fire situation as well as to assist in other emergency situations. They play a vital role for the company, before the emergency services arrive at the scene
- 5.7. **First Aid team** Has the responsibility to render basic medical treatment to injured staff

6. PROCEDURE

6.1 Emergency Alarm:

There are two types of alarms on site. One being a hand held horn and the second a wind-up siren. The hand held sirens are located at the Compliance office, Laboratory, LTP, Workshop, weighbridge and Team Leader office. The manual siren is located behind the emergency assembly area in the shunt yard.

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6.1.1 Any person discovering an emergency situation or a situation likely to cause an emergency must initiate emergency procedures by activating an emergency alarm and then immediately contacting the responsible Emergency controller for the area or Senior member of staff.

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6.1.2 Emergency alarm must be tested every 3 months by the Emergency Co-ordinator.

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6.1.3 Short one second blasts for emergency drills.

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6.1.4 One long uninterrupted alarm for actual emergencies.

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6.1.5 Under **NO** circumstances may any person other than the designated Public Relation Co-ordinator offer any information to the media. In the event that he/she is unable to fulfil this duty, no other person may give out any information.

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6.2 Emergency Alert Response Levels:

6.2.1 The decision to deal with the emergency using facility resources only or to call in external assistance will be made by the emergency controller.

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6.2.2 There are two options:

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6.2.2.1 **No alarm emergency:** this is a low level emergency capable of being managed using on-site resources only.

6.2.2.2 **Alarm emergency:** This is a high level emergency during which all emergency alarms are initiated and all emergency teams report to the emergency controller directly.

6.3 Emergency Alert Classifications:

6.3.1 Emergencies are classified as follows:

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6.3.1.1 **LOCAL ALERT – NO ALARM:** (as defined above)

6.3.1.2 **GENERAL ALERT – ALARM SOUNDS:** (as defined above)

6.3.2 Emergency Evacuation:

6.3.2.1 SHE Reps/ area wardens shall ensure that all staff members have evacuated the affected areas. Instruct and assist all employees, visitors and contractors to leave the building using the escape routes and follow the emergency evacuation procedure.

Title: EMERGENCY PREPAREDNESS AND RESPONSE PROCEDURE		Revision	20
Document No:	EWM-SHONG-LF-WI-006	Effective date	02.06.2025

- 6.4 **Emergency Co-ordinator:** Q
- 6.4.1 **General:** S
- 6.4.1.1 Is responsible to co-ordinate the efforts of the Emergency Personnel on site in the attempt to reduce the risk to personnel and premises in the event of an emergency by:
- 6.4.1.2 Assuming overall command during any emergency situation. In the event that the Emergency Co-ordinator is not available, most senior person on-site must assume control of the situation.
- 6.4.1.3 Mobilise the emergency fire team and dispatch them to the location of the fire.
- 6.4.1.4 Await feedback on the situation from the emergency fire team.
- 6.4.1.5 If required, contact the fire department immediately for assistance.
- 6.4.1.6 Mobilise the emergency first aid team and have them on standby.
- 6.4.1.7 If the situation is out of control, order an evacuation of the area or alternatively the entire landfill. Ensure that all personnel evacuate the building as indicated by the area evacuation plan.

- 6.4.2 **Emergency Coordinator: upon receiving emergency message from the Receptionist:** S
- 6.4.2.1 Receive details of the emergency
- 6.4.2.2 Determine the response required. (Local alert/General Alert)
- 6.4.2.3 Initiate containment and clean-up operations, by utilising the fire team and first aid team.
- 6.4.2.4 If required, request appropriate emergency services (police, fire brigade and ambulance).
- 6.4.2.6 Hand over the control of the emergency to the incoming emergency services and provide staff support to the emergency services.
- 6.4.2.7 Roll calls will be taken at the assembly points. (The Technical Supervisor will fulfil this function during an emergency if the Emergency Coordinator is not available).
- 6.4.2.8 If there is any missing staff, determine where they could be and despatch a search party to look for them. The search party should consist of two people, one of which should be a first aider.
- 6.4.2.9 You will be contacted by the Security supervisor on arrival of media representatives.
- 6.4.2.10 The fire team members will keep you informed of the situation and inform you when it is safe to allow staff to return to work.
- 6.4.2.11 Advise all personnel when the emergency situation is concluded and restoration of operations can commence.
- 6.4.2.12 If any staff member, contractor or visitor has been severely injured or has died in the incident, the scene of the accident shall not be disturbed. The Department of Forestries Fisheries and Environmental Affairs shall be contacted and legislated reporting shall be conducted (as per Section 24 OHS ACT or section 30 NEMA reporting procedure)

- The emergency coordinator shall ensure that there shall be a minimum of 1 emergency evacuation drill conducted per year and recorded.*

- 6.5 **Emergency Fire Team:** S
- 6.5.1 **General:**
- 6.5.1.1 If the alarm has been raised, the fire team member for the affected area will be notified of the fire via radio or phone call. Proceed to area of reported fire.
- 6.5.1.2 Fire team members must assess the best practical way of extinguishing the fire or containing it.

- 6.5.2 **During an emergency:** S
- 6.5.2.1 Continue with emergency actions and await the arrival of the emergency services.
- 6.5.2.2 Report on the situation to the emergency controller and inform him/her of progress, a worsening situation or other threats and casualties if any.
- 6.5.2.3 Hand over control to the emergency services once they arrive and remain on standby to assist them if required.

- 6.6 **First Aid Team:** S

EnviroServ Waste Management (Pty) Ltd

Title: EMERGENCY PREPAREDNESS AND RESPONSE PROCEDURE		Revision	20
Document No:	EWM-SHONG-LF-WI-006	Effective date	02.06.2025

6.6.1 General:

- 6.6.1.1 Collect first aid equipment and standby for instructions from the Emergency Co-ordinator.
- 6.6.1.2 Be trained according to the levels of risk experienced within the premises.
- 6.6.1.3 Be able to cover all shifts worked.
- 6.6.1.4 Be responsible for ensuring that their first aid kits are adequately stocked and inspected routinely.
- 6.6.1.5 Participate in first aid drills at least bi-annually.

6.6.2 During an emergency:

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- 6.6.2.1 Report to the first aid station.
- 6.6.2.2 Obtain information about the nature of the incident.
- 6.6.2.3 Proceed to the location of the injured, if safe to do so. If not, create a triage for first aid administering purposes in a safe area and await patient to be rescued by personnel with the correct full PPE to bring patient to the triage area.
- 6.6.2.4 Remove the patient (if possible) to a safer location, and if required remain with the patient to render further assistance.
- 6.6.2.5 Do not involve yourself with fire fighting actions.
- 6.6.2.6 Report the situation to the Emergency Coordinator and advise him/her if further medical assistance is required.
- 6.6.2.7 Remain with the patient until further medical assistance arrives.
- 6.6.2.8 Keep a record of who was injured and the nature of their injuries. Give the information to the Emergency Co-ordinator.
- 6.6.2.9 Keep the Emergency Co-ordinator informed of progress.
- 6.6.2.10 Attend to any additional duties deemed necessary by the Emergency Co-ordinator.

6.7 Maintenance Team:

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- 6.7.1 If required, isolate all gas/paraffin and/or electrical supplies to the affected area(s).
- 6.7.2 Ensure shut down of all air conditioning units in affected areas.
- 6.7.3 Report any changes to the Emergency Co-ordinator.

6.8 Receptionist:

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- 6.8.1 In a General Alert, if safe to do so, the receptionist (main EWM switch board) shall remain in place and:

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- 6.8.1.1 Maintain switchboard operations
- 6.8.1.2 Respond to requests from the Emergency Coordinator
- 6.8.1.3 Transfer all incoming calls regarding the emergency to the Emergency Coordinator.

6.8.2 Obtaining information during an emergency:

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- 6.8.2.1 Once the Receptionist has been informed of the emergency, he/she must ensure that the details recorded are clear, concise, correct, and understood.
- 6.8.2.2 The Emergency Coordinator is contacted, informing him/her of the extent, type and location of the emergency

NOTE: If the emergency is in the area located near the Reception area, the Receptionist is to evacuate his/her area of responsibility.

6.9 Employees:

- 6.9.1 When a General Alert is declared all employees will cease work immediately and:
- 6.9.2 Park vehicles/machinery and or make work areas safe and secure.

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EnviroServ Waste Management (Pty) Ltd

Title: EMERGENCY PREPAREDNESS AND RESPONSE PROCEDURE		Revision	20
Document No:	EWM-SHONG-LF-WI-006	Effective date	02.06.2025

- 6.9.3 All offices doors and windows should be left closed to avoid oxygen from expanding fire
 - 6.9.4 Move quickly to a designated Emergency Assembly Point. S
 - 6.9.5 Give your name to the SHE Rep as soon as you arrive at the assembly point. S
 - 6.9.6 Await further instructions from the Emergency Coordinator. S
 - 6.10 **Security:** S
The security guardroom will act as the ECC. Relevant emergency details must be available.
 - 6.10.1 Upon receiving communication from the emergency Coordinator/ Receptionist, confirm all the relevant details (location, extent and type of emergency). S
 - 6.10.2 If security is contacted outside of ordinary working hours, security personnel are expected to carry out the functions of the Receptionist. S
 - 6.10.3 Co-ordinate access control. Only allow emergency vehicles access to the premises after the evacuation has been ordered. A guard must be posted at each entrance and exit to man access control. S
 - 6.10.4 Ensure that the traffic outside the premises does not obstruct passing of emergency services. Ensure that the roadway remains clear. S
 - 6.10.5 Await arrival of emergency services and direct them to the accident scene once they are informed of the extent, location and type of accident they will be dealing with. S
 - 6.10.6 All vehicles in case of an accident must be directed away from the accident scene or any other emergency that may have occurred. S
 - 6.10.7 Assist in securing of the affected area(s). S
 - 6.10.8 Must be alert for suspicious persons, unusual circumstances or activity, and suspicious packages or parcels. S
 - 6.10.9 Provide Emergency Coordinator with Visitors list for roll call. S
 - 6.10.10 Attend to any additional duties deemed necessary by the Emergency Co-ordinator. Q
- NOTE: Do not provide any information to the media.*
- NOTE: All persons entering the site must sign the access control register to ensure that the roll call is effective and that all persons on site are accounted for. i.e. entry and exit must be recorded.*
- 6.11 **Roll Call:** T
 - 6.11.1 The SHE Reps assisted by Security must conduct a roll call at the Assembly Point by using the employee list and the security visitor's book for visitors and contractors. S
 - 6.11.2 Any missing employees must be reported to the Emergency Co-ordinator immediately. S
 - 6.11.3 Depending upon the location of the fire, the Emergency Fire Team will be dispatched to systematically search the areas for staff, working away from the location of the fire. All offices, ablutions, etc. must be searched. S
 - 6.12 **External Emergency Service Communication:**

EnviroServ Waste Management (Pty) Ltd

Title: EMERGENCY PREPAREDNESS AND RESPONSE PROCEDURE		Revision	20
Document No:	EWM-SHONG-LF-WI-006	Effective date	02.06.2025

- 6.12.1 When contacting the emergency services, the following information must be given to the operator: **Q**
- 6.12.1.1 Name of caller
- 6.12.1.2 Designation of caller
- 6.12.1.3 Location of emergency (Address)
- 6.12.1.4 Severity of emergency
- 6.12.1.5 Injuries (if any and severity)
- 6.12.1.6 Contact number (landline and cellphone number of Emergency Coordinator or Manager)
- 6.12.1.7 External emergency Services must issue a caller with a reference number.

- 6.13 **Hand over control to incoming emergency services:**
- 6.13.1 When external emergency services are called to service an emergency on the facility, they are to be met at the main gate and thereafter directed to the FCP. **S**
- 6.13.2 The Senior Officer of the incoming services will take over management of the emergency and direct the strategy for recovering the situation. The Emergency Coordinator will hand-over control of the emergency to the emergency Services. **S**
- 6.13.3 The Emergency Coordinator shall brief the Emergency Services about the emergency, allocation of resources by the facility and the status affected by the emergency. **S**
- 6.13.4 The Emergency Coordinator and other facility emergency personnel (fire teams and first aiders) will render support and assistance to the Emergency Services as required. **S**
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- 6.13.5 After the hand-over, all the facility resources required to control the emergency shall be available to and directed by the emergency Services.

- 6.14 **Media relations:**
- 6.14.1 All communication with the Media will be done by the PRO or most Senior member of Staff (Manager). **Q**
- 6.14.2 No employee is allowed to do any of the following: **Q**
- 6.14.2.1 Do NOT give media interviews over the telephone or in person.
- 6.14.2.2 DO NOT speculate or discuss the incident.
- 6.14.2.3 DO NOT allow the media to enter the site at any time without permission from the Facility Manager.

- 6.15 **Next of Kin contact and support:**
- 6.15.1 In the event of an emergency that results in injury or fatalities occurring on the facility the HR department shall be responsible for the following: **Q**
- 6.15.1.1 Initial communication with the next of kin of the persons affected.
- 6.15.1.2 Support next of kin in the immediate period following the advice
- 6.15.1.3 Assistance of the next of kin in the long term

- NOTE: In the event of a fatality, the initial communication with the next of kin is the responsibility of the Police.*

- 6.16 **Emergency procedure training:**
- 6.16.1 Training and exercise is essential if the emergency procedure is to be effective. **Q**
- 6.16.2 Employees of the facility are to ensure that they take part in at least one mock drill per annum. **Q**
- 6.16.3 Senior Management is not excluded from this requirement. **Q**

EnviroServ Waste Management (Pty) Ltd

Title: EMERGENCY PREPAREDNESS AND RESPONSE PROCEDURE		Revision	20
Document No:	EWM-SHONG-LF-WI-006	Effective date	02.06.2025

- 6.17 **Training shall include:**
- 6.17.1 Briefings on the provisions and requirements of the Emergency Procedure, discussion of individual roles to confirm commitment and understanding. Q
- 6.17.2 Training in the operation of emergency team response procedures. Q
- 6.17.3 External courses: firefighting, first aid, emergency coordination Q
- 6.18 **Visitors Training:**
- 6.18.1 Visitors must be briefed as to where the Emergency Assembly Points are located and evacuation procedure during a General alarm. Q
- 6.19 **Appointment letters of personnel in emergency response teams:**
- 6.19.1 All staff engaged in actively participating in services beyond their normal duties in the event of an accident will be appointed in writing as to their level of responsibility, authority and their general duties. Q
- 6.19.2 All staff appointed shall sign acceptance of their duties on appointment letters, confirm their understanding of the contents and retain a copy of the appointment for themselves. Q
- 6.20 **Site Plans:**
- 6.20.1 Site plans are displayed on site notices boards: Security, Reception, Laboratory, Boardroom, Canteen and Workshop. Q
- 6.20.2 Site Plans include the following: Q
 - 6.20.2.1 Fire extinguishers
 - 6.20.2.2 Emergency assembly points
 - 6.20.2.3 Emergency escape routes
 - 6.20.2.4 First aid kits
 - 6.20.2.5 Spill Kits
 - 6.20.2.6 Security Control room
 - 6.20.2.7 Alarm activation points
- 6.21 **Firefighting equipment:**
- 6.21.1 Portable fire extinguishers are provided on site and in close proximity of flammable substances. S
- 6.21.2 All fire extinguishers must be serviced at required intervals or when required to ensure efficiency when in use. Q
- 6.21.3 All fire extinguishers must be inspected monthly. Q
- 6.21.4 All fire extinguishers must be mounted at a height not exceeding 1.2 metres. S
- 6.21.5 A yellow demarcated area below the extinguisher is to be kept free of obstructions at all times in order to ensure accessibility of the equipment when required. S
- 6.21.6 Appropriate symbolic signage must be in place clearly visible and placed as high as possible above the fire extinguisher. Q
- 6.21.7 All fire extinguishers must have a unique number on the equipment which corresponds to that which appears on the register. S

EnviroServ Waste Management (Pty) Ltd

Title: EMERGENCY PREPAREDNESS AND RESPONSE PROCEDURE		Revision	20
Document No:	EWM-SHONG-LF-WI-006	Effective date	02.06.2025

6.21.8 Discharged extinguishers must be placed on its side until it is sent for recharging and noted on the register. Q

6.21.9 **Other types of fire dosing material:** T

6.21.9.1 Sand

6.21.9.2 Ash

6.21.9.3 Water (use of the water truck)

6.22 **SHONGWENI EMERGENCY AND PREPAREDNESS RESPONSE PLAN**

6.23 **FIRE ON THE PREMISES:**

6.23.1 **Person discovering the fire:** S

6.23.1.1 Raise the nearest fire alarm.

6.23.1.2 If safe to do so, rescue anybody in immediate danger

6.23.1.3 If safe to do so, take steps to extinguish or contain the fire. DO NOT endanger yourself.

6.23.1.4 Inform the Receptionist who shall contact the emergency Coordinator.

6.23.2 **Discovering a fire on night shift:**

6.23.2.1 Security shall alert the Landfill Supervisor and Site Manager and shall also contact Security Manager.

6.23.2.2 Security Shall then contact the local fire department.

6.23.2.3 Security will attempt to extinguish the fire if safe to do so whilst waiting for the fire department to arrive.

6.23.2.4 Landfill fires are mainly compacted with sand or waste to smother during the day shift.

6.23.2.5 1 x 20kl jojo is available with reserve borehole water for firefighting.

NOTE: switchboard can be contacted on speed dial # 10 or 011 456 5425 on weekdays (Monday to Thursday between 08h00am to 16h30pm and Friday between 08h00 am to 16h00 pm. After hours the Emergency Coordinator can be contacted. Details as per Annexure B)

6.24 **SPILLAGE ON THE PREMISES:** S

6.24.1.1 All spillages or leaks from containers shall be treated as hazardous material until the nature of the material is known. Spills shall be contained to minimise potential for injury and/or contamination of the environment. Material may be flammable and toxic.

6.24.1.2 Before attempting to control the spill determine the material you are dealing with and the precautions required for safety of personnel. Consult the relevant MSDS.

6.24.2 **Person discovering the spillage:** S

6.24.2.1 Contact Reception. The Receptionist will contact the Emergency Coordinator.

6.24.2.2 If safe to do so, rescue anybody in immediate danger. DO NOT put yourself in danger.

6.24.2.3 Control the area, direct people away from the location of the spill until the emergency teams and Emergency Coordinator is available.

6.24.3 **Emergency Coordinator:** S

6.24.3.1 Determine the extent of spillage.

- If the spillage is major, contact HAZMAT to clean the spillage.
- If the spillage is minor, the offending party must clean up the spill using their own spill kit or the one located closest to the spill.

6.24.3.2 Using the Tremcard or Material Safety Data Sheet (MSDS):

- Identify the type of material spilled.

Title: EMERGENCY PREPAREDNESS AND RESPONSE PROCEDURE		Revision	20
Document No:	EWM-SHONG-LF-WI-006	Effective date	02.06.2025

- 6.24.3.3 Determine the correct PPE to be used.
- 6.24.3.3 Provide the necessary resources to clean spillage. Ensure person/s cleaning spillage is standing upwind (wind/vapour blowing away) when attending to the spill.
- 6.24.3.4 Identify the closest storm water drain/s. Place the boom from the spill kit around the drain to prevent any spillage from entering the drain.
 - If spillage has already entered the storm water drain, attempt to contain the spillage and notify DWA immediately. Further action must be obtained from DWA.
- 6.24.3.5 Clean and dispose of surface spillage using the spill kit as follows:
 - Open the spill kit and remove the bag containing peatsorb.
 - Sprinkle peatsorb onto spillage by hand or shovel until the entire spilled area has been covered.
 - Allow peatsorb to absorb product for +/- 15 minutes.
 - Using the broom and shovel provided, sweep up the peatsorb and place all contaminated material into a container provided for this purpose.
 - Dispose of contaminated peatsorb using safe disposal method
 - Decontaminate spill kit tools upon instructions from HAZMAT in the wash bay.
 - Re-stock used items e.g. peatsorb, and re-place the cleaned tools (spade and shovel).
- 6.24.3.6 If soil has been contaminated remove the soil and dispose in the hazardous bin.
- 6.24.3.8 The Technical Supervisor must log the incident onto the IsoMetrix system and ensure the relevant parties close and finalise the incident.
- 6.24.3.9 Spilled products entering the natural environment must be reported as a section 30 incident.

6.25 LANDFILL SLIP/ SLIDE ON SITE:

- 6.25.1 **Emergency Procedure in the Event of a Landfill Slip:** **S**
- 6.25.1.1 The Landfill Manager will notify the consulting engineers, Jones and Wagener.
- 6.25.1.2 The Landfill Manger will contact the necessary departments i.e. DFFE, DWA, DAEA and the municipality to report the incident.
- 6.25.1.3 Remediation action will occur as soon as the relevant departments are advised.

**6.26 ACCIDENT ON THE PREMISES:
REMEMBER YOUR SAFETY FIRST!**

- 6.26.1 **Action in the Event of a Major Incident:** **S**
- 6.26.1.1 Person discovering the accident:
- 6.26.1.2 If safe to do so, rescue anybody in immediate danger.
- 6.26.1.3 Control the area, direct people and traffic away from the location of the accident.
- 6.26.1.4 Contact supervisor/line manager /SHE Rep/ First aider/ Emergency Coordinator /Reception. The Receptionist will contact the Relevant people.
- 6.26.1.5 A person involve in an incident must ensure that the incident is reported to site supervisor or Safety Officer.
- 6.26.1.6 In case the incident occurred after hours the incident must be reported to security at the main gate before they leave site. Security will log the incident onto the OB Book.
- 6.26.1.7 All personnel involve in incident must wait for team leader/ First aiders/ SHE Rep or Incident investigator in order to leave a detailed statement of the incident.
- 6.26.1.8 Should any major incident occur at the landfill site which necessitates the closure of the landfill site for waste disposal purposes, the following interim measures will be taken:
- 6.26.1.9 All non-hazardous waste streams will be diverted to the nearest council facilities depending on the origin of the waste.
- 6.26.1.10 Arrangements will be made for all hazardous waste to be diverted to another suitable H:H / class A site in the region.
- 6.26.1.11 An alternative will be to transport the waste to any EnviroServ owned H:H/ Class A landfill site in the country.
- 6.26.1.12

PROPERTY DAMAGE INCIDENT:

Title: EMERGENCY PREPAREDNESS AND RESPONSE PROCEDURE		Revision	20
Document No:	EWM-SHONG-LF-WI-006	Effective date	02.06.2025

- All incidents to be reported, investigated and captured onto Isometrix.
- Total cost of the damaged to be allocated on investigation
- Root cause analysis and lesson learned to be communicated to staff to avoid from reoccurring.

6.26.1.13

LOST TIME INJURY (LTI) RELATED INCIDENTS:

- All incidents to be reported investigated and captured onto Isometrix.
- Doctors note (Initial report) is required in case of LTI.
- If the incident is IOD related, site senior or safety officer to accompany the injured employee to the hospital in order to complete WCL2 (FEM) form.
- The following documentation is required for treatment at an external medical facility: *A completed WCL2 form, copy of ID and a copy of the injured person's payslip will be required at the hospital.*
- First medical report must be obtained from the doctor assessing the injured employee and issued to the supervisor or line manager.
- All documents (completed FEM, first progress and certified copy of ID not older than 3 months)
- All IOD related incident to be reported to Company National Occupational Health Manager and logged onto Isometrix.

6.27 SECTION 30 INCIDENT ON SITE:

6.27.1 In the event of an emergency incident, Section 30(3) of the National Environmental Management Act requires the permit holder to immediately report within 24 hours:

- The nature of the incident
- Any risks posed by the incident to public health, safety and property.
- The toxicity of substances released
- Any steps that should be taken in order to minimise the effects of the pollution on the public health and environment.

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6.27.2 Within 14 days of the incident the permit holder must submit a further report with the following information:

- The nature of the incident
- Substances involved, quantities released, toxicity data,
- Initial measures taken to minimise impacts
- Detailed description of causes of the incident
- Measures taken and proposed to prevent a reoccurrence.

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6.27.3 The permit holder is to notify the permitting authority within 24 hours of any significant incidents. Should such incidents pose a significant health risk or nuisance, notification of the incident is to be immediate. This notification is to be made via the eThekweni Municipality Call Centre 031-3610000 and the relevant department as required in terms of Section 30(3) of the NEMA

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6.28 ELECTRICAL FAILURE

Shongweni landfill has back-up generators to support the following areas:

1. LTP
2. Weighbridge and offices

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Title: EMERGENCY PREPAREDNESS AND RESPONSE PROCEDURE		Revision	20
Document No:	EWM-SHONG-LF-WI-006	Effective date	02.06.2025

- 3. Flare unit
- 4. Tank farm
- 5. Real time monitors

6.28.1 **Strategy**

- Electrical supply failure will not initiate an emergency evacuation of the premises.
- Personnel to be advised to make equipment safe.
- Avoid unexpected operation of equipment on restoration of electrical supply.
- Ensure all electrical equipment is switched off before restoring power to the facility.
- Supervisor to determine if the power failure is a result of a trip or whether it is a municipal power failure. Reference number to be obtained for further queries.

6.28.1.1. **ELECTRICAL POWER FAILURE ON DAY SHIFT**

- Back-up generators available as per 6.28

6.28.1.2 **ELECTRICAL POWER FAILURE ON NIGHT SHIFT**

- Back-up generators available as per 6.28.
- No night shift operations in terms of waste disposal at current.

6.29 **EQUIPMENT FAILURE AND MALFUNCTION**

- Should an Operator find that any equipment is faulty, it should be reported to their immediate Supervisor.
- The equipment should be locked out as per the lock out procedure
- The Supervisor will assess the state of disrepair and depending on the urgency of the situation, either affect an immediate repair if he is able to or proceed to obtain a quotation from the Administrator. If accepted, this will be authorized by the Operations Manager.
- The order number will be supplied to the service provider and arrangements will be made to effect the repair as soon as possible. S
- If the equipment can only be repaired after a lengthy period and the equipment is vital for the safe and smooth operation of the landfill, approval may be obtained to hire the necessary equipment which will also need to be approved by the Operations Manager as per the requisition procedure

6.30 **NATURAL DISASTER (FLOODS)** S

6.30.1 **DURING A FLOOD**

- Listen to a battery powered radio for emergency information
- Evacuate as instructed by emergency personnel

6.30.2 **IF OUTDOORS**

- Climb to higher ground and stay there
- Avoid walking through any flood water. If moving swiftly, water six inches deep can sweep people off their feet.

6.30.3 **IF IN THE CAR**

- If coming up to a flood area, turn around and go another way
- If the car stalls, abandon it immediately and climb to higher ground
- Many deaths have resulted from attempts to move stalled vehicles

6.30.4 **DURING AN EVACUATION**

- If advised to evacuate, do so immediately
- Evacuation is much simpler and safer before floodwaters become too deep for ordinary vehicles to drive through
- Listen to a battery powered radio for evacuation details
- Follow recommended evacuation routes – shortcuts may be blocked off

EnviroServ Waste Management (Pty) Ltd

Title: EMERGENCY PREPAREDNESS AND RESPONSE PROCEDURE		Revision	20
Document No:	EWM-SHONG-LF-WI-006	Effective date	02.06.2025

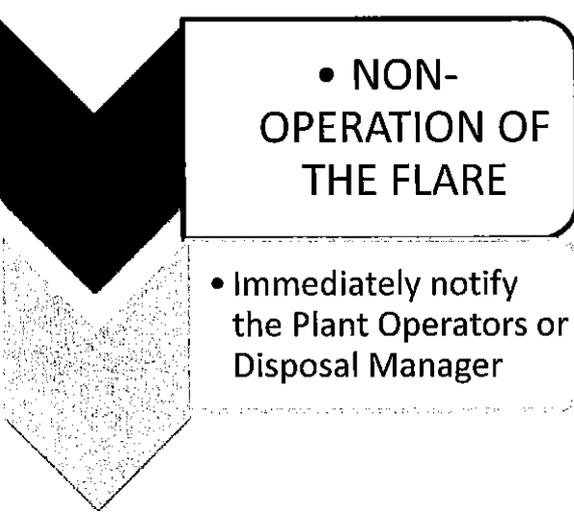
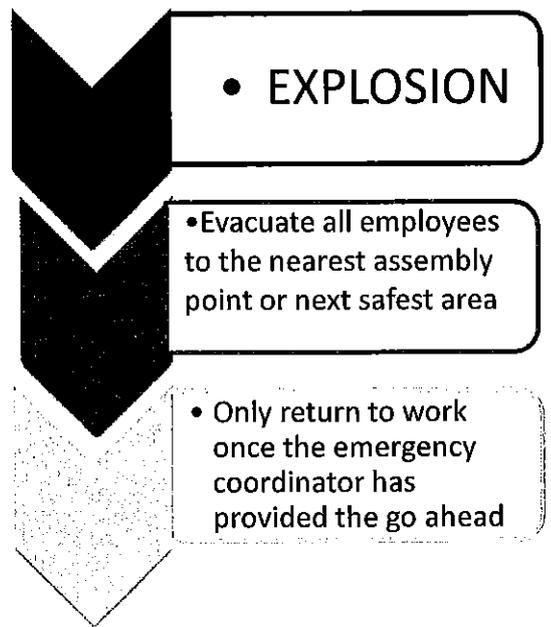
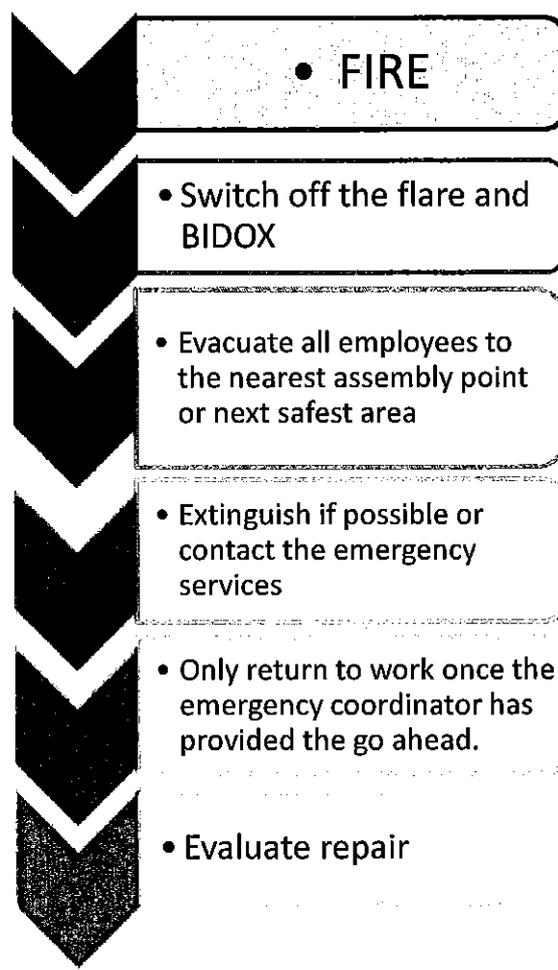
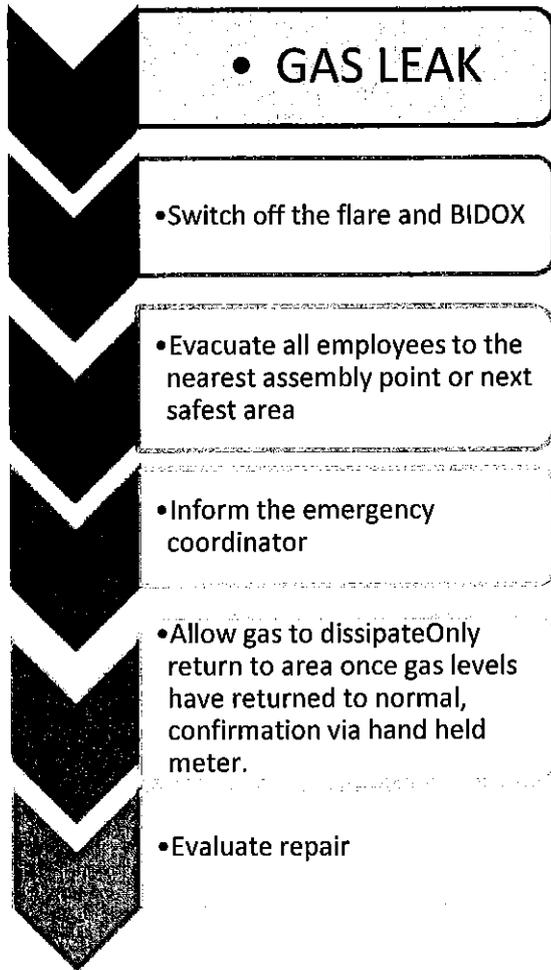
- Leave early enough to avoid being marooned on flooded roads.

6.50

EMERGENCY PREPAREDNESS AND RESPONSE FOR THE GAS FLARING PLANT

(See diagram below)

Title: EMERGENCY PREPAREDNESS AND RESPONSE PROCEDURE		Revision	20
Document No:	EWM-SHONG-LF-WI-006	Effective date	02.06.2025



EnviroServ Waste Management (Pty) Ltd

Title: EMERGENCY PREPAREDNESS AND RESPONSE PROCEDURE		Revision	20
Document No:	EWM-SHONG-LF-WI-006	Effective date	02.06.2025

- 6.52 **Strike Action (external party)**
- 6.52.1 Security to immediately shut the gates
- 6.52.2 Security to immediately contact site management.
- 6.52.3 Should the strike or protest action become aggravated and out of control, security/ site management should contact the police and request services.
- 6.52.7 Discussions with the external party will be done by either the PRO or site management only.
- 6.52.8 Employees will not be allowed to engage with protesters

EnviroServ Waste Management (Pty) Ltd

Title: EMERGENCY PREPAREDNESS AND RESPONSE PROCEDURE		Revision	20
Document No:	EWM-SHONG-LF-WI-006	Effective date	02.06.2025

6.53

ANNEXURE A: COMPANY/INSTITUTION CONTACT NUMBERS:

COMPANY/INSTITUTION	NUMBER
Police (SAPS)	10111
SAPS KwanDengezi Police Station	031 704 8807
Emergency Services (Fire, Metro police & Disaster Management)	031 361 0000
Ambulance services	082 911
EThekweni Call Centre	031 361 0000
EThekweni Pollution Control	031 7020777
Hillcrest Fire Department	031 361 0000
Hillcrest Busamed Hospital	031 768 8000
Hillcrest Public Hospital	031 761 5896
Medi Care	086 010 1151
Derrick Carlyle (KMS)	083 259 5821
Rob Mills (Quest)	082 490 7153
Traffic Department	031 311 1111
Hazmat Toll Free Number	0800 147 112
DWA	031 336 2700
DFFE	012 399 9832
Eskom Electricity	080 131 3111
Department Of Labour	031 3361500
Poison Centre KZN	Kwazulu/Natal St Augustine's Poison Centre 031-2685559 or 0800-333444
Kloof and Highway SPCA	031 764 1212 A/H Emergency: 073 335 932
Snake Catcher	Jason Arnold: 082 745 6375 (Greater Durban)/ Nick Evans: 072 809 5806 (Greater Durban)

6.54

ANNEXURE B: EMERGENCY PERSONNEL CONTACT LIST:

EMERGENCY MANAGEMENT TEAM	DESIGNATION	CONTACT NUMBER
Clive Kidd	Coastal Landfill Manager	082 7796318 Speed dial 5717
Mandla Thwala	Operations Manager/ Emergency Coordinator	076 146 8741 Speed dial 5718
Musa Sishi	Maintenance Supervisor/ First Aider	079 490 8204
Douglas Nzimande	Landfill Team leader/ Emergency Co-ordinator	079 490 8148
Thokozani Mathenjwa	Effluent Treatment Plant Operator	079 459 7767
Busisiwe Mncube	Regional Operations Manager	087 086 8401
Shimal Hanuvanth	Senior SHEQ Officer	071 492 7273
Sr Desire Botha	OHNP	082 874 0237
EMERGENCY TEAM	AREA WARDEN/ SHE REP	CONTACT NUMBER
Sihle Ntuli	Weighbridge Clerk	011 456 5421
Lawrence Ngubo	Logistic Supervisor	081 764 1743

EnviroServ Waste Management (Pty) Ltd

Title: EMERGENCY PREPAREDNESS AND RESPONSE PROCEDURE		Revision	20
Document No:	EWM-SHONG-LF-WI-006	Effective date	02.06.2025

Quinisela Khomo	SHE Rep/ Landfill Assistant	062 107 2293
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6.55

ANNEXURE C: EMERGENCY FIRE FIGHTING TEAM:

NAME	AREA	CONTACT NUMBER	SPEED DIAL
Mandla Thwala	Offices/ Weighbridge	076 146 8741	*134
Musa Sishi - <i>Fire Fighter</i>	Landfill	079 490 8204	*154
Petros Mkhize <i>Fire Fighter</i>	Landfill	072 789 2939	-
Paradise Mbili - <i>Fire Fighter</i>	Landfill		-
Masixole Jeke - <i>Fire Fighter</i>	Landfill		-
Mcebisi Maphumulo - <i>Fire Fighter</i>	Landfill		-
Luvuyo Twalo - <i>Fire Fighter</i>	Offices/ Weighbridge/ Lab	076 994 0999	-
Khumbulani Vumase - <i>Fire Fighter</i>	Offices/ Lab	076 793 2644	-
Kwanele Mcobothi - <i>Fire Fighter</i>	Effluent Treatment Plant Operator		-
Andile Mabaso - <i>Fire Fighter</i>	Effluent Treatment Plant Operator		-
Bongamusa Ndimande - <i>Fire Fighter</i>	Effluent Treatment Plant Operator		-
Nkosinathi Madonda - <i>Fire Fighter</i>	Effluent Treatment Plant Operator		-
Bongani Zincume - <i>Security Fire Fighter</i>	Offices/ Landfill	083 877 9321	-
Pheneus Mthethwa - <i>Security Fire Fighter</i>	Offices/ Landfill	082 505 1608	-
Sifiso Ngubane - <i>Security Fire Fighter</i>	Offices/ Landfill	061 124 8785	-

6.56

ANNEXURE D: FIRST AID TEAM:

NAME	AREA	CONTACT NUMBER	SPEED DIAL
Ntokozo Makhaye	Admin	074 208 5601	-
Musa Sishi	Landfill	079 490 8204	-
Qinisela Khomo	Landfill	062 107 2293	-
Thokozani Mathenjwa	Plant	079 459 7767	-
Bongani Zincume - <i>Security</i>	Offices/ Landfill	083 877 9321	-
Pheneus Mthethwa - <i>Security</i>	Offices/ Landfill	082 505 1608	-
Sifiso Ngubane - <i>Security</i>	Offices/ Landfill	061 124 8785	-

6.57

EnviroServ Shongweni Complaints Number: 0800 204 960 (toll-free) and SMS to 071 234 5655

7. ASSOCIATED FORMS

- 7.1. EWM-SHONG-LF-WIF-006-001 Emergency Plan Landfill Admin/Weighbridge
- 7.2. EWM-SHONG-LF-WIF-006-002 Emergency Plan Landfill Site

EnviroServ Waste Management (Pty) Ltd

Title: EMERGENCY PREPAREDNESS AND RESPONSE PROCEDURE		Revision	20
Document No:	EWM-SHONG-LF-WI-006	Effective date	02.06.2025

- 7.3. EWM-SHONG-LF-WIF-006-003 Emergency Wall Chart
- 7.4. EWM-SHONG-LF-WIF-006-004 Emergency Contact Numbers
- 7.5. EWM-SHONG-LF-WIF-006-005 Emergency Plan Valley 2
- 7.6. SF-12-01 Emergency drill schedule
- 7.7. SF-12-02 Fire Fighting Checklist
- 7.8. SF-01 Appointment letters (Includes all legal appointments)
- 7.9. Site Training matrix (includes all identified training needs)
- 7.10. Site Training certificates
- 7.11. Emergency drill de-briefing reports
- 7.12. Emergency scenario risk assessment

8. RECORDS

QUALITY/ TECHNICAL RECORD NAME (Identification)	WHERE FILED (Storage)	RESPONSIBILITY (For collection, indexing, filing, maintenance of records)	RETENTION TIME (Storage period)	DISPOSAL
Emergency Plan Admin/Weighbridge EWM-SHONG-LF-WIF-006-001	SHEQ Office	Senior SHEQ Officer	1 years	Document Controller - Shred
Emergency Plan Site EWM-SHONG-LF-WIF-006-002	SHEQ Office	Senior SHEQ Officer	1 years	Document Controller - Shred
EWM-SHONG-LF-WIF-006-003 Emergency Wall Chart	SHEQ Office	Senior SHEQ Officer	1 years	Document Controller - Shred
EWM-SHONG-LF-WIF-006-004 Emergency Contact Numbers	SHEQ Office	Senior SHEQ Officer	1 years	Document Controller - Shred
EWM-SHONG-LF-WIF-006-005 Emergency Plan Valley 2	SHEQ Office	Senior SHEQ Officer	1 years	Document Controller - Shred
SF-12-01 Emergency drill schedule	SHEQ Office	Senior SHEQ Officer	5 years	Shred
SF-12-02 Fire Fighting Checklist	SHEQ Office	Senior SHEQ Officer	5 years	Shred
SF-01 Appointment Letters	SHEQ Office	Senior SHEQ Officer	5 years	Shred
Training Certificates	SHEQ Office	Senior SHEQ Officer	5 years	Shred
Training Matrix	SHEQ Office	Senior SHEQ Officer	5 years	Shred
De-briefing reports	SHEQ Office	Senior SHEQ Officer	5 years	Shred
Emergency risk assessment	SHEQ Office	Senior SHEQ Officer	5 years	Shred

9. REVISION HISTORY

REVISION NUMBER	DATE	REASON FOR REVIEW
03	18/12/2008	Update information
04	10/08/2009	Update information
05	3/11/2009	Update information , add records and revision history
06	03/05/2011	Update information
07	12/07/2012	Update of information
08	11/03/2014	Update information (7.3 and 7.4) and document numbering format and format. Added records Amended the Scope Added 4.12- 4.16

EnviroServ Waste Management (Pty) Ltd

Title: EMERGENCY PREPAREDNESS AND RESPONSE PROCEDURE		Revision	20
Document No:	EWM-SHONG-LF-WI-006	Effective date	02.06.2025

		<p>5.2 – added information Added 5.6-5.7 Added 6.1-6.6 Added 6.8 Added 6.10 Added 6.12-6.21 Added information – 6.22 Added 6.24.1.1- 6.24.1.2 Added 6.26 Changed Izikathi contact person to Wellington Shange from Nico Sonnekus</p>
09	21/11/2014	<p>Change Guard Room to Security Control Room Include fire alarm at the weighbridge Include fire extinguisher at fleet office Include Evacuation and Direction on Site Plan (Landfill) Added 6.28 to 6.30 Corrected numbering Updated contact list</p>
10	10/04/2015	<p>Add another assembly point To include the weighbridge on 6.1 Add 6.9.3 Change numbering Add 6.12.1.7 Change contact list</p>
11	14/03/2016 20/04/2016	<p>Review of Document 1. Update speed dial list. 2. Add Bushfire paragraph 3. Add Lightning paragraph 3. Chemical Spill in work area 4. Vehicle Accident 5. Electrocution 6. Stray Canines 7. Excavation Cave-in LTP 8. Add leachate treatment plant emergency risk assessment.</p>
12	20/04/2017	<p>1. add 1.2; 1.3 and 1.4 2 add 3.6 and 3.7 3 add 4.13 2 add few lines under scope of application 3. updated 6.26.1.4 4 add 6.26.1.5/6/7 5. update 6.26.1.10 6. update 6.256.1.11 7. added 6.26.1.12 and 6.26.1.13 8. added 6.29.2 9. added 6.31(b) 10. add 6.39 11. Update contact list.</p>
13	11.05.2018	<p>1. amended emergency contact numbers for first aider 2. compiled one wall chart for the site</p>
14	22.10.2018	<p>1. Changed font and size 2. Person reviewing document changed to Bongani Zondo 3. Added reference 3.9 4. Added definition 4.17 5. Added locations in 6.1 6. Changed responsibility of EC to SHE Rep 6.11.1 7. Added IOD documents required 6.26.1.13 8. Added back-up generator locations 6.28</p>

EnviroServ Waste Management (Pty) Ltd

Title: EMERGENCY PREPAREDNESS AND RESPONSE PROCEDURE		Revision	20
Document No:	EWM-SHONG-LF-WI-006	Effective date	02.06.2025

		<p>9. Deleted speed dials 6.50</p> <p>10. Deleted speed dials and added new codes for Clive Kidd and Bongani Zondo only. Removed HR details 6.51.</p> <p>11. Douglas Nzimande removed as a fire fighter 6.52</p> <p>12 Changed form numbers. 7.1- 7.5</p> <p>13. Changed form numbers 8.</p> <p>14. Removed roll call register and equipment checklist</p>
15	18.06.2020	<p>Added the ffg</p> <p>3.10 – 3.13</p> <p>4.14 – 4.15</p> <p>5.8</p> <p>6.52 – 6.54.2</p> <p>Added COVID related emergency numbers</p> <p>Added security first aiders and fire fighters</p>
16	02.03.2021	<p>Added definitions 4.21; 4.22 and 4.23</p> <p>Added 6.55 – Gas flare emergency response</p> <p>Added 6.56 – Strike action</p> <p>Updated emergency numbers</p> <p>Updated wall chart</p>
17	13.05.2022	<p>Annual update</p> <p>Inclusion of additional references which include core procedures and safety standards.</p> <p>Inclusion of additional associated forms which include appointment letters, training matrix and certificates.</p> <p>Updated fire and first aid team members and details</p>
18	05.05.2023	<p>Annual Update</p> <p>Change DEA to DFFE</p> <p>Updated previous Disposal Manager's details with new details.</p> <p>Removed COVID 19 response information</p> <p>Added SPCA, Poison center and snake catchers emergency contact details</p> <p>Added emergency risk assessment as an associated form</p>
19	13.05.2024	<p>Added definitions 4.25 and 4.26</p> <p>Corrected typo in 6.1.4</p> <p>Added 6.3.2 and 6.3.2.1</p> <p>6.5.2.1 – Amended the requirement for the fire team member</p> <p>6.6.2.3 – Amended</p> <p>6.13.1 – Added FCP instead of location of incident</p> <p>Added 6.34: Fire department may be called for bush fires, especially is the site feels it is at threat.</p> <p>6.35 – added contingency plan</p> <p>Added 7.4 emergency contact numbers</p> <p>Updated fire team member and first aider details</p>
20	24.05.2025	<p>Added night shift fire response 6.23.2</p> <p>Updated emergency wall chart</p> <p>Updated emergency contact list</p> <p>Added Valley 2 site plan</p> <p>Updated records</p>