

**EMERGENCY PREPAREDNESS & RESPONSE**

Doc Number	EM-PR 12 A
Compiled By	OBS
Approved By	Abdul Kamdar
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1.0 Purpose

The purpose of this procedure is to ensure that KDG LOGISTICS has identified and is trained to deal with emergency situations in order to prevent negative impacts to the environment.

2.0 Scope

This procedure applies to all the operations of KDG LOGISTICS as indicated in the Policy Manual.

3.0 References:

EMS

4.0 Responsibilities

All personnel of KDG LOGISTICS, including external personnel and organisation/s.

5 Procedure**5.1 Fire**

- Alarm Raised
- Do not panic
- Instructions from the Emergency Controller must be followed
- In the event of a small fire the nominated Fire Fighter will use the onsite fire equipment to extinguish the flames
- In the event of a large fire, inform the SHEQ Officer on duty to call the Fire Department
- Evacuate the building
- Assist the infirm and elderly
- If possible, take personal belongings
- If possible, close the doors and windows
- Report to the assembly point
- Wait for a roll call to be taken
- When deemed safe, emergency coordinator to instruct employees to resume normal duties

.2 Bomb Treat

- Remain calm to the situation
- Don't panic
- Record information from the source
- Notify Emergency Controller
- Instructions from the Emergency Controller must be followed
- Open all doors and windows if possible
- Evacuate the area
- Assist the infirm and elderly
- Do not touch or remove any suspicious looking parcels
- Report to the assembly point
- When deemed safe, emergency coordinator to instruct employees to resume normal duties

4.3 Injury

- Report to your Supervisor
- First Aider to assist in First Aid
- All injuries to be reported immediately to the SHEQ Officer on duty
- First Aiders to assess and treat the injured and refer to a hospital if necessary.
- In the event of a serious injury, Ambulance services to be called
- Supervisor to assist SHEQ Officer to complete the WCL 2 forms for submission to the Department of Labour
- IOD Certificates and certified copies of ID's to be submitted to the SHEQ Officer

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4.4 Accidents/ Incidents/ Near Miss

- Stop immediately
- Report to your Supervisor
- Supervisor to report to the SHEQ Officer
- Wait for arrival of the SHEQ Officer. Do not leave the scene
- Do not disturb the scene of the incident
- Do not remove anything from the scene
- Incidents to be reported in writing and submitted to the SHEQ Officer

4.5 Chemical/ Gas Leak/ Spillage

- Inform the Supervisor
- Supervisor to inform the SHEQ Officer
- Evacuate the affected area
- Notify Emergency Controller
- Instructions from the Emergency Controller must be followed
- Evaluate the source of the leak/ spillage
- Disconnect/ dismount/ disable the source
- Designated Spillage control staff to attend to spillages
- Record onto Incident Report and submit to the SHEQ Officer

4.6 Assembly Points

- Assembly points shall be suitably located and identified with the necessary signage
- Assembly points and signage shall never be obstructed at any given point

4.7 Ambulance Call Procedure

- The Departmental Manager must first see to the injured and diagnose according to his capabilities.
- Should the employee need medical attention, the Departmental Manager will inform Security to request an ambulance.
- No instructions from a Fireman to call an ambulance may be refused.
- Security will record all particulars in the Occurrence Book.
- The Manager or Team Leader on shift will be responsible for the patient.
- Inform the Admin Department immediately or, if the occurrence is during the Night, inform him the next morning.
- Do not personally inform next of kin, but request a senior Manager present to attend to this task.

4.8 Reporting

1. The responsible person or, where the incident occurred in the course of that person's employment, his or her employer, must, within 14 days of the incident, report to the Director-General, provincial head of department and municipality such information as is available to enable an initial evaluation of the incident, including—
 - (a) the nature of the incident;
 - (b) the substances involved and an estimation of the quantity released and their possible acute effect on persons and the environment and data needed to assess these effects;
 - (c) initial measures taken to minimise impacts;

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- (d) causes of the incident, whether direct or indirect, including equipment, technology, system, or management failure; and
 - (e) measures taken and to be taken to avoid a recurrence of such incident.
2. A relevant authority may direct the responsible person to undertake specific measures within a specific time to fulfil his or her obligations under subsections (4) and (5): Provided that the relevant authority must. When considering any such measure or time period. Have regard to the following:
- (a) the principles set out in section 2;
 - (b) the severity of any impact on the environment as a result of the incident and the costs of the measures being & considered;
 - (c) any measures already taken or proposed by the person on who measures are to be imposed, if applicable;
 - (d) the desirability of the state fulfilling its role as custodian holding the environment in public trust for the people;
 - (e) any other relevant factors.
3. A verbal directive must be confirmed in writing at the earliest opportunity which must be within seven days.
- Should—
- (a) the responsible person fails to comply, or inadequately comply with a directive under subsection (6);
 - (b) there be uncertainty as to who the responsible person is, or
 - (c) there be an immediate risk of serious danger to the public or potentially serious detriment to the environment.
 - (d) relevant authority may take the measures it considers necessary to—
 - (i) contain and minimise the effects of the incident;
 - (ii) undertake clean-up procedures; and
 - (iii) remedy the effects of the incident.
4. A relevant authority may claim reimbursement of all reasonable costs incurred by it in terms of subsection (8) from every responsible person jointly and severally.
5. A relevant authority which has taken steps under subsections (6) or (8) must, as soon as reasonably practical prepare comprehensive reports on the incident. Which reports must be made available through the most effective means reasonably available to —

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- (a) the public;
- (b) the Director-General;
- (c) the South African Police Services and the relevant fire prevention service;
- (d) the relevant provincial head of department or municipality: and
- (e) all persons who may be affected by the incident.

4.9 Review

This procedure will be reviewed on an annual basis at minimum or in the event of:-

- occurrence of any accidents
- occurrence of emergency situations
- any newly identified risk in terms of Occupational Health And Safety or Environmental that has a significant rating
- significant changes to the scope of the business

4.10 Communication

This procedure will be communicated to all employees by awareness sessions and creating accessibility in the workplace.

4.11 Verification

This procedure will be tested annually and recorded onto the Emergency Preparedness and Response Test Report.

5. RECORDS**5.1 Emergency Preparedness and Response Test Report**