

	ISO 14001:2015 ENVIRONMENTAL MANAGEMENT SYSTEM	Doc Number	EM-PR 18 A
	<u>ENVIRONMENTAL INCIDENTS</u>	Compiled By	OBS
		Approved By	Abdul Kamdor
		Clause Reference	6 & 9
		Issue Date	16 th November 2017

1.0 Purpose

To provide an operational procedure with regard to the handling, reporting and investigation of environmental incidents within KDG LOGISTICS.

2.0 Scope

This procedure is applicable to KDG LOGISTICS in order to ensure the safe handling, reporting and investigation of environmental incidents inside the KDG LOGISTICS's premises and factory as well as any occurrence that can have an effect outside the premises or factory that can be linked with the operations of KDG LOGISTICS.

3.0 References:

Aspect and Impact Analysis and Legal Register

4.0 Responsibilities

The Management Rep of KDG LOGISTICS is responsible for the compilation and implementation of a general emergency procedure for KDG LOGISTICS. The Management Representative is responsible to compile a procedure or include in the above procedure the handling, reporting and investigation of environmental related incidents. All KDG LOGISTICS employees are responsible to comply with all emergency procedures.

4. DEFINITIONS

4.1 Incident

An unexpected event that results in loss or injury to a person and/or damage to property or the environment.

4.2 Hazardous Chemical Substances

Any toxic, harmful, corrosive, irritant or asphyxiate substance, or mixture of such substance for which; an environmental and occupational exposure limit is prescribed/ limit is not prescribed, but which creates a hazard to the environments and health.

4.3 Dangerous Goods

Goods that include explosives, compressed and liquefied gases, flammable and combustible materials, as well as radioactive materials.

4.4 Emergency

An accidental situation involving the release or imminent release of dangerous goods or other substances that could result in serious adverse effects to the health and/or safety of persons or the environment. An emergency may be the result of human-caused or natural occurrences including, but not limited to, process upsets, controlled reactions, fires, explosions, threats, structural failures, floods, storms, etc.

5. ACTIVITIES

5.1 Handling and reporting

When loss of containment occurs, including; dry or wet chemicals, gases, emissions, dust, oil, cleaning agents, effluent, etc.:

Obtain the relevant material safety data sheet (MSDS) of the substance that was spilled or released. Refer to the MSDS data on the environment, health, fire, explosion etc and determine the extent and hazard of the spill taking into account the quantity of the spillage and the danger of the substance.

Depending on the above information:

MINOR RISK INCIDENT

- try to contain the spill with the correct control measures, sand, saw dust, etc
- contact management on duty and report the incident;
- the management on duty must contact the relevant person/s to attend to the situation
- ensure that the correct disposal method as indicated on the MSDS and/or nature of special risks and safety advice (R&S) Data sheets are followed;
- ensure that the incident is reported to the Management Representative, not later than the end of the shift that the incident occurred;

The Management Representative will initiate an incident investigation.

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MAJOR RISK INCIDENT

- if possible try to contain the spill with the correct measures, sand, saw dust, etc

ENSURING NOT TO ENDANGER ANY ONE OR ONESELF BY DOING THIS;

- sound alarm;

- evacuate the area;

- contact the management on duty and report the incident;

- the management must contact the relevant person/s to attend to the situation;

- ensure that the incident is reported to the Environmental Management Representative not later than the end of the shift that the incident occurred;

The Environmental Management Representative will initiate an incident investigation.

5.2 Investigation

The Management Representative will initiate an investigation by;

- identifying the relevant parties to be part of the incident investigation, including EMS Representatives. At least one senior manager of KDG LOGISTICS (only with major spill)

- informing the relevant parties of the investigation and their required presence;

- ensure that the incident is investigated using the "corrective action request form"; (obtainable from the EMS Representative).

- the relevant persons will investigate the incident using all means to get the all relevant data, a person responsible to ensure that corrective action taken will be identified.

5.3 Incident Communication

Only the Management Representative (after consultation with Top Management) will communicate with the authorities as required on incidents that took place. Only the Management Representative will communicate to the press and other relevant parties when required.