1 Purpose

ERP details actions to be carried out in the event of any health and safety or environmental accident, emergency or dangerous occurrence in safe and environmentally friendly manner. The scope of the procedure covers the following incidents which could potentially occur at the facility and off-site.

1 Purpose 1
2 Definitions 2
3 Responsibilities 2
4 Procedure (Environmental) 2
4.1 Possible emergencies that may arise at KeyWaste 3
4.2 Waste spill 3
4.3 Equipment Breakdown 4
4.4 Fire Fighting Response: 5
4.5 Fire prevention 5
4.6 Storage of Combustible & Flammable Materials 5
4.7 Control of Sources of Ignition 6
4.8 Fire detection 6
4.9 Fire Suppression 6
4.10 On-site Fire Suppression Facilities 6
4.11 Off-site Fire Suppression Facilities 6
4.12 Anything that might result in environmental pollution 7
5 Procedure (Health & Safety): 7
5.1 General – Emergency Evacuation on Site 7
5.2 Emergency Drills 7
5.3 Emergency Evacuation on Site 7
5.4 Accidents 8
5.5 Accident Off-Site 9
5.6 Covid-19 9
6 Useful Numbers 10

Revision History		
Rev. No	**Issue Date**	**Revision Details**
07	15/07/2020	Added section **5.6 – Covid-19** (page 9)
08	19/08/2020	Section **5.1. Procedure (Health & Safety) General – Emergency Evacuation on Site** clarified that keys are left in vehicles, as priority is to get vehicles off site in emergency.
9	17/04/2021	Waste Storage Map updated
10	22/05/2024	Waste storage map updated, fire fighting equipment map updated, section 6. compliance coordinator updated,

Environmental

- Spill Clean Up Procedure in the event of accidental spillage;

- General Fire/Explosion Procedure;
- Internal/External Flooding Procedure;
- Malicious Damage Procedure;
- Unforeseen Emergency Procedure.
- Machinery break-down.

Health & Safety

- Accident or dangerous occurrence on the company site;
- Accident or dangerous occurrence on public road/street or other public area;
- Accident or dangerous occurrence on customer or other private location involving company personnel or vehicles/equipment.

2 Definitions

Accident - resulted in personal injury or significant property damage or could have led to serious injury e.g. reverse into parked car or wall, struck cables.

Incident - no personal injury involved, minor property damage e.g. wing mirror broken, scrape to car, lawn damage.

Observation - observed an unsafe practice that could lead to an accident e.g. reversing without helper out, no hi viz or PPE, using uncertified equipment, using equipment incorrectly.

Incident/ Accident Close out- Incidents/ Accidents are closed out when all the relevant procedures have been carried out and all parties are satisfied with the outcome.

3 Responsibilities

1. Emergency response Team:
    - Please refer EF 07- Emergency Contact Details

The Directors have overall responsibility for this procedure.

The Environmental Department is responsible for ensuring that all relevant personnel are adequately trained in this procedure.

Employees trained in this procedure are responsible for complying with the requirements of the ERP and are responsible for ensuring that they can adequately respond to any emergency that may arise. Records of adequate training are maintained in the Training Matrix in Section 11 of the ISO System.

The Fleet & Resources Coordinator and drivers are responsible for ensuring that vehicles and skips are maintained in a roadworthy condition at all times.

4 Procedure (Environmental)

1. Should an emergency situation arise, the Fleet & Resources Manager, Environmental and H&S Officer or any other designated person will implement the ERP.

2. The environmental officer will review the ERP on annual basis. Additional procedures will be included in the ERP as necessary to adapt to facility's requirements.
3. Details of all emergencies will be documented and records maintained on the site for two years. The response to the emergency and the likely impact of the emergency on the environment will also be documented.
4. Following a complete investigation into each emergency a corrective and preventative procedure will be implemented.

4.1 Possible emergencies that may arise at KeyWaste

1. Definitions
2. Spill Any amount of liquid
3. Small Spill less than five litres
4. Medium Spill five litres to two hundred and fifty litres
5. Large Spill greater than two hundred and fifty litres
6. Vehicle & machinery breakdown
7. Fire
8. Waste spillage

Responsibilities:

The Fleet & Resources Manager, as the initial person at the scene is responsible for dealing with all spills that occur on site. He is also responsible for informing the environmental officer or other responsible person as soon as possible.

4.2 Waste spill

1. Actions to be taken on occurrence of non-hazardous spill:
    - Non-hazardous spills will be cleared immediately into the foul water storage tank. The spill will be reported to Environmental officer who will record all details of the spill.

Actions to be taken on occurrence of a hazardous spill:

- Ensure only competent person wearing suitable protective clothing handle the hazardous materials.
- Ensure appropriate equipment is used for handling the material.
- Evacuate the area, if necessary, contact the emergency services.
- Contain the spill using spill kits.
- Once a spill has been contained inform the Environmental Officer.
- If such event occurs, the surface water valve will be shut off.
- The Environmental Officer will determine the source and nature of the spilled material and obtain a material safety data sheet, where possible.
- In the event that the surface water is contaminated the Environmental Officer will immediately inform South Dublin County Council and the EPA.

- In the event that foul water is contaminated, Environmental Officer will consult Blessington Treatment Plant and the EPA prior to tinkering it off site.
- In the event that the spill is likely to have caused environmental pollution, the spill will be considered as 'an incident' under condition 3.2 of the waste licence.

2. Actions to be taken on occurrence of a hazardous spill ***OFFISTE***:
    - Contain the spill using spill kits which are located in each vehicle
    - Once a spill has been contained inform the Fleet & Resources Manager. The spill will be reported to Environmental officer who will record all details of the spill.
    - If the spill is between small – Large Super Drain is to be contacted to aid in the clear up of the spill.

4.3 Equipment Breakdown

List of equipment deemed critical for the normal operation of the plant.

- Transportation fleet,
- Weighbridge,
- Loading shovels.

Responsibilities

Transportation fleet:	all drivers are responsible for their lorries, vans, trucks, etc.
Weighbridge:	The Fleet & Resources Manager is responsible for the weighbridge
All other equipment:	The Fleet & Resources Manager is responsible for all other equipment.

Actions to be taken in the event of equipment or machinery breakdown:

- There is sufficient fleet to allow the continuation of normal operations in the event of a breakdown of any trucks.
- The Fleet & Resources Manager will be immediately notified when a problem occurs with any equipment to be fixed by the fleet maintenance team.
- In the event of a breakdown of a loading shovel or other similar equipment the following steps shall be taken:
    1. The Fleet & Resources Manager shall source parts as soon as possible in order to fix any broken equipment immediately,
    2. If the faulty equipment cannot be fixed a rental of such machine shall be arranged the same day,
    3. In the event that no replacement equipment is made available in the period of 3 working days no waste shall be accepted at the facility.

- In the event that the weighbridge breaks down, the weighbridge in several other facilities in close proximity to KeyWaste are available, including Panda, IPR & Oxigen.

3. Incidents as described in our licence condition 3.1

a) In the event that an incident as outlined in condition 3.1 occurs, we shall comply with the requirements of the licence as per condition 3.2.

1. The Environmental Manager shall notify the Agency as soon as practicable and in any case not later than 10.00 am the following working day after the occurrence of any incident;
2. We shall submit written record required by this condition to the Agency as soon as practicable and in any case within 5 working days after the occurrence of any incident;
3. In the event of any incident which relates to discharges to surface water notify the Eastern Regional Fisheries Board as soon as practicable and in any case no later than 10 am on the following working day after such an incident;
4. We shall notify South Dublin County Council and the Agency as soon as is practicable after the occurrence of any of the following:
    a) Any incident with the potential for environment contamination of surface water or groundwater, or posing a threat to land, or a Sanitary Authority sewer or personnel working in connection with a sewer, or requiring an emergency response by the Local Authority,
    b) Any emission which relates to discharge to sewer which does not comply with the requirements of this Licence.

The deputy facility manager will perform the duties of the facility manager in the absence of the facility manager.

4.4 Fire Fighting Response:

Fire safety management at the facility is comprised of the following:

a) Fire prevention,
b) Fire containment,
c) Fire detection,
d) Fire suppression,
e) Response in event of fire,
f) Response in event of an alarm,
g) Surface water shut off valve.

4.5 Fire prevention

Fire Prevention is achieved by:

- Safe storage of combustible and flammable materials,
- Prevention of mobile sources of ignition in areas with combustible and flammable materials,
- Suitable equipment,
- Hot works permit will be introduced for proposed welding operations,
- Good housekeeping,
- Regular maintenance and competent repair of equipment,
- Efficient emergency response and communications plan,
- Regular safety audits.

4.6 Storage of Combustible & Flammable Materials

The following principals are applied to the storage of combustible materials and flammable liquids:

- Good housekeeping and prompt consignment of dry recyclables off the site to prevent the build-up of combustible materials,
- Regular inspection of plant and equipment and equipment for leaks and other miscellaneous problems to prevent spillage of flammable liquids,
- Removal of any gas containers or unidentified liquids/chemicals from the off-loading areas to the quarantine area immediately such items are noticed,
- Provision of adequate bunds around diesel and oil storage tanks.

4.7 Control of Sources of Ignition

The control measures applied to minimise ignition sources include:

- No smoking policy within the licence area,
- Hot work permit system,
- Only authorised personnel are permitted within the waste handlings areas,
- Secure site access 24hour site security to prevent unauthorised entry.

4.8 Fire detection

The fire detection system/alarm at the facility consists of the following:

- Site staff or security officer will alert the Emergency Response Team (ERT) in the event of fire,
- The Fleet & Resources Manager and Environmental Officer are the designated Site Incident Controllers, with responsibility for assessing the scale of an incident, informing fire service, directing localised rescue and fire abatement services. In an incident occurs outside normal operating hours the security staff will contact the relevant authorities,
- The local fire brigade will be contacted by the ERT or security officer if necessary.

4.9 Fire Suppression

The fire suppression capability is a combination of on- site firefighting equipment and emergency response plans, and off-site fire service.

4.10 On-site Fire Suppression Facilities

The onsite fire abatement equipment includes:

- Fire extinguisher – No 15 which area clearly marked,
- Hose reels
- 20,000L water storage tank and onsite fire hydrant

4.11 Off-site Fire Suppression Facilities

South Dublin Fire Service (Tallaght Station) can bring water to site in volume of 3, 4500l tanks to KeyWaste facility in the event of fire.

4.12 Anything that might result in environmental pollution

4. If it is suspected that environmental pollution is being caused as a result of waste transportation then:-
    - Stop what is being done immediately, and
    - Notify the Environmental Officer at KeyWaste.
    - The Environmental Officer will notify the relevant regulatory authorities if necessary.

5 Procedure (Health & Safety):

Note: Refer also to the relevant sections of the Safety Statement.

5.1 General – Emergency Evacuation on Site

In order to facilitate moving of vehicles off site in an emergency situation (if otherwise safe to do so), ignition keys are to be left in vehicles – skip lorries, RELs, etc. – when parked.

The emergency evacuation procedure is posted on the wall of the Main Office, highlighting the emergency escape routes.

A roll call of all personnel will be taken at the assembly point by the Fire Warden or the senior manager on site.

5.2 Emergency Drills

Evacuation drills are held once a year. All areas shall have instructions on the action to be taken in the event of activation of the fire alarm or on the discovery of fire or other emergency requiring evacuation.

Dates of drills shall be logged.

The Fire Warden at each KeyWaste facility ensures that all the fire safety measures provided are adhered to. The Fire Warden in charge of any building/unit/area shall report as soon as possible any damage to these fire safety measures.

5.3 Emergency Evacuation on Site

In the event of any employee seeing a fire or an emergency situation or serious accident they should raise the alarm immediately.

Ensure that the Fire Warden or the senior manager on site is notified immediately and the emergency plan will be followed accordingly.

Once the alarm is raised all personnel will immediately make their way to one of the Assembly Points.

Do not stop to pick up any belongings.

Only trained personnel should attack a fire with fire extinguishers or fire blankets and only if it is completely safe to do so.

All instructions issued by the Fire Warden or the senior manager on site must be obeyed at all times during an emergency.

The site should not be re-entered until the Fire Warden or the senior manager on site says it is safe to do so.

5.4 Accidents/ Incidents

Notify the senior manager or other senior person immediately.

The senior manager on site will take charge of proceedings as follows;

Observe accident location and status of injured person.

If there is risk of further injury move injured person very carefully to safety.

Call immediate medical assistance or emergency services if necessary.

Dial 999 or 112 and ask for the rescue service(s) that you require:

Ambulance

Fire Brigade

Gardaí

If ambulance is called make sure exact address and location is given and that the ambulance can access the site as near as possible to the injured person.

See that first aid is administered as required by a competent person but if you are not a trained First-Aider do not attempt to administer first aid other than basic keeping the patient warm or stopping bleedings etc.

If the accident is of the result of a collision or fall from a height or such that spinal injury could result - DO NOT MOVE THE INJURED PERSON.

Notify Company Director(s)

Establish location of the nearest hospital and appoint a suitable person to travel with the injured person.

Notify family of injured person and if required arrange transport for them to the hospital.

3. Once the injured person has been taken care of gather all information immediately about the accident and what led up to it.

4. Obtain witness statements and write them down exactly as they are given.

5. Have sketches and/or photographs of the area taken where accident occurred.

6. Report to the Health & Safety Authority, if required.

Refer also to Safety Statement for details of accident investigation and reporting to HSA.

7. If an accident is fatal the scene of the accident must be left undisturbed for 3 days after notice to the HSA has been given, other than for rescue purposes.

5.5 Accident/ incident Off-Site

Notify the senior manager or other senior person immediately.

Dial 999 or 112 and ask for the rescue service(s) that you require:

Ambulance

Fire Brigade

Gardaí

If ambulance is called make sure exact address and location is given and that the ambulance can access the site as near as possible to the injured person.

See that first aid is administered as required by a competent person but if you are not a trained First-Aider do not attempt to administer first aid other than basic keeping the patient warm or stopping bleedings etc.

If the accident is of the result of a collision or fall from a height or such that spinal injury could result - DO NOT MOVE THE INJURED PERSON.

Contact the office as soon as it is safe to do so. Office staff will provide you with advice/instructions where necessary.

Once the injured person has been taken care of gather all information immediately about the accident and what led up to it.

Obtain witness statements and write them down exactly as they are given.

Have sketches and/or photographs of the area taken where accident occurred.

Report to the Health & Safety Authority, if required.

5.6 Covid-19

If a staff member or any other person onsite displays symptoms of COVID-19, the following steps are taken.

The person who will accompany the unwell person dons a mask and gloves

The symptomatic person is given a mask and instructed to wear same.

The symptomatic person is isolated and accompanied immediately to the designated isolation area via the isolation route while ensuring they person is kept at least 2m from staff and others.

The symptomatic person is advised that they should:

- Avoid touching people, surfaces and objects
- Cover their mouth and nose with a disposable tissue when they cough or sneeze and put the tissue in the waste bag provided (if they are not already wearing a mask).

An assessment is made as to whether the symptomatic person can be:

- Immediately directed to go home, call their doctor and continue self-isolation at home.
- Should remain in isolation (if they cannot immediately go home) and facilitated to call their doctor.

Transport is arranged home or for medical assessment. Ideally they should use their own transport. Public transport of any kind is must not be used.

When the symptomatic person has been dealt with:

- Appropriate cleaning of the isolation area and work areas involved is carried out.
- An assessment of the incident is carried out. This will form part of determining follow-up actions and recovery.
- Ongoing information, advice and assistance is provided to the symptomatic person's GP and HSE if requested (bearing in mind relevant GDPR requirements).

6 Useful Numbers

Mark Butler – Director & Facility Manager	**086 606 2626**
Neville O'Boyle – Director	**086 856 9393**
Paul McCaffrey – Fleet & Resources Manager	**086 839 3990**
Fergal Mulligan – Compliance Co-ordinator	**01 429 9846**
Paul – Super Drain	**085 218 7868**
EPA Wexford	**053 916 0600**
EPA Dublin	**01 268 0100**
HSA	**01 614 7000**
Emergency Services	**999, 919 or 112**

KeyWaste
Waste Storage Areas
R819
Greenhills Rd
Tyremaster
Tire shop
Key Waste
Management Ltd - Yard
Wood
DMR
cardboard
mattresses
Skip bags
metals
organics
Mixed municipal waste
quarantine
Stone & tiles
Non-ferrous
Fire Quarantine Area
C&D
longs
fines
ferrous
ferrous
mids
lights
bulky
wood
wood
aggregates
lights
Reinforced concrete wall

KeyWaste
Fire fighting equipment
Local Hospital: 01 414 2000
Walkinstown Medical centre: 01 450 1558
Local Garda Station: 01 6666 200
Static tank
Fire Hydrant
Fire hose reel
Fire extinguisher
Fire quarantine area
Fire assembly point
First aid kit
Thermal cameras
CROSSFIT SETANTA