



**ENVIRONMENTAL MANAGEMENT SYSTEM
ISO 14001**

**PROCEDURE 4.4.7
EMERGENCY RESPONSE**



Tongaat Hulett
DEVELOPMENTS

Registration No. 81/12378/07

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August 2012	Rory Wilkinson	Mahomed Alli	August 2013	3	Page 1 of 2

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1.0 AIM

To develop procedures for:

- 1) The effective response to emergency incidents at Tongaat Hulett Developments (office) and on project sites.
- 2) The control of emergency incidents at Tongaat Hulett Developments (office) and on project sites
- 3) Recording incidents and ensuring that where possible, all measures are taken to prevent them from re-occurring

A copy of this procedure as well as a Master Emergency Response Record will be kept at Tongaat Hulett Developments. All project sites will have a copy of this emergency procedure and an emergency response record must be present on each project site. The Main Contractor for each project site will provide the Project Manager with updated project site Emergency response records each month who shall forward such reports to Tongaat Hulett Developments' ESH Department. The ESH Officer will update the Master Emergency Response Record from all project site records on a monthly basis.

All emergency response procedures submitted by contractors must comply with or exceed the requirements set out in this procedure.

All contractors must comply with The Occupational Health & Safety Act and its regulations.

2.0 OFFICE EMERGENCY PROCEDURES

2.1 FIRE DRILLS

Emergency fire drills are run on a biannual basis. Staff are informed by e-mail of the month in which the fire drill will take place but not given specific dates. Records of fire drills are kept by the ESH Officer and system input notes are copied into the ISO 14001 folder. Records not available electronically are kept by the ESH Officer. These are available on Sharepoint and contains fire drills for THDev House and onsite records of fire drills.

At the time of the drill, the fire siren goes off, all staff head to emergency exists. Plans have been put in place to have access doors open automatically in case of emergency. Assembly points are marked on plans throughout the building.

2.1.1 RESPONSIBLE PERSON/S

The fire is to be reported to Mahomed Alli as the person directly responsible for implementing the emergency procedure. The fire should also be reported to the Executive in charge of Health and Safety (Rory Wilkinson). *Where the Executive in charge of Health and Safety is not available, the fire incident shall be reported directly to the ESH Officer (Mahomed Alli)*

All employees should be made aware of the procedure in case of fire.

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2.1.2 PROCEDURE

1. Identify source and nature of fire
2. In the case of small fires, extinguish with material appropriate to the nature of the fire
3. Immediately contact ESH Officer-Mahomed Alli (083 243 1786). In case of a large fire contact Fire Department (031-361 0000)
4. If fire occurs outside the building, seal off exposed stormwater drains to ensure material used to extinguish fire does not cause any external contamination
5. Ensure that cleanup measures are taken if any contamination has occurred
6. Record in incident register:
Nature of fire
Cause of fire
Cleanup measure taken
7. Where relevant record in non-compliance register
8. The ISO/Safety & Health Committee will review all fire reports
9. Adjustments will be made, if necessary, to the operational and emergency procedures and the Environmental Management System to prevent future occurrences.

2.1.3 RECORDS

Emergency Response Record
Incident reports record

[Record # 4.4.7.1](#)

[Record # 4.5.3](#)

3.0 ON SITE EMERGENCY PROCEDURES EMERGENCY DRILLS

All contractors are responsible for on site emergency response, which is stated in the tender documentation and in the contract documentation. See [Development Checklist](#)

<http://thd-sharepoint/projectmanagement/default.aspx?RootFolder=%2Fprojectmanagement%2FProject%20Management%20Document%20Library%2FStandard%20Documentation&FolderCTID=0x01200060E69E7160672444A4DE527FEC987E2E&View={B534685F-9B00-40F3-A362-2FD7AE1E7B7A}>

3.1 SPILL RESPONSE

3.1. (a) SPILL CONTINGENCY PLAN

3.1.1 RESPONSIBLE PERSON/S

The spill is reported to the Main Contractor's Site Agent who reports it directly to the fuel company in the event of a diesel spill, to the Tongaat Hulett Developments Project Manager and to Tongaat Hulett Developments' Environmental Consultant.

The Project Manager shall report the spill to the Environmental Manager.

Where the Project Manager is not available, the spill shall be reported directly to the Environmental Manager.

All employees should be made aware of the procedure in case of a spill. The contractor is responsible for immediately containing the spill and for ensuring that it is adequately cleaned up, with the assistance of the service provider (fuel company) if necessary, and the affected area rehabilitated and measures instituted to ensure that such incident does not re-occur.

3.1.2 PROCEDURE

1. Identify nature of spill e.g. paint, diesel, etc.
2. Report spill to Site Agent who shall contact the service provider/fuel company and advise Tongaat Hulett Developments' Project Manager and the Environmental Consultant
3. Immediately contain spill, to spill area – ie ensure that spill does not run/flow away.

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4. Locate spill kit where applicable or wait for the service provider/fuel company to arrive to assist
5. Ensure spill does not cause any external contamination (such as storm/ground water or soil). Where there may be contamination, the environmental consultant shall investigate and assess (and test if necessary) any potential seepage/contamination and prepare an Environmental Management Plan to address the issue -ie remedying any impacts, removing pollutants to a registered landfill site and advising on what will be required in order to ensure that such an incident does not re-occur.
6. Ensure that cleanup measures are taken if any contamination has occurred
7. Polluted areas to be removed to a registered landfill site and the area rehabilitated
8. Record in Incidents register
 - Nature of incident
 - Cause of incident
 - Clean up measures
 - Mitigation measures taken
9. Where relevant record in non-compliance register
10. The Environmental Manager shall review spill reports
11. Adjustments will be made, if necessary, to the operational and emergency procedures and the Environmental Management System to prevent future occurrences
12. The Environmental Consultant is to raise incident report and report to relevant authorities i.e. DAEA, DWAF and Pollution Control should it be required.

3.2 FIRE

3.2.1 RESPONSIBLE PERSON/S

The fire is reported to the Main Contractor's Site Agent who reports it to Tongaat Hulett Developments' Project Manager and to Tongaat Hulett Developments' Environmental Consultant.

The Project Manager shall report the fire to the Environmental Manager.

Where the Project Manager is not available, the fire shall be reported directly to the Environmental Manager.

All employees should be made aware of the procedure in case of fire.

3.2.2 PROCEDURE

1. Identify source and nature of fire.
2. In case of small fire extinguish with material appropriate to the nature of the fire
3. Report fire to Site Agent who shall contact the Tongaat Hulett Developments' Project Manager and the Environmental Consultant
4. In case of a large fire contact Fire Department
5. Seal off exposed stormwater drains to ensure spill does not cause any external contamination
6. Ensure that cleanup measures are taken if any contamination has occurred
7. Record in incident register:
 - Nature of incident
 - Cause of incident
 - Clean up measures
 - Mitigation measures taken
8. Where relevant record in non-compliance register
9. Environmental Manager shall review all fire reports
10. Adjustments will be made, if necessary, to the operational and emergency procedures and the Environmental Management System to prevent future occurrences.

3.2.3 RECORDS

Primary Emergency response record
 On site Emergency Response Record
 Incident reports record

[Record # 4.4.7](#)
[Record # 4.4.7.1](#)
[Record # 4.5.3](#)

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3.3 EROSION INCIDENT / LANDSLIDE

3.3.1 RESPONSIBLE PERSONS

The landslide or erosion event is reported to the Main Contractor's Site Agent who reports it to Tongaat Hulett Developments's Project Manager and to Tongaat Hulett Developments' Environmental Consultant.

The Project Manager shall report the incident to the Environmental Manager.

Where the Project Manager is not available, the incident shall be reported directly to the Environmental Manager.

All employees should be made aware of the procedure in case of a landslide or erosion event.

3.3.2 PROCEDURE

1. Report landslide/erosion to Site Agent who shall contact the Tongaat Hulett Developments' Project Manager and the Environmental Consultant
2. Contain slide/erosion incident to affected area
3. Determine reasons for landslide / erosion and damage i.e. inappropriate stormwater control measures taken
4. Where eroded material has covered a road / neighbouring property or has moved off site, remove as quickly as possible and relocate material to an appropriate location on site
5. Make reparations to damaged property
6. Rehabilitate eroded area using eroded material where possible
7. Immediately institute measures to prevent erosion / landslide from re-occurring
11. Record in incident register:
 - Nature of incident
 - Cause of incident
 - Clean up measures
 - Mitigation measures taken

3.3.3 RECORDS

Primary Emergency response record [Record # 4.4.7](#)
On site Emergency Response Record [Record # 4.4.7.1](#)
Incident reports record [Record # 4.5.3](#)

3.4 ACCIDENTAL WATER RELEASE (MAJOR)

3.4.1 RESPONSIBLE PERSONS

A major accidental release of water is to be reported to the Main Contractor's Site Agent who reports it directly to the Tongaat Hulett Developments Project Manager and to Tongaat Hulett Developments' Environmental Consultant.

The Project Manager shall report the incident to the Environmental Manager.

Where the Project Manager is not available, the incident shall be reported directly to the Environmental Manager.

All employees should be made aware of the procedure in case of an accidental water release or leak

3.4.2 PROCEDURE

1. Determine source / cause of water release / leak
2. Immediately remedy source of water release i.e. if a pipe is leaking turn of water at main release valve, if water leak is from a containment tank, immediately carry out necessary emergency

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8. Report incident to Site Agent who shall contact the Tongaat Hulett Developments' Project Manager and the Environmental Consultant
3. Record in Incidents register
 - Nature of incident
 - Cause of incident
 - Clean up measures
 - Mitigation measures taken repairs

3.5.3 RECORDS

Primary Emergency response record [Record # 4.4.7](#)
 On site Emergency Response Record [Record # 4.4.7.1](#)
 Incident reports record [Record # 4.5.3](#)

3.5 INJURY/FATALITY

3.5.1 RESPONSIBLE PERSONS

A (Lost Time) injury or fatality reported to the Main Contractor's Site Agent who reports it to the Tongaat Hulett Developments Project Manager and to Tongaat Hulett Developments' Safety Agent. The Project Manager shall report the incident to the ESH Manager. Where the Project Manager is not available, the incident shall be reported directly to the ESH Manager.

All employees should be made aware of the procedure in case of an injury

3.5.2 PROCEDURE

Injury

1. Identify extent of injury
2. Determine whether injury can be dealt with as a first aid case or if a doctor is required
3. Report the injury to the Site Agent who shall, in the event of a Lost Time Injury, report such injury to Tongaat Hulett Developments' Project Manager and to Tongaat Hulett Developments' Safety Agent.
4. Take injured person to onsite first aider or to the nearest doctor/hospital where required
5. Record in Incidents register
 - Nature of incident
 - Cause of incident
 - Clean up measures
 - Mitigation measures to ensure an injury does not re-occur

Fatality

1. Report the fatality to the Site Agent who shall report it to Tongaat Hulett Developments' Project Manager and to Tongaat Hulett Developments' Safety Agent.
2. Report the fatality to the Department of Labour and SAPS if required.
3. The body(ies) shall not be touched or the surrounding area interfered with until Tongaat Hulett Developments' Project Manager and Safety Agent have inspected the site and until the Department of Labour has given its approval.
4. Record in Incidents register
 - Nature of incident
 - Cause of incident
 - Clean up measures
 - Mitigation measures to ensure that fatality does not re-occur

3.6.3 RECORDS

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