

QUALITY RECYCLING Ltd.

Reference: ENV 02

TITLE: Emergency Response Procedure

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Emergency Response Procedure (Waste Collection)

1. Purpose of Procedure:

The purpose of this procedure is to ensure the correct actions are taken by QRL employees in the event of an emergency situation when carrying out waste collection activities off site from the QRL Facility. The appropriate actions required to prevent or minimise a personal injury or impact to the surrounding environment.

2. Scope of Procedure:

The scope of this procedure involves all employees of Quality Recycling Ltd. who engage in waste collection activities on behalf of the company. The procedure scope details the actions required to be undertaken in the following emergency events;

- Fire Emergency during waste collection.
- Spillage Emergency during waste collection.
- Road Traffic Emergency/Accident during waste collection activities.

3. Personnel Involved:

All employees whose normal work activities include waste collection. This includes Waste Collection Vehicle Drivers and Helpers.

4. Vehicle Emergency Kit:

All QRL waste collection vehicle contain the following items of emergency equipment –

- Fire Extinguisher
- First Aid Box
- Spillage/oil absorbent clean up material
- Shovel & Brush

5. Emergency Response Unit

The QRL Emergency Response Unit shall comprise the following QRL employees –

Mr. Michael Storan EHS Officer

Mr. John Ryan Operations Manager
Mr. John Sheehan Transport Manager
Mr. Joseph Redmond General Maintenance
QRL Yard Operational Staff where applicable
Hired Road sweeper Unit where applicable

6. Procedure:

6.1 Fire Emergency (Waste Collection)

A waste bin collection operator includes any employee(s) who works on Bin/Waste Collection Vehicles. This includes the Waste Vehicle Driver and Helper (person who assists in the collection of bins).

In the event that an engine or a compartment fire should occur within the QRL vehicle while collecting waste materials, the following actions shall be carried out by the waste collection vehicle driver and helper:

1. Minor Fire Off Site:

- The driver shall ensure that the location of the vehicle is parked at a safe distance from any member of the public or third party vehicle that would be likely to cause harm.
- The driver shall turn off the engine immediately once a safe location has been found.
- The driver and helper shall ensure that all members of the public are kept at a safe distance from the vehicle.
- The driver shall assess the extent of the fire and if safe to do so shall use the fire extinguisher provided in the vehicle to extinguish the fire.
- The driver shall take photographs of the incident and remedial actions.
- Once extinguished the driver shall immediately contact the QRL Transport Manager, Operations Manager and/or EHS Officer to inform them of the situation.
- In the event of a spillage resulting from the use of the fire extinguisher the driver and helper shall utilise the spillage kit provided to clean up the resultant spillage.
- Any/all spillage material used in the clean up activity shall be removed to the rear compartment of the collection vehicle or skip where applicable and shall be subsequently disposed of at the QRL Facility.
- A record of the incident shall be completed and maintained on file by the EHS Officer at the QRL Facility

2. Major Fire Off Site:

- The driver shall ensure that the location of the vehicle is at a safe distance from any member of the public or third party vehicle that would be likely to cause harm.
- The driver shall turn off the engine immediately once a safe location has been found.
- The driver and helper shall ensure that all members of the public are kept at a safe distance from the vehicle.
- The driver shall assess the extent of the fire and if safe to do so shall use the fire extinguisher provided in the vehicle to extinguish the fire.
- In the event that the fire is too large to control the driver shall immediately contact the Emergency Services (Fire Brigade & Gardai) informing them of the location and extent of the fire.
- In addition, the driver shall also contact the QRL facility and inform a member of the QRL Emergency Response Unit of the situation. The QRL Emergency Response Unit shall dispatch to the scene with additional fire fighting equipment and spillage abatement materials.

- The driver and helper shall remain at the site until the Emergency Services and/or the QRL Emergency Response Unit arrive at the scene ensuring all members of the public maintain a safe distance from the vehicle.
- Where the situation requires, the Emergency Services shall take complete control of the situation when they arrive at the incident scene.
- The QRL EHS Officer shall liaise with the Emergency Services at the scene and in turn notify the relevant local authority (Tipperary Environment Section) of the extent of the incident.
- Once under control QRL shall arrange for the vehicle to be removed from the scene when safe to do so. The vehicle condition shall be assessed and where applicable QRL shall provide a replacement vehicle to complete the collection activity.
- The incident shall be investigated and an incident report form completed.
- Once all the relevant information has been gathered, the appropriate corrective action to prevent a similar incident in future is taken where appropriate.
- Tipperary Environment Section shall be informed within one week of the incident with a written record. This record shall include;
 - The date, time and location of the fire incident.
 - A full description of the extent of the incident.
 - Details of all measures including the Emergency Services and QRL Emergency Unit actions to prevent or reduce environmental pollution or harm to human health as a result of the fire incident.
 - Details of steps taken by QRL to avoid recurrence of a similar incident.
- A copy of the written report form and the written record sent shall be kept in the incident report folder in the environmental office.

6.2 Environmental Spillages

All QRL waste collection vehicles are equipped with an emergency spill kit in order to deal with a minor spillage. There are generally three types of spillage that can occur during the waste collection activity:

- Waste Spillage
- Minor Oil Spillage
- Major Oil Spillage

1. Waste Spillage

Each vehicle is equipped with an emergency spill kit in order to deal with minor spillages.

The contents of the spillage kit are as follows-

Small shovel

Small brush

Absorbent Cloths

Bag of Oil/spillage granules dry material

- In the event that waste has accidentally spilled from a collection vehicle the vehicle driver and helper shall immediately endeavour to clean up the spillage using the spill kit provided and remove the spill contents to the rear compartment of the vehicle or into a skip where appropriate.
- The material shall subsequently be disposed of at the QRL facility.
- The QRL Driver shall report the spillage to the Transport Manager, Operations Manager and/or the EHS Officer.

- In the event that windblown litter has spilled in the vicinity of the wheelie bins/skip during the collection activity, the driver and helper shall carryout a litter pick of the area and remove the contents to the rear compartment of the collection vehicle.
- The vehicle driver shall take photographs of the incident and remedial action.
- The QRL Driver shall report the spillage to the Transport Manager, Operations Manager and/or the EHS Officer and the immediate corrective actions they have taken. The matter shall be investigated and corrective actions put in place to prevent reoccurrence where applicable.
- The incident shall be recorded in the environmental incident file and maintained at the facility.

2. Minor Oil Spillage:

Each vehicle is equipped with an emergency spill kit in order to deal with minor oil spillages. The contents of the spillage kit are as follows-

Small shovel

Small brush

Absorbent Cloths

Bag of Oil/spillage granules dry material

- The driver shall ensure that the location of the vehicle is parked at a safe distance from any member of the public or third party vehicle that would be likely to cause harm.
- In the event that oil has accidentally spilled from a collection vehicle during transit the vehicle driver and helper shall immediately endeavour to clean up the spillage using the spill kit provided and remove the spill contents to the rear compartment of the vehicle or a skip where appropriate.
- The driver shall take photographs of the spillage and remedial action carried out.
- The material shall subsequently be disposed of at the QRL facility.
- The QRL Driver shall report the spillage to the Transport Manager, Operations Manager and/or the EHS Officer.
- In the event that the waste collection vehicle is no longer able to continue the collection activity, the vehicle shall be removed from the road and QRL shall make arrangements for a replacement vehicle from its facility to complete the collection schedule.
- The matter shall be investigated and corrective actions put in place to prevent reoccurrence where applicable. The incident shall be recorded and maintained on file in the QRL facility office.

3. Major Oil Spillage:

- In the event that there is a very large or major oil spillage while carrying out waste collection activities, due to a mechanical breakdown of the vehicle that cannot be controlled using the equipment provided, the driver and helper shall immediately contact a member of the QRL Emergency Response Unit.
- When the circumstances are known the EHS officer shall immediately contact Tipperary County Council (Environment Section) to inform them of the location and extent (where known) of the spillage.
- The QRL Emergency Response Unit is dispatched to fully investigate the extent of the spillage and to provide the necessary appropriate back-up action(s).

The QRL Emergency Response Unit comprises the following:

- Mr. Michael Storan EHS Officer
- Mr. John Ryan Operations Manager
- Mr. John Sheehan Transport Manager

- Mr. Joseph Redmond General Maintenance
- QRL Yard Operational Staff
- Hired Road Sweeper Unit where applicable
- The QRL Emergency Response Unit. shall provide assistance to the driver and helper to minimise environmental impact of the spill.
- The EHS officer may, if required, contact Tipperary County Council (road maintenance) department to assist.
- Where a spillage occurs that cannot be dealt with by the Emergency Response Unit team, the relevant services (i.e. Fire Brigade & Gardaí) are contacted. The Emergency Response Unit shall endeavour to contain the spillage until the Emergency Services arrive at the scene.
- Upon arrival the Fire Brigade and Gardaí shall take control of the situation and QRL employees shall provide assistance only as when requested.
- Any/all materials used in the clean up activity shall be removed by QRL and disposed of at the QRL facility.
- The EHS Officer shall in turn notify the relevant local authority (i.e. Tipperary Environment Section) immediately of the extent of the spillage and the presence of the Fire Brigade and Gardaí at the scene where applicable.
- In the event that the waste collection vehicle is no longer able to continue the collection activity, the vehicle shall be removed from the road and QRL shall make arrangements for a replacement vehicle from its facility to complete the collection schedule.
- The incident is investigated and an incident report form is completed.
- Once all the relevant information has been gathered the appropriate corrective action in order to prevent a similar incident in future is taken where applicable.
- Tipperary Environment Section shall be informed within one week of the incident with a written record and the extent of any impact to the local environment where/if applicable. This record shall include;
 - The date, time and location of the incident.
 - A full description of the extent of the incident.
 - Details of all measures taken to prevent or reduce environmental pollution or harm to human health which was caused or may have caused by the incident.
 - Details of steps taken to avoid recurrence of similar incidents.
- A copy of the incident report form and the written record sent shall be kept in the incident report folder in the environmental office.

6.3 Road Traffic Accident Emergency

In general, there are two types of road traffic accident that may occur during the QRL waste collection activities;

- A Minor Road Traffic Accident with no resultant injuries
- A major Road Traffic Accident resulting in significant injuries to QRL personnel or third parties (members of the public) or structural damage to third party vehicles and buildings.

1. Minor Road Traffic Accident

- In the event of a minor collision involving a QRL vehicle and a Third Party vehicle the QRL vehicle shall ensure that the vehicle is brought to a safe halt and the engine is switched off immediately.
- The vehicle driver shall exit the vehicle if/when safe to do so and ascertain if there whether there are injuries to the third party.

- In the event that there are no injuries both vehicles involved in the incident shall leave their vehicles in the original position and shall only move the vehicle under circumstances whereby there may be potential harm for members of the public or poses a threat to other road users.
- The QRL Driver shall take photos of the incident while the vehicle(s) remain in the original position following the incident.
- The driver shall ensure that all pedestrians and other public vehicles remain at a safe distance from the incident.
- The QRL Driver shall take all necessary details from the third party involved in the accident including –
 - Time and date of the incident
 - Name
 - Address
 - Third Party Contact number
 - Vehicle type and Registration number
 - Third party Insurance details
 - Other relevant information regarding the circumstances of the incident.
- The QRL driver shall call the guards and not move the vehicle until/if instructed by the Gardaí.
- The QRL Driver shall contact the Transport Manager, Operations Manager and/or the EHS Officer and provide details of the incident.
- In the event that the waste collection vehicle is no longer able to continue the collection activity, the vehicle shall be removed from the road and QRL shall make arrangements for a replacement vehicle from its facility to complete the collection schedule.
- QRL Operations Manager and/or EHS Officer shall contact the company's insurers to inform them of the extent of the incident.
- The QRL Driver shall complete an Incident Report Form in the presence of the EHS Officer.

2. Major Road Traffic Accident

- In the event of a major traffic collision involving a QRL vehicle and a Third Party vehicle or person, the QRL vehicle shall ensure that the vehicle is brought to a safe halt and the engine is switched off immediately.
- In the event that there is major damage to both vehicles, the parties involved in the incident shall leave their vehicles in the original position and shall only move the vehicle under circumstances whereby there may be potential harm for members of the public or poses a threat to other road users.
- The vehicle driver shall exit the vehicle if/when safe to do so and ascertain if whether there are injuries to himself and any third party.
- The first aid kit on board the waste collection vehicle can be used to treat minor injuries.
- If there is a serious risk from injury, the QRL Driver shall immediately call the Ambulance Service to the accident scene.
- The QRL driver shall call the guards and not move the vehicle or injured person until/unless otherwise instructed by the Gardaí or Ambulance Emergency Services.
- The driver and helper shall ensure that all other pedestrians and vehicles remain at a safe distance from the accident.
- The QRL Driver shall contact the Transport Manager, Operations Manager and/or the EHS Officer and provide details of the incident. A decision shall be made based upon the information received whether the QRL Emergency Response Unit is required to be dispatched.
- The QRL Driver shall take photographs as a record of the incident.
- Where possible the QRL driver shall record the following information –

- Time and date of accident
- Name
- Address
- Contact Number
- Vehicle type and or registration where applicable
- Description of injuries where applicable
- Other relevant information as to the circumstances of the accident.
- The QRL Transport Manager and/or the EHS Officer shall attend the scene to gather information and record further details of the accident.
- In the event that the waste collection vehicle is no longer able to continue the collection activity, the vehicle shall be removed from the road and QRL shall make arrangements for a replacement vehicle from its facility to complete the collection schedule.
- The QRL Driver shall complete an Accident Report Form in the presence of the EHS Officer.
- A completed IR1 report form shall be completed by the EHS Officer, where applicable, and reported to the HSA.
- The Operations Manager and or the EHS officer shall contact the company's insurers providing them with the details of the accident.
- Following a full investigation of the circumstance of the accident the EHS officer shall where appropriate provide correction action(s) to prevent the reoccurrence of similar accidents.
- A list of emergency contact numbers are contained towards the end of this procedure.

7.0 Emergency Contact Numbers

Service	Contact No.
Fire Brigade	999 or 112
South Tipperary Chief Fire Officer	052-34616
Ambulance	999 or 112
Gardaí	999 or 112
QRL Operations Manager John Ryan	051-642332 or 086-8240647
QRL EHS Officer Mick Storan	051-642332 or 086-8151443
QRL Transport Manager John Sheehan	051-642332 or 087-2604634
Tipperary County Council Environment Section	0761-065000
QRL Company Doctor	Dr. Roche Nagle, Kickham Street

	Clonmel, Co. Tipperary 051-646003 / 640565
Clonmel General Hospital	052-21900
Waterford Regional Hospital	051-873321
Southern Regional Fisheries Board	052-80055
QRL First Aider(s)	
John Ryan	086-8240647
Mick Storan	086-8151443
Joe Redmond	087-9026679
Josef Murarik Zidrunas Rimkevicius	085-7622862
Roadsweeper Services GPT Roadsweep	051-833760
Health & Safety Authority Purcellsinch, Kilkenny	056-778398 or 1890289389
Waterford Field Office, 5th Floor Government Buildings, The Glen, Waterford	056-778398 or 1890289389