

**ZANDBERG SANDPUT (PTY) LTD**

**WC 30/5/1/2/2/87 MR & WC 30/5/1/2/2/10080 MR**

**EMERGENCY RESPONSE PROCEDURES**

1. SPILLAGE OF DIESEL, HYDROCARBONS OR OTHER CHEMICALS
2. SNAKE BITE
3. FIRE
4. DAMAGE TO VEGETATION OR DRIVING IN UNDISTURBED AREA
5. DAMAGE TO EXISTING INFRASTRUCTURE
6. NATURAL DISASTERS
7. INDUSTRIAL ACTION
8. REPORTING ENVIRONMENTAL INCIDENTS

## 1. SPILLAGE OF DIESEL, HYDROCARBONS OR OTHER CHEMICALS

### 1. INSPECTOR / OBSERVER:

- ⌘ Report to site manager/ECO and continue observations.
- ⌘ Also check that source causing spillage is decommissioned, and that affected area is isolated.

⌘ Site Manager/ECO Cell No: \_\_\_\_\_

### 2. SITE MANAGER/ECO:

- ⌘ Stop work on the area and take immediate action.

#### SMALL LEAK / SPILL:

- ⌘ Take photos of the affected area prior to cleaning it.
- ⌘ Use spill kit to clean the affected area.
- ⌘ Remove the contaminated soil to the hazardous waste storage area at the farm yard.
- ⌘ Take photos of the cleaned area and file with Accidents and Incidents (A&I) Register.
- ⌘ Add the incident to the A&I Register with photos as proof.
- ⌘ Ensure that the source of contamination is removed from site until repaired.

#### LARGE LEAK / SPILL:

- ⌘ Contain the contamination to the immediate area, to prevent further pollution.
- ⌘ Inform the following:
  - Department of Environmental Affairs and Development Planning – Western Cape Province (DEA&DP-WC)
  - Department of Water and Sanitation – Western Cape Province (DWS-WC)
  - Langeberg Local Municipality (LLM)
- ⌘ Take photos of the affected area prior to cleaning.
- ⌘ Arrange registered HAZMAT contractor to clean and rehabilitate the area.
- ⌘ Add the incident to the Accidents and Incidents (A&I) Register with photos as proof.
- ⌘ Obtain written confirmation of successful cleaning and safe disposal certificate from HAZMAT contractor
- ⌘ Ensure that the source of contamination is removed from site until repaired.

⌘ LLM (Emergency Call Centre): 0860 88 1111 / 023 626 8200

⌘ Spill Tech: 021 948 4371 / 083 253 6618

⌘ Drizit 021 510 7010 / 0800 202 202

⌘ Enviroserv: 021 951 8420 (W Regional Office)

⌘ DEA&DP-WC: 021 483 4091

⌘ DWS-WC: 021 941 6000

**2. SNAKE BITE**

**1. OBSERVER:**

- ⌘ Notify site manager/ECO and move victim away from danger.
- ⌘ Identify snake if safe to do so.
- ⌘ Site manager/ECO to calm victim and inform first aider.

⌘ Site Manager Cell No: \_\_\_\_\_  
⌘ First Aider Cell No: \_\_\_\_\_

**2. FIRST AIDER:**

- ⌘ Calm victim, have the person lie down and remain as still as possible. Keep affected limb below the heart.
- ⌘ Remove clothing around wound as well as restrictive items such as rings or shoes.
- ⌘ Flush wound with plenty of water to wash away any remaining poison.
- ⌘ Cover the wound with loose, sterile bandage.
- ⌘ Do not cut, press or suck area.
- ⌘ Keep airway open and do not give victim alcohol or other liquids to drink.
- ⌘ Arrange for someone to call ahead informing the hospital of the snake bite victim on the way. Request ambulance if necessary.
- ⌘ Transport victim to nearest medical facility.
- ⌘ Only restart work once the area was declared safe by the ELO/Site Manager.
- ⌘ Add incident to the A&I Register.

⌘ First Aider Cell No: \_\_\_\_\_  
⌘ Site Manager Cell No: \_\_\_\_\_  
⌘ Robertson Provincial Hospital: 023 626 8500  
⌘ Ambulance: 086 088 1111 /  
10177

### 3. FIRE

#### 1. OBSERVER:

- ⌘ Report to site manager/ECO and extinguish fire if safe to do so.
- ⌘ If not, assist any person in immediate danger to safety and continue observations from a safe distance.
- ⌘ Observer to inform fire fighter and remove any equipment or tools that might be in danger.

⌘ Site Manager No: \_\_\_\_\_

⌘ Fire Fighter Cell No: \_\_\_\_\_

#### 2. FIRE FIGHTER:

- ⌘ Inform the following parties:
  - Site manager and request help from landowner if needed.
  - Call Fire Brigade if necessary.
- ⌘ Organise employees to extinguish the fire and issue firefighting equipment and PPE.
- ⌘ Fight fire with fire beaters and extinguishers.
- ⌘ Only restart work once the fire has been snuffed.
- ⌘ Check that fire was properly snuffed and no glowing embers are left.
- ⌘ Determine loss and report to site manager.
- ⌘ Add incident to the A&I Register with photos as proof.
- ⌘ Only restart work when area was cleared by ELO/Site Manager.

⌘ Site Manager Cell No: \_\_\_\_\_

⌘ Landowner Cell No: \_\_\_\_\_

⌘ Fire Brigade: 086 088 1111

#### 3. SITE MANAGER:

- ⌘ Inform landowner and request help if needed.
- ⌘ Evaluate loss and report to landowner.

#### 4. DAMAGE TO NATURAL VEGETATION OR DRIVING IN UNDISTURBED AREAS

**1. INSPECTOR / OBSERVER:**

- ✘ Report to site manager/ECO.

✘ Site Manager/ECO Cell No: \_\_\_\_\_

✘ Landowner Cell No: \_\_\_\_\_

**2. SITE MANAGER/ENVIRONMENTAL CONTROL OFFICER:**

- ✘ Inform the landowner and obtain input in the Rehabilitation Action Plan.
- ✘ Assess damage and compile Rehabilitation Action Plan.
- ✘ Take photos of disturbed area and add incident to the A&I Register.
- ✘ Implement rectification/rehabilitation actions.
- ✘ Obtain written confirmation, from an independent environmental specialist, that rehabilitation was done to satisfaction.
- ✘ Take photos of rehabilitated area and close-out incident in A&I Register.
- ✘ Take action against employee that caused the incident.
- ✘ Issue fine if applicable.
- ✘ Arrange the audit of rectification measures by an independent environmental specialist to obtain approval when area was properly rehabilitated.

✘ Greenmined Environmental 021 851 2673

## 5. DAMAGE TO EXISTING INFRASTRUCTURE (FARM INFRASTRUCTURE, ACCESS ROAD ETC.)

### 1. INSPECTOR / OBSERVER:

- ⌘ Report to site manager/ECO.
- ⌘ Site manager/ECO to prevent further damage.

⌘ Site Manager Cell No: \_\_\_\_\_

### 2. SITE MANAGER:

- ⌘ Inform the relevant authority:
  - Landowner
  - Department of Transport and Public Works (DTPW)
  - Langeberg Local Municipality (LLM)
- ⌘ Assess damage and compile Rectification Action Plan.
- ⌘ Take photos of affected structure and add incident to the A&I Register.
- ⌘ Implement rectification actions, or arrange for the repair of the structure if specialist knowledge is required.
- ⌘ Obtain written confirmation from the managing authority that structure was adequately repaired.
- ⌘ Take photos of repaired structure and close-out incident in A&I Register.
- ⌘ Take action against employee that caused the incident.

⌘ Landowner Cell No: \_\_\_\_\_

⌘ DTPW Contact Person: \_\_\_\_\_

⌘ LLM Contact Person: \_\_\_\_\_

## 6. NATURAL DISASTERS (SEVERE STORMS, FLOODING, VELD FIRES)

### 1. **OBSERVER:**

- ⚡ Report the pending natural disaster to the site manager/ECO.
- ⚡ Take shelter.

⚡ Site Manager Cell No: \_\_\_\_\_

⚡ Fire Fighter Cell No: \_\_\_\_\_

⚡ First Aider Cell No: \_\_\_\_\_

### 2. **SITE MANAGER/ECO:**

- ⚡ Inform the following parties:
  - H&S Representative
  - First Aider
  - Request help from the landowner if needed.
  - Call Fire Department if necessary.
- ⚡ Move site machinery and/or equipment to a sheltered area if safe to do so.
- ⚡ Evacuate employees orderly from site.
- ⚡ Account for all personnel.
- ⚡ Monitor weather services.
- ⚡ Activate alarm if impact is imminent.
- ⚡ Determine loss.
- ⚡ Conduct post-emergency evaluation and report.
- ⚡ Report to relevant authorities if applicable
- ⚡ Add incident to the A&I Register with photos as proof.

⚡ H&S Rep Cell No: \_\_\_\_\_

⚡ First Aider Cell No: \_\_\_\_\_

⚡ Landowner Cell No: \_\_\_\_\_

⚡ LLM Fire and Rescue: 086 088 1111

⚡ Ambulance: 086 088 11111 / 10177

## 7. INDUSTRIAL ACTION (OFFICIAL, UNOFFICIAL, STRIKES)

### PRE-ACTION

#### 1. SITE MANAGER:

- ⌘ Ensure contingency plans are in place in anticipation of a strike, such as:
  - patient safety and continuity of care,
  - H&S for non-striking employees, and contractors,
  - determine if industrial action will lead to breach of contracts or interference with a third party.
- ⌘ Do a risk assessment to determine which services are essential.
- ⌘ Identify key elements that need to be in place for these services to be delivered.

### DURING ACTION

#### 2. SITE MANAGER:

- ⌘ Implement contingency plan as soon as notice of a strike is received from the trade union.
- ⌘ Communicate contingency plans with non-striking site management.
- ⌘ Confirm number of staff who are considering taking industrial action.
- ⌘ Review rotas to identify impact on service delivery, identify any gaps.
- ⌘ Rearrange rotas, if able, to minimise disruption to service delivery, identify any gaps.
- ⌘ Prioritise essential services.
- ⌘ Match available staff capacity with provision of essential services, identify any gaps.
- ⌘ Contact the police if industrial action turns violent.
- ⌘ Implement evacuation procedures of non-striking employees.
- ⌘ Only restart work once the workplace is safe.

⌘ Ambulance: 086 088 1111 / 10177

⌘ DoL: 021 441 8000

⌘ LLM Fire and Rescue: 086 088 1111

⌘ SAPS: 023 626 8340

⌘ First Aider Cell No: \_\_\_\_\_

⌘ LLM Ward Councillor: \_\_\_\_\_

⌘ Trade Union Contact: \_\_\_\_\_

## 7. INDUSTRIAL ACTION (OFFICIAL, UNOFFICIAL, STRIKES)

### POST ACTION

#### 3. SITE MANAGER:

- ⌘ Arrange a debriefing meeting with site management.
- ⌘ Determine loss and review the risk assessments.
- ⌘ Add incident to the A&I Register with photos as proof.
- ⌘ Notify payroll of the staff for whom pay deductions are to be made.

## 8. REPORTING OF ENVIRONMENTAL INCIDENTS

In the event of an incident as defined in the National Environmental Management Act, 1998 (Act No. 107 of 1998) (as amended) site management must adhere to the following steps:

Step 1 (Section 30(3)) “The responsible person or, where the incident occurred in the course of that persons’ employment, his or her employer must forthwith after knowledge of the incident, **report** through the most effective means reasonably available –

- a) The nature of the incident
- b) Any risks posed by the incident to public health, safety and property
- c) The toxicity of substances or by-products released by the incident, and
- d) Any steps that should be taken in order to avoid or minimise the effects of the incident on public health and the environment to –
  - i) the Director General
  - ii) the South African Police Services and the reliant fire prevention service
  - iii) the relevant provincial head of department or municipality, and
  - iv) all persons whose health may be affected by the incident.”

Step 2 (Section 30(4)) “The responsible person or, where the incident occurred in the occurs of that person’s employment, his or her employer, must as soon as reasonably practicable after knowledge of the incident –

- a) take all reasonable measures to **contain** and minimise the effects of the incident, including its effects on the environment and any risks posed by the incident to health, safety and property of persons,
- b) undertake **clean-up** procedures
- c) **remedy** the **effects** of the incident
- d) **assess** the immediate and long-term **effects** of the incident on the environment and public health.”

Step 3 (Section 30(5)) “The responsible person or, where the incident occurred in the occurs 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 person and the environment and data needed to assess these effects
- c) initial measures taken to minimise impacts
- 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 incidents.”