

## **EMERGENCY RESPONSE PROCEDURES:**

- SPILLAGE OF DIESEL, HYDROCARBONS OR OTHER CHEMICALS
- SNAKE BITE
- FIRE
- DAMAGE TO VEGETATION OR DRIVING IN UNDISTURBED AREA
- REPORTING ENVIRONMENTAL INCIDENTS

## SPILLAGE OF DIESEL, HYDROCARBONS OR OTHER CHEMICALS

### 1. INSPECTOR / OBSERVER:

- Report to Foreman and continue observations.
- Also check that source causing spillage is decommissioned, and that affected area is isolated to prevent spreading of hazardous substance.
- Foreman to inform environmental liaison officer (ELO).

- Foreman Cell No - \_\_\_\_\_
- ELO Cell No - \_\_\_\_\_

### 2. ELO SITE AGENT:

- 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 and store within bunded area until removed from site.
- Inform the site manager
- 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:
  - Site manager
  - Department of Environmental Affairs and Development Planning – Free State Province
  - Local Municipality

#### Contact Numbers:

- Greenmined Environmental 021 851 2673
- (Env Pollution Clean-up) 082 851 8024
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<ul style="list-style-type: none"><li>➤ Take photos of the affected area prior to cleaning.</li><li>➤ Arrange registered HAZMAT contractor to clean and rehabilitate the area.</li><li>➤ Add the incident to the Accidents and Incidents (A&amp;I) Register with photos as proof.</li><li>➤ Obtain written confirmation of successful cleaning and safe disposal certificate from HAZMAT contractor</li><li>➤ Ensure that the source of contamination is removed from site until repaired.</li></ul>	
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## SNAKE BITE

### 1. OBSERVER:

- Notify foreman and move victim away from danger.
- Identify snake if safe to do so.
- Foreman to calm victim and inform first aider.

➤ Foreman 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.
- Inform the following parties:
  - ELO
  - Site Manager
- 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 - \_\_\_\_\_

➤ ELO Cell No - \_\_\_\_\_

➤ Site Manager Cell No \_\_\_\_\_

## FIRE

### 1. **OBSERVER:**

- Report to Foreman 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.
- Foreman to inform Fire fighter and remove any equipment or tools that might be in danger.

- Foreman Cell No - \_\_\_\_\_
- Fire Fighter Cell No - \_\_\_\_\_

### 2. **FIRE FIGHTER:**

- Inform the following parties:
  - ELO
  - 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.

- ELO Cell No - \_\_\_\_\_
- Site Manager Cell No \_\_\_\_\_
- Landowner Cell No - \_\_\_\_\_
- Fire Brigade - \_\_\_\_\_

### 3. **SITE MANAGER:**

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

## DAMAGE TO NATURAL VEGETATION OR DRIVING IN UNDISTURBED AREAS

### 1. INSPECTOR / OBSERVER:

- Report to Foreman.
- Foreman to inform ELO and prevent further damage.

- Foreman Cell No     -     \_\_\_\_\_
- ELO Cell No         -     \_\_\_\_\_

### 2. ENVIRONMENTAL LIAISON OFFICER:

- Inform the following parties:
  - Site Manager
  - Landowner
- 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.

- Greenmined Environmental    021 851 2673

### 3. SITE MANAGER:

- Inform the landowner and obtain input in the Rehabilitation Action Plan.
- Issue fine if applicable.
- Arrange the audit of rectification measures by an independent environmental specialist to obtain approval when area was properly rehabilitated.

## **Reporting of Environmental Incidents in terms of NEMA, 1998 (as amended):**

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 course 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.”