

Introduction

This document is SPV Special Project's (SSP) Environmental Emergency strategy and policy for assessing the risks associated with environment issues in the workplace and the implementation of emergency procedures to secure the health, and safety of employees at work and non-employees affected by our undertaking.

In delivering the Environmental Emergency Strategy, Risk Assessment and Emergency Procedures Policy, which forms the basis of the Environmental Emergency Procedure, SPV Special Projects, will aim for consistently lofty standards and are committed to the development and implementation of management techniques and monitoring systems, which will ensure that quality, is introduced into everything we do. As a company we will also develop employee commitment so that we can constantly improve on our practices and procedures.

Scope

The procedures detailed in this document will apply to SPV Special Projects Ltd, and where appropriate to contractors or others under the management or control of SPV Special Projects Ltd

This document applies to all site activities including those conducted by subcontractors working on SPV Special Projects Ltd projects.

The document aims to ensure compliance with current legislation, standards, and guidance.

Responsibilities

Groups Directors' and SSP Management Team must be:

- Responsible for overall delivery of the environmental commitments and associated works in compliance environmental legal requirements.
- Liaison with environmental regulators Environmental Agency

Site Manager must be:

- Ensures that their all staff is made aware of the environmental emergency preparedness measures for all SSP projects.
-
- Informs the workforce including sub-contractors of the requirements through meetings, briefings, toolbox talks and site inspections.
-
- Consult with the SHEQ Manager about consent requirements and control measures.

SHEQ Manger must:

- Assesses and plans measures to minimise potential pollution.

- Conducts environmental emergency preparedness training.
- Monitors site activities and ensures control measures are in place including emergency equipment.
- Consults with Environmental Management Team, other interested parties as and when needed.
- Informs the workforce including sub-contractors of the requirements through meetings, briefings, toolbox talks and site inspections.

Site Supervisors must:

- Monitors site activities and ensures control measures are in place including emergency equipment as part of weekly inspections.
-
- Informs the workforce including sub-contractors of the requirements through meetings, briefings, toolbox talks and site inspections.
-
- Implements and supports pollution prevention measures.
-
- Ensures that there is sufficient emergency equipment such as spill kits available on site.

All SPV Special Projects Staff and Operatives:

- It is the responsibility of all engineers and other staff including subcontractors to ensure that best practice is implemented to protect the environment during site activities.
- Report any environmental issues arising on site.

Procedures

Below are the procedures to be always followed on any SPV Special Projects Site

*Fire Procedures are cover in the Document PR/H&S/004.

Appendix 1 - Basic Emergency Requirements

Appendix 2 – Emergency Spills and Pollution Incidents

Appendix 3 – Oil/Fuel Spills

* Available on the SPV Intranet.

Appendix 1

Basic Emergency Requirements

DO:

1. Make it Safe, Stop, Hold, Notify!
2. Name the cause of the emergency or incident and act at once to prevent it from getting worse.
3. Make sure that right PPE is available to use where necessary.
4. Report any emergency or incident to the Site Manager and SHEQ Manager at once, detailing the nature, cause, and location so that proper action can be taken.
5. Contact the Local Authority, as relevant to the incident.

DO NOT:

Ignore an incident as this will lead to disciplinary consequences and/or legal action – always act and respond to the incident.

AFTER AN INCIDENT:

Ensure that any lessons learnt are recorded and the incidents are communicated to all relevant staff and proper action taken elsewhere on site if necessary.

Update all relevant Method Statements and Toolbox Talks and ensure current information is communicated to site staff.

EMERGENCY SPILLS AND POLLUTION INCIDENTS

DO:

1. Make sure you have the right PPE before acting.
2. Hold a pollution incident at once using absorbent materials and booms, or by digging containment facilities or bunds.
3. Report incident to site manager and the SHEQ Manager and/or SPV Head Office.
4. Contact the designated spill clean-up company for proper aid.
5. Check all nearby water bodies and watercourses to ensure if any spills or pollution has spread beyond the immediate area and function as needed in liaison with the Local Authority, as relevant to the incident.

DO NOT:

- Dig ditches to drain polluted matter to watercourses.
- Remove booms and bales used to hold polluting materials.
- Ignore an incident because you are afraid of the consequences.

AFTER AN INCIDENT:

All waste generated by clean-up activities should be disposed of following current legislative requirements and the site waste management plan and copies of all transfer notes kept.

Appendix 3

OIL/FUEL SPILLS

DO:

1. Stop the action/event which is causing pollution at once.
2. Take immediate remedial actions – block spill; place booms and absorbent materials to help soak up the spill and use the advice in the oil spill response kit.
3. Inform the environmental manager(s) to name more detailed required actions.
4. Inform the Local Authority, as relevant to the incident, and landowners/occupiers if the spill has not been held and dealt with.
5. Monitor effects of spill.
6. Remove oil spill response materials and dispose of following the site waste plan.
7. Deal with any contaminated soils following the site waste plan.
8. Learn from the experience and plan site works to avoid pollution happening again.

DO NOT:

- Think that a fuel spill is not important.
- Ignore the accident/incident.
- Cover up the incident.
- Repeat the action which caused the incident.