TITLE: EMERGENCY PREPAREDNESS

1. PURPOSE

To establish a system for handling emergency situations to minimize the hazard to human health, assets, properties and surrounding environment

2. SCOPE

Applicable to any incident, emergency situations, fire, explosion, oil/fuel spillage or other disaster leading to emergency situation.

3. DEFINITIONS

Emergency – An incident that could have serious adverse effects on the health/ safety of employees, properties, community, environment etc.

Incident

Work related event(s) in which an injury or ill health or fatality occurred, or could have occurred.

Note 1 an accident is an incident which has given rise to injury, ill health or fatality

Note 2 an incident where no injury, ill health, or fatality occurs may also be referred to as a '' near-miss'', '' near-hit'', '' close call '' or '' dangerous occurrence''

Note 3 An emergency situation is a particular type of incident

4. REFERENCES

ISO 45001:2018

5. RESPONSIBILITY

The Project Manager/ Construction Manager (Site) are overall responsible for implementation of this procedure at site and for conducting mock drills to deal with any emergency eventualities. HSE officer shall assist him. Detail plan shall found in Projects site.

6. PROCEDURE

(R1) Potential emergency situation has identified as per OHS risk Assessment and environmental impact assessment .If Risk level R1 value is equal to or more than 16 will be considered before control measures as a potential emergency.

The followings are identified as a potential emergency

- Fire
- Collapse of Trench
- Heat stress /Medical Emergency

- Oil spill

(R2) The following activities are to be performed

6.1	Identify potential hazards, which lead to emergency situations.	HSE officer
6.2	Make all concerned personnel aware of the hazards that may lead to emergency situations	HSE officer
6.3	Prepare Site specific Emergency Plan for the emergency preparedness and response .(As per approved Project HSE Plan)	HSE officer
6.4	While preparing Emergency Plan, consider the OHS risks associated with the activity.	HSE officer
6.5	Train the personnel in dealing with emergency situations as per emergency plan.	HSE officer
6.6	Carry out periodic mock drills of accident or emergency situations, where practicable, and keep records.(once in a Six month)	HSE officer
6.7	During mock drills, ensure that the activities for mitigating the emergencies (e.g. disconnect electrical circuit, use of fire extinguishers, control on emergencies) are understood by personnel and adhered to.	HSE officer
6.8	Interact with related external agencies.	Project Manger
6.9	Review the records for deviation or non-compliance with the planned action and take action accordingly. In case of occurrence of an accident or emergency situation, review the emergency plan for its effectiveness. If necessary, revise the plan and inform to MR.	HSE officer

If an emergency situation occurred to be recorded in the Emergency Response register HSE F -021

7. HEALTH &SAFETY

- All the firefighting equipment to be checked on monthly basis and documented in Fire Extinguisher register Format No HSEF -020.
- First aids Box has to be monthly checked and replenished with required materials and maintained. First aid log to be maintained and entry in to the First Aid log HSEF-019.
- Weekly HSE inspection to be carried out in all sites with HSE Inspection checklist HSEF -23 to ensure and verify the HSE compliance.
- HSE Meeting shall be conducted and recorded in HSE Meeting attendance sheet HSEF -24.

8. AMENDMENTS HISTORY

Page number	Revision Number	Date
01 to 03	0	15-08-2019
02 to 03	1	19.04.2023

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