



## 1.0 Purpose

This procedure describes the preparedness and response procedures for potential accidents and emergency situations giving rise to significant environmental impacts.

## 2.0 Scope

This procedure applies to **electrical appliance assembly process** of SEEA for which potential accidents and emergency situations may arise. The procedures for preventing and mitigating the following emergency situations are described:

- Fires, explosions;
- Rainstorms, typhoon or other unexpected weather conditions;
- Major Chemical Spillage or leakage;
- Accidents as a result of equipment failure

## 3.0 Reference Documents

Section 4.4.7, EMS Manual

EP-04 Control of Documents

EP-08 Control of Records

**SM-01 Safety Manual**

## 4.0 Definitions

EMR – Environmental Management Representative

**AD** – **Administration Department**

## 5.0 Responsibility

### 5.1 Environmental Management Representative

The EMR shall review the suitability and effectiveness of the emergency procedures after each accident or emergency situation.

### 5.2 Function / Departmental Manager

The Function / Departmental Manager shall **refer to SM-01** to minimise the likelihood of accidents and emergency situations. The Function / Departmental Manager shall ensure that all staff and contractors who work on site are aware of and familiar with the requirements of the emergency procedures. The Function / Departmental Manager shall arrange appropriate drills at various department / area and ensure that the requirements of the emergency procedures are communicated to all staff and are implemented. In case of emergency situations in the facility, the Function / Departmental Manager shall be informed and review the accident reports and remediation works taken by responsible staff.

### 5.3 Emergency Team

When emergency incidents occur, the Emergency Team is responsible for the execution of the appropriate emergency procedures as advised by the EMR and/or Function / Departmental Manager.

### 5.4 Staff of SEEA

All staff shall be familiarized with the emergency procedures and follow them in case of accidents or emergency situations.

## 6.0 Procedure

- 6.1 The EMR, EMS Committee, and Function / Departmental Manager shall identify dangers, taking proactive steps to prevent emergency incidents, and completing tasks in preparation for emergencies.
- 6.2 The EMR **in cooperation with Safety Officer** shall coordinate the preparation and maintenance of **SM-01** that contains all emergency procedures.
- 6.3 The EMR shall ensure the Function / Departmental Managers preparing **emergency procedures** relevant to their activities.
- 6.4 The Function / Departmental Managers shall familiarise and train their staff and Emergency Team members on the procedures described in **SM-01**. This shall be accomplished in accordance with EP-03 Training Procedure.
- 6.5 The Function / Departmental Manager and involved staff shall identify the root causes and any preventive actions and report the accident by completing an Accident Report (Appendix 2) after each accident or emergency situation and submit the completed form to the EMR to review.
- 6.6 The Function / Departmental Manager shall ensure emergency drill and periodic testing of the procedures are conducted where practical and maintain the emergency drill summary report (Appendix 1) for the EMR to review.
- 6.7 The EMR together with Function / Departmental Managers shall review the suitability, adequacy and effectiveness of the emergency plan after each accident or emergency situation and revise the emergency plan as necessary.
- 6.8 The EMR shall maintain documentation on emergency response and preparedness, and emergency incidents for at least 3 years.

## 7.0 Records

Record Description	Record Location/ Retention Responsibility	Minimum Retention Time
Emergency Drill Report (EF-EP05-01)	EMR	3 years
Accident Report (EF-EP05-02)	EMR	3 years

## 8.0 Appendix

Appendix 1 : Emergency Drill Report (EF-EP05-01)

Appendix 2 : Accident Report (EF-EP05-02)

<b>Date of Emergency Drill</b>	
<b>Type of Emergency Drill</b>	<input type="checkbox"/> Fires, explosions; <input type="checkbox"/> Chemical Spillage or leakage; <input type="checkbox"/> Accidents as a result of equipment failure
<b>Department / Section</b>	
<b>Starting Time</b>	
<b>Completion Time</b>	
<b>Number of participants (name list attached)</b>	
<b>Participation Rate</b>	
<b>Name of Fire Officer</b>	
<b>Suggestion Items</b>	
<b>Action Plan</b>	

Prepared by : \_\_\_\_\_

Date : \_\_\_\_\_

Function / Departmental Manager

**Date of the Accident :** \_\_\_\_\_ **Time :** \_\_\_\_\_

**Location :** \_\_\_\_\_

**Type of Accident :** \_\_\_\_\_

**Detailed Description of the Accident :**

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**Responses / Corrective Actions :**

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**Possible Causes(s) of the Accident:**

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**Suggested Preventive Measures:**

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

<b>Submitted by:</b>		<b>Position:</b>	
<b>Signature:</b>		<b>Date:</b>	

**Reviewed by :** \_\_\_\_\_ **Date :** \_\_\_\_\_