



EMERGENCY RESPONSE PLAN

PURPOSE

To establish and effectively implement an emergency response plan that would be crucial in saving lives and mitigating consequences arising from potential emergency situations.

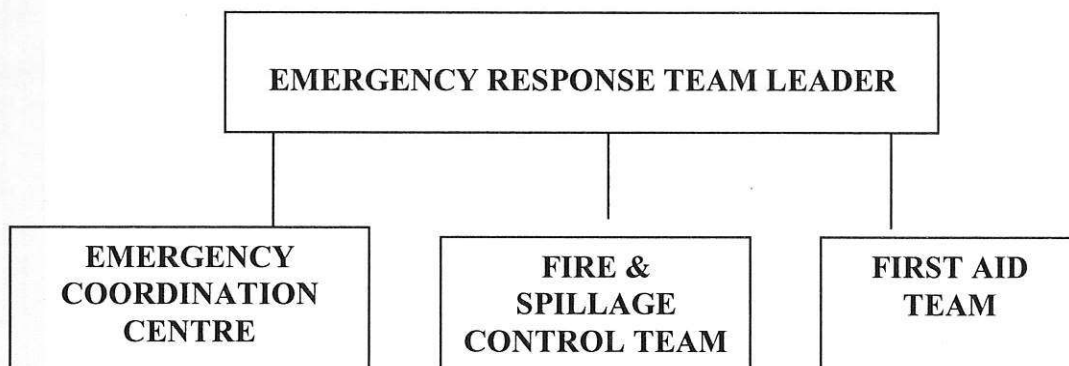
SCOPE

This emergency response plan will cover all worksites that Win Win personnel and its sub contractors are at; both locally or overseas.

Procedures should be established to identify emergency situations and their impacts. There should be an emergency response team established, with duties and responsibilities of each member clearly defined. The management should ensure that all staff are clear and familiar with the plan and procedures in event of an emergency. The emergency response plan should also be always maintained and updated. Regular emergency drills and exercises should therefore be planned and conducted. A review and evaluation of the drill performance should be carried out and lessons learnt used for improving the plan.

STRUCTURE OF THE EMERGENCY RESPONSE ORGANIZATION

The emergency structure is organized as follows:



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ROLES AND RESPONSIBILITIES

Emergency Role	Responsibilities	Location
Team Leader	<ul style="list-style-type: none">• Overall in-charge of emergency response• Approve and annual review of ERP• Manage emergency procedures and response team during incident• Mobilise the ERP team• Communicate with internal customers and external agencies• Submit full investigation report after incident	On-Site
Emergency Coordination Centre	<ul style="list-style-type: none">• Keep emergency operations record• Communicate within company and prepare official documents• Maintain communications with ERP team and obtain regular updates• Initiate any call-up procedures• Contact emergency services (SCDF, Police, Ambulance)• Submit incident reports	Win Win Office
Fire & Spillage Control Team	<ul style="list-style-type: none">• Mobilize team members, prepare and ready for emergency response action• Collect emergency response recovery equipment• Execute emergency actions• Rescue, contain and clean up spills.• Control access to the emergency• Assist in directing traffic / crowd control• Assist SCDF in emergency actions.	On-Site

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First Aid Team	<ul style="list-style-type: none">• Provide first aid to injured	When Available
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An up-to-date contact list, including mobile telephone numbers should be held in the Emergency Coordination Centre to aid all notification process.

EMERGENCY RESPONSE TRAINING

All personnel involved in the Emergency Response Team described above shall receive adequate training in accordance with Win Win emergency response procedure requirements and the appropriate external emergency requirements.

Training Topic	Scope of Training	Frequency	Personnel	Conducted by
Emergency response procedure	<ul style="list-style-type: none">• Contents of ERP	Annual	All members	Team Leader
First Aid	<ul style="list-style-type: none">• Basic first aid	Annual	First Aid Team	SCDF
Fire Fighting	<ul style="list-style-type: none">• Fire prevention and protection• Fire fighting techniques	Annual	Fire and Spillage Control Team	SCDF
Spill Containment	<ul style="list-style-type: none">• Techniques of spill containment• Use of spill containment kit• Use of protective equipment• Clean up procedures• Disposal procedures	Annual	Fire and Spillage Control Team	Vendor
Personal Protective Equipment (PPE)	<ul style="list-style-type: none">• Selection and donning of various PPE for specific emergency situations	Annual	Fire and Spillage Control Team	Vendor

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	• Maintenance and testing of PPE			
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SPILL PREVENTION AND CONTROL

PURPOSE

Spillage of oil-based products and other hazardous chemicals are unwanted and must be prevented. Such spillage may cause contamination to the environment and even a small leak of a hazardous chemical can result in potential life-endangering situations, prosecution and / or a costly clean up operation.

The effective containment of all products is essential in order to minimize any risk to the environment and monetary loss to our customers.

SPILL CONTROL KIT

For small and medium spills which are not immediately life threatening, the emergency response team could initiate containment, clean up and decontamination (if required). The basic chemical spill equipment consists of the following:

- Brooms, mops and dustpan
- Plastic pails
- Non-spark shovel
- Sand / Sawdust / Absorbent Sacks
- Spill Kit
- Disposal bags
- Waste disposal drums

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PERSONAL PROTECTIVE EQUIPMENT (PPE)

The basic PPE required to handle hazardous chemicals are as below:

- 23-P Saranex Laminated Tyvek coverall
- Chemical Resistant Overboots
- Safety Splash Resistant Goggles
- Glove with non-slip grip
- Safety Helmet
- Safety Strips

OTHER EQUIPMENT

- Fire Extinguisher
- Lifejackets
- Safety Torchlights
- Triangle Reflector
- Marking Tape
- Crowbar
- Ropes
- Life vests
- Oil Sorbent Pads
- Oil Sorbent Pillows
- Booms and Polysocks
- Pumps, hoses and connectors (under 3 years old and to regularly change seals and gaskets)
- Spare Seals and Gaskets

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LEVEL OF EMERGENCIES

Level 1

During pumping and discharge operations, minor spillage of cargo of not more than two drums. The scenario refers to minor leakages where small visible pools of spills can be seen on the ground or on the equipment.

Level 2

During pumping and discharge operations, spillage of product exceeds more than two drums. The scenario refers to leakages where large visible and dispersed pools of spills can be seen on the ground or on the equipment.

Level 3

Major spillage occurs and / or possibly fire.

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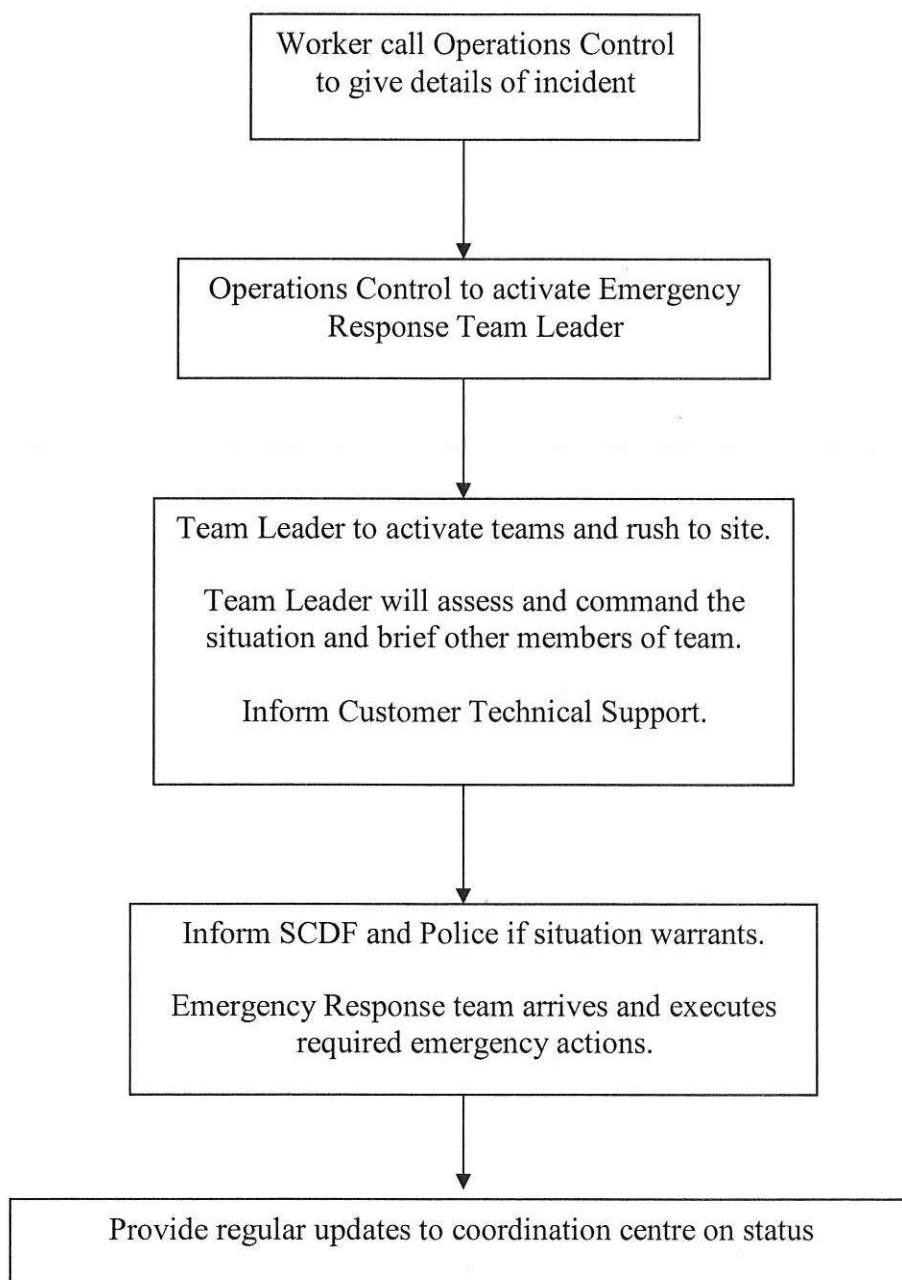
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EMERGENCY RESPONSE FLOWCHART





EMERGENCY PROCEDURE AT THE SITE

On arriving at the site, the emergency response team leader will do the following:

- Assess the Situation
 - ✓ Assess the hazards using MSDS provided by customer(s)
 - ✓ Assess status of personnel affected (if any)
 - ✓ Assess the level of emergency and if spillage requires aid of external agency
 - ✓ Keep customer's technical assistance team informed and notified of actions to be taken.
 - ✓ Inform SCDF and Police if required
 - ✓ Follow the advice of SCDF and coordinate with them on recovery actions
 - ✓ Update the coordination centre of the situation and actions to be taken
- When the Emergency Response team members arrive at site, execute containment and clean up spillage
 - ✓ Determine the type of Personal Protective Equipment (PPE) required to contain the spillage
 - ✓ Ensure all clean up and disposal equipment is assembled
 - ✓ Ensure fire extinguishers are on stand-by (if required)
 - ✓ Don PPE
 - ✓ Confirm pumps and all equipment engines have been switched off
 - ✓ Contain leak through use of booms, sand, sawdust or as required
 - ✓ Contain leak in plastic pails or disposal bags
 - ✓ Label plastic pails or disposal bags
 - ✓ Clean up using appropriate sorbent materials
 - ✓ Place contaminated sorbent materials into waste disposal drums
 - ✓ Pack all contaminated PPE into waste disposal drums
 - ✓ Label the waste disposal drums accordingly
- Declare the incident over
- Do evaluation and work on areas for improvement

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POST EMERGENCY PROCEDURES

RESPONSIBILITIES

Win Win will take on the responsibility of cleaning up the affected area. We could engage the services of a waste disposal company to clean up the area should the extent of the spill be major. Otherwise, we would execute the necessary clean up with or without supervision of our clients.

When a major spillage occurs, an external emergency response agency would be engaged for the clean-up. They would therefore be responsible in ensuring that the incident site is safe for re-entry. Advice and permission from our clients Technical Support Team would also be required for the go-ahead. Relevant PPE must be worn to enter the affected site unless otherwise stated by the external emergency response agency.

DECONTAMINATION

Should hazardous chemicals be involved in the accident, the affected area must be decontaminated and anyone not wearing PPE would be barred entry. The MSDS and client Technical Support Specialist must be consulted for the proper decontamination procedures.

WASTE HANDLING AND DISPOSAL

The Emergency Response Team Leader should arrange for proper packaging, labeling and storage (if requested by client) of chemical waste. The following points should be noted:

- All parts of the waste container must be compatible with all the chemicals to ensure no occurrence of further reaction, as this could weaken the container or produce hazardous side effects
- There should be sufficient ullage (air space) maintained between the top of the container and the liquid level and the container should be tightly closed or sealed to prevent further spillage
- The surface of the container should be kept clean at all times

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- The waste containers should be appropriately labeled and should contain the following information:
 - ✓ Chemical Name / Common Name
 - ✓ Potential Hazards
 - ✓ Safety Precautions
 - ✓ Name, Address and Contact numbers of the producer
 - ✓ Appropriate Hazard Symbols
- The waste should be arranged for disposal by an authorized disposal facility as soon as possible
- A proper certification should be issued for the waste

INCIDENT INVESTIGATION AND REPORTING

There would be proper documentation of the incident and the report must include the following information:

- Circumstances of the incident, including the name of the product(s), quantities involved etc
- Immediate actions and necessary measures taken to control and contain the spillage
- Steps taken to restore the affected area to normal
- Preventive actions taken to avoid recurrence of similar spillage or emergency

EVALUATION OF EMERGENCY RESPONSE PERFORMANCE

A meeting should be convened by the Emergency Response Team Leader involving all personnel (including sub-contractors) who participated in the emergency response. The agenda should comprise of:

- Discussion of incident reporting
- Analysis of actions taken
- Effectiveness of actions taken
- Evaluation for areas for improvements from analysis and feedback

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