

## 1.0 PURPOSE

- 1.1 This document outlines the procedures for preparedness and response to potential accidents and emergency situations giving rise to significant environmental impacts and workplace disasters.

## 2.0 SCOPE

- 2.1 This procedure applies to all activities in OMC's wharf, staging areas, central operations building (COB) and common roads for which potential accidents and emergency situations may arise. The procedures for preventing and mitigating the following emergency situations are described:

### **Minor Emergency:**

- An emergency which can be dealt with effectively and quickly by personnel on the spot, using the resources and equipment available to them.
- Serious but non-life-threatening injuries.
- Small fire which can easily be extinguished using a fire extinguisher.
- Minor equipment failures.
- Easy access to casualty and simple casualty handling.

### **Major Emergency:**

- An emergency causing major hazard to life and equipment or with the potential involvement of outside emergency services.
- Any incident with the potential for government agency involvement and media attention.
- An incident which could escalate to serious impact in construction activity.
- Complexity on casualty handling.
- Death and / or life-threatening injury / illness.
- Multiple serious injuries.
- Fire requiring trained fire crews and outside assistance (e.g. SCDF).
- An incident with the potential to escalate and cause further risk to life or damage to property (including fights with potential to riot).
- Sustained toxic release from operating / neighboring plant.
- Evacuation of large numbers of people.

### **3.0 REFERENCE DOCUMENTS**

3.1 Clause 4.4 Implementation and operation – 4.4.7 Emergency Preparedness and Response [OHSAS 18001 Specifications]

### **4.0 RESPONSIBILITY**

#### **4.1 Management Representative (MR)**

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

#### **4.2 OMC WSH Department**

The department shall prepare an Emergency Response Plan to minimize the likelihood of accidents and emergency situations at the organization's work premises and be responsible for coordinating drills, investigating and reporting accident.

#### **4.3 Emergency Response Team (ERT)**

The ERT is responsible for the execution of the appropriate emergency procedures as advised by the MR and / or the OMC WSH Department.

#### **4.4 Staff of the company**

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

### **5.0 PROCEDURES**

#### **5.1 Emergency Preparedness (Prior to an emergency)**

5.1.1 OMC's objective shall be to minimize the impact from emergency incidents before they can occur, by having the following arrangements in place:

- Development of emergency response procedures;
- Training of site personnel and managers in emergency preparedness and response requirements through formal emergency drills, desktop drills and formal emergency response training;
- Provision of emergency response equipment and facilities;
- Establishment of a robust OMC internal and external communication facility;
- Communication and co-ordination with external emergency assistance providers;

- The establishment of routine emergency drills and desktop exercises to test the efficiency of OMC's emergency response capability.

5.1.2 An Emergency preparedness and response plan shall be established for all OMC scope as follows:

- Common Roads.
- Staging Areas
- Central operations building (COB)
- Wharf

5.1.3 These plans shall address the minor and major emergencies, indicated and shall comprise of the following specific to the areas:

- Emergency Organization
- Duties and Responsibilities
- Muster / CAA Points
- Lightning Shelter

5.1.4 A copy of the up-to-date Emergency Preparedness and Response Plan shall be held by the OMC WSH Department.

## 5.2 Training

5.2.1 To ensure all site personnel are fully conversant with the Operational Emergency Response Plan, the following training will be undertaken:

5.2.1.1 All personnel entering the site to carry out works shall be provided with instructions in the actions to take in the event of a site emergency. Key subject areas include:

- Locations of Site medical facilities
- Overview of emergency plan and procedures
- Potential emergency threats on project
- Action to take in the event of an emergency
- Emergency notification alarms and their locations
- Location of "Muster / CAA Points"
- Action to be taken at a "Muster / CAA Point"

- Medical Emergency response requirements
- First aid requirements
- Emergency Telephone numbers

5.2.1.2 First Aider is to be trained in Occupational First Aid course.

5.2.1.3 Emergency Coordination Team is to be trained and is conversed in their roles and responsibilities as a ECT member.

### 5.3 Emergency Alarm System

5.3.1 The alarm systems for OMC site consists of the following:

- OMC Operational Areas
- Manual Fire Alarm points

#### 5.3.2 COB Building Alarm System

5.3.2.1 The basic components of the building fire alarm system consist of the Main Fire Alarm Panel and Alarm Initiating Devices. The alarm initiating devices are as follows:

- Manual break glass call point; alarm system,
- Smoke detector system
- Flame detector system.

5.3.2.2 When the fire alarm is activated by any of the above devices, the following events shall occur:

- All alarm bells in the building shall ring continuously until they are isolated;
- The building mimic-panels: located in the guardhouse, indicate the floor zone at which the alarm has been activated;
- The main alarm panel is in the Security office. An alarm-activated in any of the areas will be indicated on the main alarm panel. Enabling and disabling of the fire alarm shall be done at the main alarm panel.

5.3.2.3 The OMC Security Officer will make a public announcement to all employees, tenants, lessees, sub-contractors and visitors in an emergency.

5.3.2.4 COB Building alarms are tested every first Monday of the month for fire and emergency at 10-00hrs and 10-05hrs respectively.

#### 5.4 Emergency Response Facilities & Equipment

5.4.1 The following emergency response facilities and equipment shall be provided to ensure that all potential emergency requirements are adequately addressed:

##### **INCIDENT COMMAND CENTRE:**

5.4.1.1 The ICC is situated in the central operations building (COB) Guardhouse and is furnished with the following items of emergency equipment for use in the event of a major incident:

- Charts and maps of the project related areas
- A telephone
- OMC Emergency Response Pack
- OMC Emergency Preparedness Response Manual
- Desk Top Computer
- Two-way Radio with spare batteries and charger
- A drawing identifying the CAA Points for the operation areas
- A fax and copiers are also available in the main office for use in a major incident

##### **OMC FIRST AID AND EMERGENCY MEDICAL SERVICES:**

5.4.1.2 Site First Aid shall be provided as per the WSH (First Aid) Regulations. The Emergency Medical Service shall be provided by External Medical provider.

##### **OMC COB OFFICES:**

5.4.1.3 The COB office including Tenants / Lessees and Residential Subcontractors offices shall contain the following items of emergency related equipment:

- Fire extinguishers
- Emergency lighting
- Emergency escape signs
- Emergency location boards
- First aid kit

## 5.5 Incident Investigation

5.5.1 All incidents shall be reported, investigated and analysed to identify the root causes and to implement effective preventive and corrective measures or systems to prevent occurrence and/or recurrence.

5.5.2 Prompt actions shall be taken to report any incident to the relevant authorities under the regulatory requirements.

5.5.3 The process of reporting, investigation and analysing all incidents shall be referred to JPPL\_EHS-12 Incident Investigation And Analysis.

## 5.6 Emergency Response Drills

5.6.1 Emergency response drills are to be planned by each OMC work scope.

5.6.2 No drills will be undertaken without the approval of OMC WSH Manager

5.6.3 The potential emergencies that are likely to impact the work scopes are as follows:

- Medical Emergency
- Fire
- Explosion
- Chemical Spill / Leak
- Gas Leak
- Personnel Trapped or Injured in Confined Space
- Lightning Strike Cat 1
- Radioactive Material Emergency
- Terrorist Threat
- Marine Incidents

- Environmental Incidents
- Equipment / Structure Failure
- Work at Height

5.6.4 Drills may incorporate a site and office emergency scenario. External emergency groups will be requested to participate in these drills where practicable.

5.6.5 A report will be prepared using the Emergency Drill Report (JPPL\_EHS-19-03-F-16), following each emergency drill, providing an overview of the drill and making recommendations for improvements where required.

5.6.6 The WSH Department shall maintain documentation on emergency response and preparedness, and emergency incidents for at least 3 years.

## **6.0 FORMS**

6.1 Emergency Response Plan Flowchart (JPPL\_EHS-19-03-F-18)

6.2 Emergency Drill Report (JPPL\_EHS-19-03-F-16)

6.3 Evacuation Head Count Report (JPPL\_EHS-19-03-F-17)