


Vacman Cleaning Ltd	
Environmental Management System	

Procedure Title: Emergency Response		Procedure No: 4
Date issued: 03.04.04	Last revised: 13.6.05	Revision No: 05.0
ISO 14001 reference: 4.4.6, 4.4.7		
O M reference: None.		
Related procedures:		
<ul style="list-style-type: none"> ▪ Procedure 19 - Legislation Register Maintenance ▪ Procedure 24 - EMS Audit ▪ Procedure 1 - Communications ▪ Procedure 13 - Training ▪ Procedure 15 - Waste Management ▪ Procedure 16 - Water Management ▪ Procedure 2 - Contractor management on-site ▪ Procedure 7 - Environmental Complaints 		

1. Purpose


- 1.1 To set out roles and responsibilities in connection with implementation of the Company's response to an environmental incident.
- 1.2 To provide guidance on actions to be taken in response to an environmental incident.

2. Scope

- 2.1 All activities of Vacman cleaning Ltd conducted at its office locations and work sites.

3. Definitions

- 3.1 Harmful substance – a substance either prohibited from being emitted / discharged to a receiving medium (atmosphere, ground or water) or a substance released in sufficient quantities to cause environmental pollution or damage.
- 3.2 Environmental incident – the release, either accidental or malicious, of a harmful substance, for example:
 - chemical or oil spillage
 - accidental release of a harmful chemical to atmosphere
 - accidental release of a harmful substance to the sewerage system
 - accidental release of a harmful substance to a local watercourse.

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- 3.3 Major incident – an incident requiring the involvement of a regulatory authority due to the volume or toxicity of the harmful substance released.
- 3.4 Minor incident – an incident not requiring the involvement of a regulatory authority.

4. Responsibilities

- 4.1 It is the ultimate responsibility of the Managing Director to ensure sufficient and appropriate measures are adopted and employed throughout the organisation to prevent the occurrence, and/or mitigate the effects, of environmental incidents.
- 4.2 Site Supervisors, their line managers or nominated representatives, are responsible for co-ordinating the response to an environmental incident.
- 4.3 It is the responsibility of all persons to ensure that they comply with the provisions of this procedure so far as they relate to matters within their control.
- 4.4 It is the responsibility of the Site Supervisors to ensure that their nominated representatives who may be called upon to respond to an environmental incident have had appropriate training and instruction.
- 4.5 It is the responsibility of Site Supervisors to ensure that any necessary spill kits are available on site.

5. Procedure

- 5.1 A suspected or detected environmental incident will be immediately reported to the Site Supervisor/Manager or nominated representative.
- 5.2 The Site Supervisor/Manager, or nominated representative, will take all reasonable measures to ensure that any release is contained within the site boundary and that harm to human health and the environment is minimised, both within and beyond the site boundary.
- 5.3 In the event of an incident occurring, the Site Supervisors/Manager, or nominated representative, will take all reasonable measures to ensure that any environmental damage is appropriately remedied.
- 5.4 Wherever spill kits or other materials have become contaminated due to their use in an environmental incident, they will be disposed of in accordance with relevant waste regulations.
- 5.5 The Site Supervisor/Manager, or nominated representative, will, with appropriate advice where necessary, determine whether the incident is 'major' or 'minor'. All incidents requiring action beyond site boundaries will be classified as 'major'.
- 5.6 All 'major' incidents will be immediately reported to the Managing Director.

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- 5.7 All major incidents will be reported to the relevant regulatory authority in compliance with the appropriate procedure, as soon as is reasonably practicable.
- 5.8 All contractors working on Vacman sites will be made aware of the contents of this procedure and be required to comply with its provisions (see procedure No. 2).
- 5.9 Following an environmental incident an Environmental Complaint/Incident Log Sheet will be completed by the Site Supervisor/ Manager, or nominated representative, and returned to the Managing Director, within one working day.
- 5.10 The Managing Director will ensure an Environmental Complaint/Incident Action Form is completed within 28 days.

6. Further References

None.

7. Record Forms

Environmental Complaints/Incident Log Sheet (see Procedure No. 7).

Environmental Complaint/Incident Action Form (see Procedure No.7).