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## Transnet Capital Projects Health and Safety Management

### Site Emergency Management

### HAS-P-0001

Prepared by:  5 March 2008  
V. Narsai Date

Reviewed by:  5 March 2008  
N. Steyn Date

Approved by:  5 March 2008  
G. Bam Date

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## 1. Purpose

This procedure establishes the requirements for the management of emergencies on sites.

## 2. Scope

This procedure applies to all Transnet Capital Projects controlled sites.

## 3. References

- Occupational Health and Safety Act No.85 of 1993 and associated Regulations as amended.
- Guidelines for Managing Common Hazardous Activities and Tasks – HAS-GN-0001

## 4. Responsibilities

The Construction Manager is responsible for the implementation of this procedure.

The Health and Safety Manager shall ensure its effectiveness by regular surveillances and audits.

## 5. Procedure

### 5.1 Legal Requirements

As a minimum all applicable regulatory requirements shall be met.

Legislative requirements, hard copy or electronic version, shall be available at the site for review.

A system shall be in place to ensure that changes to applicable regulatory requirements are monitored.

### 5.2 Planning

The Construction Manager shall ensure that a Site Emergency Management System is planned, implemented and managed, to minimise the consequences of an emergency should it occur. The Site Emergency Management System shall include the following:

- Be in a clear and auditable form
- Be practical

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- Be working effectively
- Have clearly defined roles, responsibilities and accountabilities
- Include procedures and work instructions to communicate Emergency Management requirements which should be reviewed periodically and revised as appropriate

### 5.3 Site Specific Work Instruction

For any work site, existing Operating Division procedures and services must be taken into account when preparing a Site specific Emergency Management Work Instruction.

As a minimum the following situations should be covered following the requirements of the Emergency Management Section in the Guidance Note

HAS-GN-0001:

- Roles and responsibilities
- Fire
- Personal injury
- Bomb threat
- Natural disasters
- Industrial Action

#### 5.3.1 *Greenfield*

Prior to commencement of work on site, as part of the fact finding exercise of the Construction Manager, meet with local representatives of the Police, Ambulance Services and Fire Departments and establish requirements for:

- Reporting emergency situations
- Response time expected (consideration of distance and availability); and
- Type of response (equipment availability) contact point
- A joint site inspection is to be arranged to identify any access problems that are likely to be encountered on the site. These are to be noted and corrected, if necessary
- Setting up a joint consultative forum to continuously inform interested and affected parties of the situation on the site

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### **5.3.2 Existing Facility**

Where work is undertaken, discuss existing emergency procedures with the responsible official of the Division and establish its appropriateness for construction work within the existing facility. Agree if existing procedures are to be applied, modified to suit, or new procedures established, using the framework of the Site Emergency Management in the Guidance Note HAS-GN-0001.

Evaluate existing local and existing Divisional services to determine if they are adequate to cover the requirements of construction work. Based on the evaluation, prepare a recommendation for additional services and/or amendments to existing procedures if required.

Discuss the recommendations with the Division and agree on the use of existing services, amendment to existing procedures or the introduction of additional services.

Prepare the Site Specific Work Instruction referred to in 5.3 for signature by both the Division and Transnet Capital Projects.

## **5.4 Works Information**

The Emergency Management Procedures are to be included in the Works Information of Enquiry/Contract documents involving site work.

## **5.5 Communication**

All incidents requiring use of the Site Emergency Management Plan will be communicated to the project manager via a Job Safety Alert and discussed at the next weekly Toolbox Meeting.

## **5.6 Supervision**

The Construction Manager shall identify a competent person whom shall supervise the Site Emergency Management Plan.

Contractors shall identify a competent person to coordinate their participation in the Site Emergency Management Programme.

## **5.7 Training**

The requirements of the Site Emergency Management Programme shall be communicated to all site staff via the Induction Process for new employees and Contractors.

Construction staff's understanding of the requirements of the Site Emergency Management requirements shall be evaluated by the Transnet Capital Projects Risk officials on an on-going basis.

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### **5.8 Change Management**

Transnet Capital Projects shall implement a process to control and communicate changes associated with Site Emergency Management.

## **6. Records**

All documents generated during the life of the Contract will be retained in terms of the Document Management Procedure.