MOHAMOOD
MOHAMED DAULE
TRANSPORT

01

SECTION

ONE

STANDARD OPERATING PROCEDURES & SAFETY MEASURES

TRANSPORT INCIDENT REPORT

This initial incident report should contain as much factual information as possible. The carrier must forward this notification and other documentation (including photographs if available) within for hours of incident. This report should be updated if other information becomes available and particularly if a fatality or prosecution is likely or actually occurs. The report must be sent to the Director, Mohamood Mohamed Transport (T) ltd

MOHAMOOD MOHAMED DAULE
TRANSPORT

VEHICLE SAFETY CHECKLIST

REG NO: _____
DRIVER: _____
ODOMETER: _____
VEHICLE TYPE: _____
DATE: _____ HOUR: _____

(OK) if satisfactory**, (X)** if incorrect, missing, requiring attention, **(N/A)** if not applicable

1. Vehicle lights		24. Emergency spill kit	
2. Wipers		25. Vehicle tool kit	
3. Horn		26. Correct hazard warning panels	
4. Revers alarm		27. Product tags	
5. Batteries. BOX & Cover		28. Wheel incl. stud & nuts	
6. Battery master switch		29. Wheel shocks	
7. Electrical wiring and installation		30. Driver PPE	
8. Wind screen and driving mirror		31. Air leaks	
9. Trailer coupling and drawbar		32. Oil leaks	
10. Brakes		33. Cleanliness	
11. Bulk tank (apparent condition)		**DOCUMENTS:**	
12. Dome covers		1. Vehicle reg. certification	
13. Load/offload couplers		2. Vehicle insurance sticker	
14. Tank bottom valves		3. SUMATRA certificate	
15. Sealing points		4. Fire inspection certificate	
16. Earth points		5. M/Vehicle license	
17. Bonding cable		6. COMESA yellow card	
18. Delivery hoses, continuity, numbers		7. Driver license	
19. Handrail		8. C.28 transit good license	
20. Vehicle fuel tank		9. Carbon Em. Tax, Road Permit	
21. Exhaust system		10. ZABS	
22. Fire extinguishers		11. Loading terminal PASS	
23. First aid kit		12. JOB card clearance	

INSPECTED by:

HAZARDOUS CHEMICHAL AWERENESS
TRAINING FOR DRIVERS

SUBJECT: HAZACHEM

OBJECTIVE:
To introduce Mohamood Mohamed Transport Road Bulk Fuel Tankers to the Hazardous chemical awareness.

RESULT:
After this Training the driver shall be able to identify hazardous chemical, they shall be able to read information in various Hazchem warning panels fixed on their vehicles and other places. The drivers shall be aware of various action they ought to take in case of a fire or spill incident.

TOPIC:
1. Meaning of hazardous chemical
2. Classified and identification of hazardous chemical.
3. Common Hazchem panels seen on Road Bulk Fuel Tankers in East and Central Africa.
4. MSDS (Material Safety Data Sheet) for handling of hazardous chemical.
5. Personal Protective Equipment (PPE).
6. Spill Control.
7. More hazard warning signs for driver's observation.

MEANING OF HAZARDOUS CHEMICAL
A hazardous chemical is any chemical that can cause a health hazard or a physical hazard.
Hazard is anything that has the potential to cause injury or diseases to people, damage to property and environment.

Health Hazard
Studies have proved that acute or chronic affect may occur if people are exposed to the following chemical: carcinoges, toxic or highly toxic agent,reproductivetoxins,irritants,corrossives, sensitizers,hepatotoxins,nephrotoxins,neurotoxins,agent that act on the hematopoietic system, and agent that damage the lungs,skin,eyes, or mucous membranes.

Physical Hazard
Studies have also proved that combustible liquids, compressed gases, explosive, flammables, organic peroxides, oxidizers, pyrophoric substances as well as water-reactive substance can cause acute and extended effects to people and environment.

Other hazardous chemical
Broadly hazardous chemicals include not only common chemical but also paints, cleaning compounds, inks, dyes, fiber glass and many other common substances.

MOHAMOOD MOHAMED DAULE TRANSPORT

TRANSPORT INCIDENT REPORT FORM

1. Vehicle registration number and contact details (*tab or click between grey cells to enter data)*

	Address: Email; Phone:

Consignor and consignee details

(consignor) product details: consignment No:	(Consignee) destination: product details; consignment No:

3. Incident time

Date	Time	Location
MM DD YY	00:00 AM/PM	

4. Details of incident what happened

5. Damage control measures. What is being done to minimize or contain the incident?

6. Names of the drivers or crew or staff injured and details of injuries

7. Names of other person injured and details of injuries

8. Detail damage to vehicle or staff or plant or facilities

9. Detail damage to 3rd party property.

10. Registration of involved vehicles & Tankers

11. Which Mohamood Mohamed Transport client may be impacted?

12. Have affected shipper been notified? Has replenishment been notified?

13. Authorities involved/ notified? Actual or anticipated activities? (i.e police, TRA, EWURA, OHS regulators)

14. Actual or anticipates media coverage? (i.e notice to other traffic as warning of danger)

15. Management plan

16. Form completed by (name and 24 hours contact details)

Name	Address: Phone: Email:

17. Nearest fuel terminal involved

Attach photographs, sketches or other relevant documentation where relevant.

CLASSIFICATION AND IDENTIFICATION OF HAZARDOUSE CHEMICAL

The European Agreement Concerning International carriage of dangerous Goods by Road (ADR) chapter 3.2 has formalized with the united nations about 100 dangerous goods falling under class 3 of hazardous chemicals giving them a UN Number and Proper Shipping Name. The list of UN Numbers begins at 1201 to 1300 in class 3 and 1801 to 1898 for the remaining classes while each one has its own proper shipping name which is always not the same as its trade name.

Identification of hazardous chemical
Hazardous chemical code system (HAZCHEM) is an international standard employed in identification of chemicals and dangerous goods. In this system products are grouped together according to the most likely risk involved and as a result are classified in the nine main classes.

- Class 1- Explosive,
- Class 2- Gases,
- Class 3- flammable liquids,
- Class 4- Flammable solid,
- Class 5- oxidizing agent and organic peroxides,
- Class 6- poisonous and infections substances,
- Class 7- Radioactive substances,
- Class 8- corrosive substances,
- Class 9- Miscellaneous dangerous goods.

Those are the most common classes labels used when transporting hazardous chemicals and dangerous goods by rood. Bulk fuel carried in by road falls under class 3.

UN NUMBER	CLASS	PROPER SHIPPING NAME
UN 1201	3	Fuel oil
UN 1202	3	Gas oil or diesel fuel or heating oil
UN 1203	3	Gasoline or petrol or motor spirit
UN 1223	3	Kerosene
UN 1270	3	Petroleum fuel (used when petroleum products are carried in the same tanker: Petrol/diesel/kerosene etc.
UN 1863	3	Fuel, Aviation, Turbine Engines

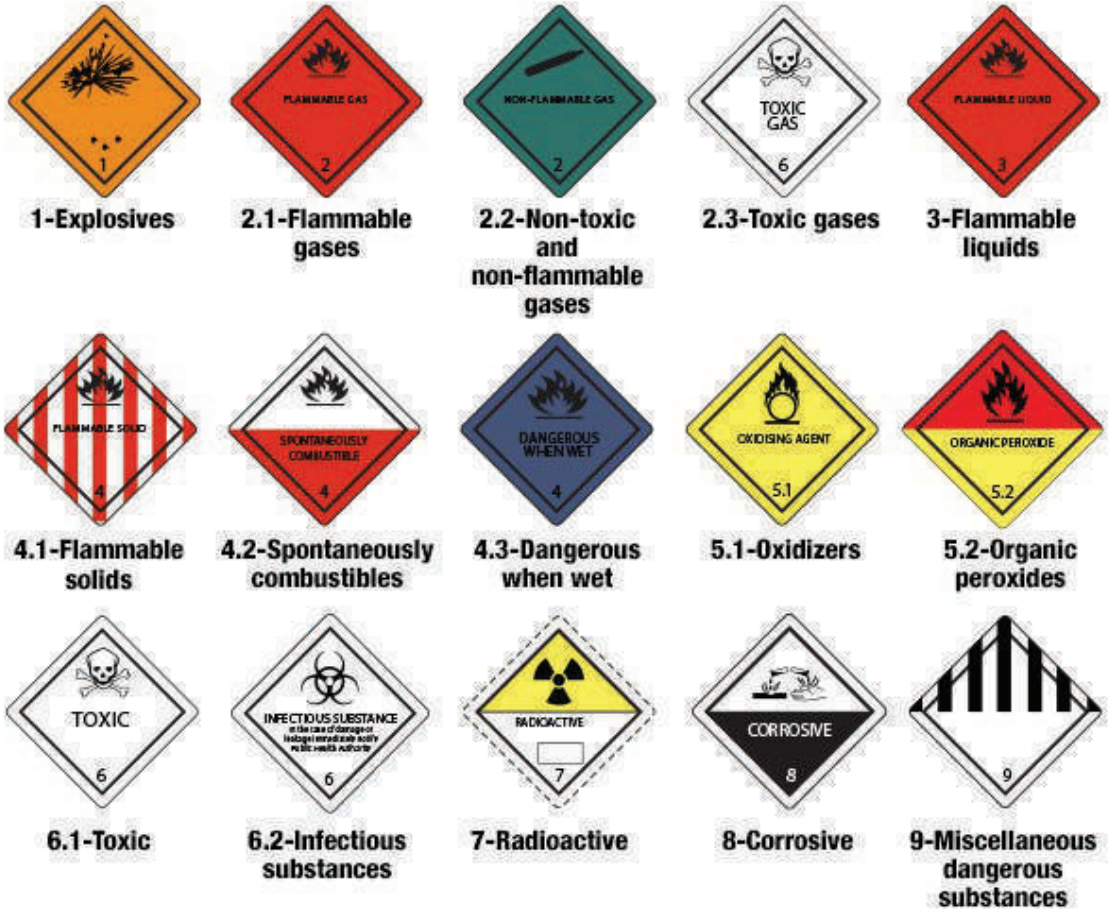
Table 1. un numbers (petroleum)

COMMON HAZCHEM PANELS SEEN IN BULK FUEL ROAD TANKERS IN EAST AND CENTRAL AFRICA.

The standard HAZCHEM panels seen in most bulk fuel road tankers in East and Central Africa show the following most important information.

- Hazard warning sign,
- UN Number (UN substance identification number),
- Emergence Action code (EAC)
- Specialist advice (Telephone number) and
- Operator company name or logo.

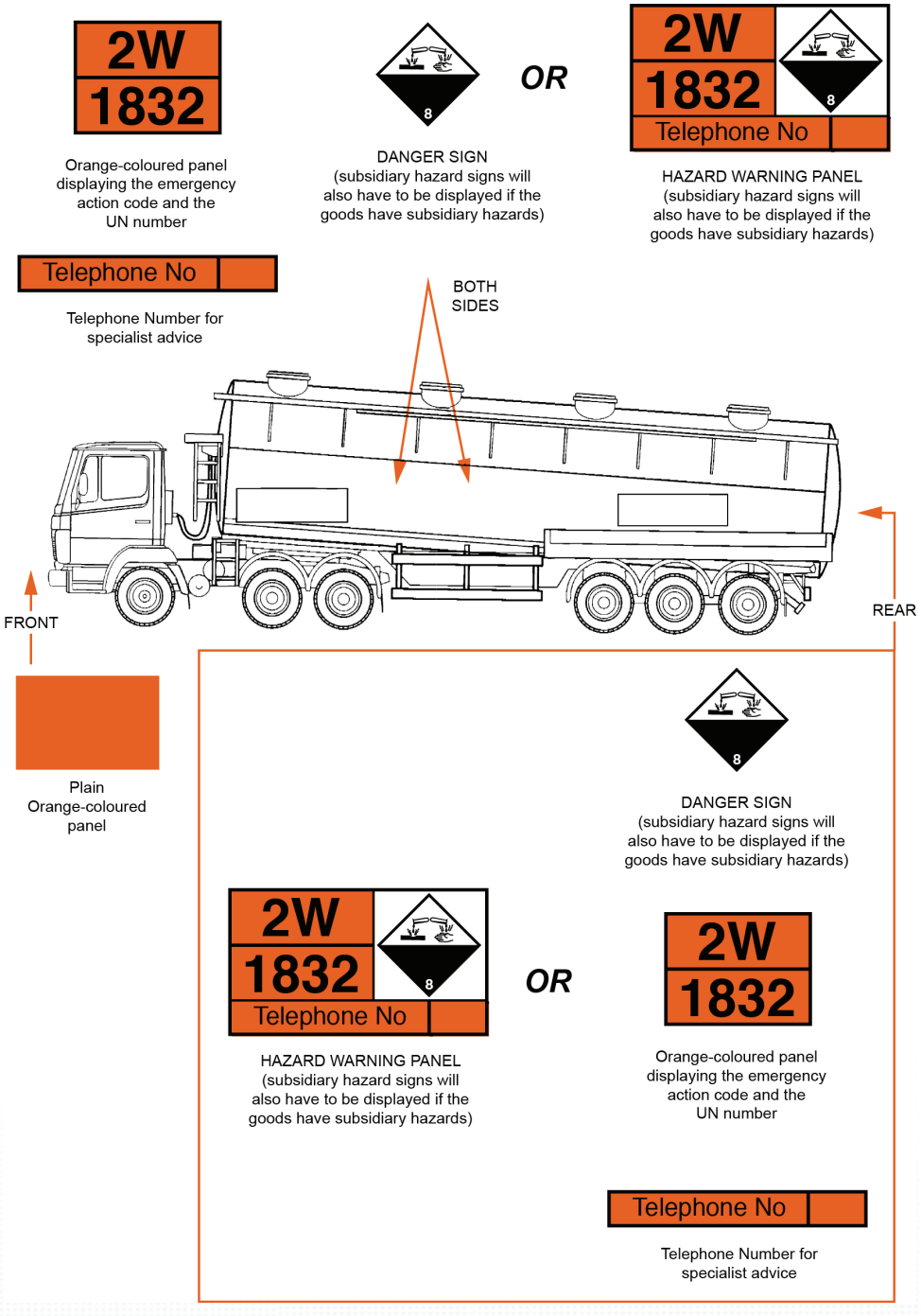
HAZARDWARNING SIGNS



UN NUMBER

Most HAZCHEM warning panels indicates the UN substance identification Numbers as assigned in the chemical numbering scheme for example; vehicles used in the bulk fuel milk run deliveries shall use the UN numbers 1270 as they may carry a variety of petroleum products from storage terminals to retail stations.

UNNUMBER AND PLACEMENT



EMERGENCE ACTION CODE

The HAZCHEM emergency Africa code is meant to indicate the actions needed to be taken to minimize hazards if there is a spill of dangerous chemical or fire incident.

The system consistence of a number followed by one or more letters may be displayed on a dark rectangle, or white on black to show the need to use special equipment. For instance, the letter Y is white on block, emergency personnel other than fire fighters do not need to wear breathing apparatus.

Basically the code is based on the numbering and lettering system to identify the most suitable equipment for an emergent. The numbers indicate what equipment should be used for firefighting and where appropriate for dispersing or cleaning up spills.

The numbers and associated Hazchem fire suppression equipment are as follow;

1. Water jets,
2. Water flog (if not available may use fine water spray),
3. Foam
4. Dry agent (for substances where contact with water is hazardous)

Practically it is advised that one can use any firefighting equipment which has a higher number than that shown in the code for that chemical.
In the following example you will see how code functions.

THE CODE 2PE

With the code 2 this means you can use water flog, foam (code 3) or Dry Agent (code 4). Always use equipment with the higher number in case the specific equipment is in short supply at the hazard incident.

The letter P in the above code indicates that there is risk of violent reaction or explosion and thus one needs to use protective clothing and breathing apparatus.

In this hazard situation full protective equipment has to be used by any one going to contain a spills. At least breathing apparatus, chemical resistant protective gloves, rubber boots and some special splash suit.

The second letter E indicates that evacuation should be considered

THE CODE 3YE

The code 3 indicates that you can use foam or Dry Agent (code 4). The letter Y indicates that there is a risk of violent or explosion and the need for use breathing apparatus for the hazard and the hazard has to be contained. A black letter on a white background means breathing apparatus all the time and vice versa.

The letter E indicates that evacuation is to be considered and as a custom if there is company emergency procedure has to be applied.

The signs are based on international standards to make sure that they are easily understood by any one. The following is HAZCHEM code table.

LETTER	RISK OF VIOLENT REACTION OR EXPLOTION	PROTECTIVE CLOTHING AND BREATHING APPARATUS (BA)	APPROPIATE MEAURES(substance control)
P	yes	Full protective clothing	Dilute
R	No	Full protective clothing	Dilute
S	yes	Breathing apparatus	Dilute
[s]	yes	Breathing apparatus for fire only	Dilute
T	No	Breathing apparatus	Dilute
[T]	No	Breathing apparatus for fire only	Dilute
W	YES	Full protective clothing	Contain
K	No	Full protective clothing	Contain
Y	Yes	Breathing apparatus	Contain
[Y]	Yes	Breathing apparatus for fire	Contain
Z	No	Breathing apparatus	Contain
[Z]	No	Breathing apparatus for fire only	Contain
E		Consider evacuation	

MSDS (Materia Safety Data Sheet) AND HANDLING OF HAZARDOUS CHEMICAL

MSDS are documents that provide all information needed to allow safe handling, use, emergency action and disposal of a specific chemical product.

Regulations required that chemical manufacturers and importers to determine if the chemical they produce, supply repackage is hazardous chemical. For a chemical mixture may be considered as a whole or by its ingredients to determine its hazards. It may be considered as a whole if it has been tested as a whole and a Materia safety Data Sheet has been issued accordingly. Presence percentage of a components with hazardous chemical may lead to a product to be identified as a hazardous when the percentage of its presence is higher than normal. The MSDS has be revised or re-issued whenever the product is changed in some way. Everybody who handles hazardous substance is supposed to have access to MSDS. For drivers those documents may be placed in the vehicles immediate document drawer.

PERSONAL PROTECTIVE EQUIPMENT(PPE)

Chemical can be dangerous. It is important that protective clothing and equipment be used when handling them. The use of PPE (gloves, goggle, safety boots, hard helmet, body harness and overalls) is said to have reduce the risk to human health through exposure to chemical during transportation.

SPILL CONTROL

In most chemical spill incident cases, management procedure should include the following measures

- Dilute- the spilled substance may be diluted with large quantities of water; however, to avoid environment effect the diluted solution must be contained and be recovered

- Contain- in actual fact any spillage must be stopped from entering water spring and the substance has to be recovered to prevent environnmental damage.

EMERGENCY SPILL MANAGEMENT PROCEDURE-SPILL KIT

Spill Risk Assessment

At the time the driver realize that a chemical spill has occurred and throughout the response time, the diver is supposed to determine risks that may affect human life, the environment and property.

The underlying principle is that always put Safety First

The driver should make sure that he identifies the spill materials or chemical and also establish how much was spilled.

Productive equipment selection

The driver should make sure that he uses the appropriate PPE to safety respond to the spill. There is need for the driver to understand the MSDS for the best recommendations in PPE use as regards the product he carries. If he is uncertain of the danger, he should assume the worst and use the highest level of protection.

Spill confinement

Usually at Hazard incident such as a spill there is no waste and thus speed counts a lot. The driver must make sure that he limits the spill area by blocking, diverting or confining the spill by use of absorbents such as socks, mats and booms as found in his spill kit. He has to stop the flow of the liquid before it has a chance to contaminate a water source. A75 liter capacity spill kit is useful for a standard bulk fuel road tanker if the spill is not a catastrophe.

Stop the spill Source

After he has confined the spill, now the driver should proceed to stop the source of the spill. He may plug a leak from a damage compartment or container, use repair putty, available patches and cone plugs. And if possible transfer spilling liquids from a damage vehicle container to another safe container.

Incident Evaluation and Clean-up

After he has contained the spill and stop the leak, the driver should re-examine the situation and develop the plan of action for implementing spill clean-up. Depending on the volume of spill, spill kit pillows and mats can be used to absorb the left over spill. The driver can spread them throughout the spill area. Spill saturated absorbent may be regarded as hazardous waste and hence the driver should dispose them properly.

Decontamination

Now the driver can decontaminate the spill site, assisting hands, and equipment by removing or neutralizing the hazardous material that accumulated during the spill. If possible the driver can remove or dispose the contaminated media such as surface soil surroundings.

Report.

The spill incident should come in to the company incident reporting system.

HOT WORK
PROCEDURE

FUNCTION
For vehicles Repairs and Maintenance operations involve Hot work.

PROCEDURE
Taking in to account the nature of the operations in the workshop, each Hot work operation will have to follow procedure which insures that employee or visitors to the operation are protected from the potential hot work related injuries and that facilities, property and vehicles are protected.

This procedure was developed to ensure that Hot work will be managed proper actions are taken to prevent loss due to fire caused by Hot work (cutting, soldering and welding or any other activity that involve an open flame) All affected employee and Contractors will receive instruction as to the expectation of them to insure compliance with this procedure.

SCOPE
The requirement set out in this procedure and Hot work permit apply to any work done on the work shop and away from the work shop using a welder, torch or any other like equipment and is to be strictly adhered to by all parties. The use of Hot Work Permit when that hot work takes places away from the designated hot work area is mandatory. It is required that all employees and Visitors to our workshop familiarize themselves with our procedures and policies as well as adhere to those procedures.

RESPONSIBILITIES

Management

- To ensure that all employees involved in the Hot work procedure are trained (including permit Authorizing Individual, Hot work Operator and Fire watch)
- Conduct periodic audit to ensure compliance with this procedure.
- HSEQ committee is to communicate any changes to this procedure with respect to regulation and interpretation.
- Ensure that the procedure is reviewed annually and is current with all applicable regulations.

HOT WORK
PROCEDURE

PERMIT AUTHORIZING INDIVIDUAL (PAI)

- Asset the work area and sign the Hot Work Permit PRIOR to work commencing.
- Post one part of the permit at workshop file and place a copy of permit at the site or workshop designated area. (i.e. HSEQ notice board).
- Have a designated Fire watch during Hot work. This could be anyone who has been trained as fire watch.
- After completion of Hot work ensure continuous monitoring for minimum of 30minitus or longer as determined by the PAI. As well as continue by the PAI. This function may be performed by designated Fire watch, security Guard, Machine Operator or maintenance person.

Person Performing Hot work
The person doing the Hot work must verify that a hot work permit is in place before starting Hot Work. The permit is issued to each hot work operator and is valid for no longer than 24hours. It may become invalid if conditions change (i.e. adverse environmental condition). The person doing the Hot work is responsible for complying with all rules and regulations concerning safe work practices and all requirements stated on the permit.

The Fire Watch

- Assisting Hot Work operator in preparation and cleanup of Hot work area
- Wet down surrounding areas including lower floors and beams if applicable.
- Assess 35 radius for potential fire hazards
- Be alert to any changes and identify changes or concerns to Hot work operator.

The Security Guards or Monitor
At the end of the monitoring period, the completed forms are picked up and delivered to the designated file, They supervisor who hires and allow the contractor will ensure that his training has taken place prior to starting Hot work and audits the process.

MOHAMOOD MOHAMED DAULE
TRANSPORT

HOT PERMIT
SERVICE FORM

Welder/Mechanic				Date	
Work location		Type of work		WELDING/BURNING/BRAZING/SOLDERING, GRINDING/TORCH CUTTING.	
Start time		Finish time			

CHECK LIST FOR HOT WORK	YES	NO
Person Doing Hot work has been trained in safe operation of equipment and how to work safely.		
Appropriate PPE (eye protection, helmet, protective clothing, respirator, gloves, etc.) available		
Where Work permit, welding booth scenes will be used.		
Fire extinguisher placed for immediate use		
Floor swept clean of combustible material for a Radius of 35 feet		
Combustible materials moved at least 35 feet away from Hot work location.		
Wall and floor openings(windows) within 35 feet of work location have been covered.		
Equipment is not to be used near flammable vapors or liquid, or containers that have contained flammable vapors or liquids.		
Fire hazard that cannot be moved protected by appropriate guards		
Dust and conveyors systems such as duct work that may carry sparks cleaned, protected and shut down where necessary.		
Equipment to be used is in good condition		
If welding a container, container has been thoroughly cleaned and ventilated. Any pipe line to the container disconnected.		
Other workers on site advised of hot work.		
Warning sign (s) posted to warn other workers		
If working in confined space, confined space permit has been issued		
Inspect work area after work is done to ensure it is safe		
Maintain a Fire watch during operation and for 30 minutes after work has been completed.		

Authorized Signature **Date**

EMERGENCY RESPONSE **PROCEDURES**

ITRODUCTION

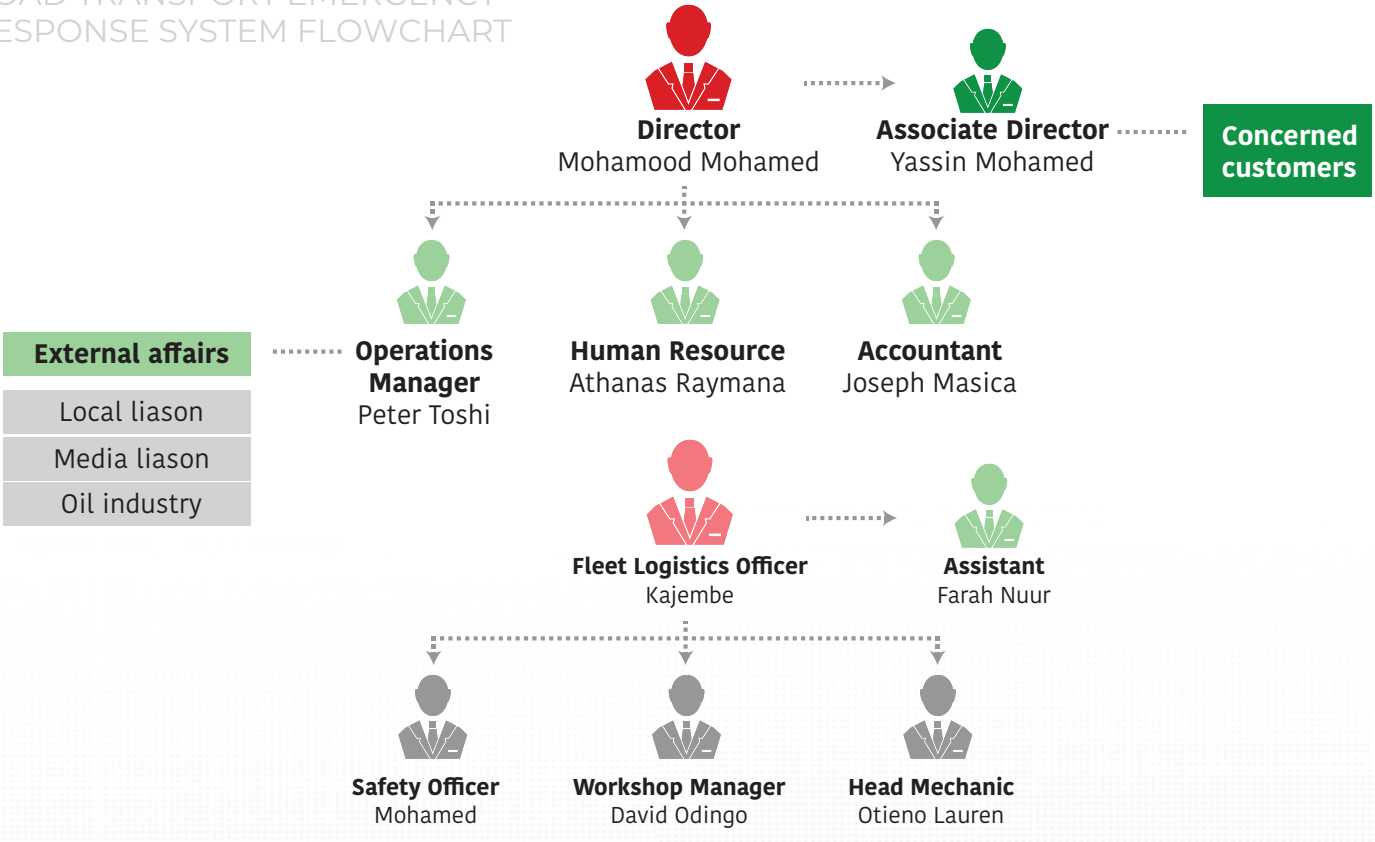
This manual outlines the detailed procedure in handling possible emergencies with a view to reducing likelihood of occurrence or mitigating consequences and thereby reducing loss of live & property and damage to the environment & company reputation.

SCOPE

The manual covers probable contingencies resulting from off-site type of emergencies, principally transportation of bulk fuels (white & black oils) and lubricants and internal procedures as well as mutual aid and external arrangements have been included in this manual.

Persons involved in the response exercise are both internal and external parties to Mohamood Mohamed Transport. These include PF employees, road transport sub – contractor staff and local authorities. Every employee, contractor or third party likely to be involved in the response and control must be fully conversant with the procedures detailed in the manual. The road transport sub-contactors used by PFTL shall be expected to have their own emergency response procedures and plans that are in harmony with this document.

ROAD TRANSPORT EMERGENCY RESPONSE SYSTEM FLOWCHART



EMERGENCY RESPONSE **PROCEDURES**

ORGANIZATION AND COMMUNICATION

Communication
Initial communication shall be by telephone-landline or mobile. An up-to-date emergency contact car shall be held at all times.

The receptionist at MOHAMOOD MOHAMED TRANSPORT head office who first receives an emergency call shall fill in a serious vehicle accident form soon-after communicating the information to base controller.

The base controllers will maintain contact with the public affairs focal point and provide information relevant for him or her to pass onto media.

Emergency Control Center (The base)
If an incident of serious nature occurs (such as a roll-over, fire incident on vehicle, personal injury, loss of life or property) and this poses an immediate of continued threat, an emergency will have ensured.

General manager shall determine where the emergency control center (base) shall be located considering the place of incident.

Emergency control center shall have washroom facilities, communication facilities, emergency equipment and stock of protective clothing.

EMERGENCY SCENARIOS & RESPONSE PROCEDURES

TRUCK BREAKDOWN

In the event of a truck breaking down the driver shall proceed as follow:

- If possible, move the truck to the most convenient place that leaves other traffic un-obstructed.
- Erect reflective triangles a safe distance in front and behind the truck
- Switch on hazard light indicators and seek assistance from other motorists, passer-by or police in diverting traffic, while attending to the breakdown, minor in nature i.e flat tyre, or contacting the transporter emergency contacts if major.
- Do not leave the truck un-attended unless the truck and product safety cum security are assured. Driver should evaluate security risk and seek advice from the transporter.

TRUCK ACCIDENT-NO SPILL

First priority is to save life and prevent injury. The driver himself should at all times wear protective clothing.

If driver is unhurt, he should assume initial control at the scene-vehicle, traffic, and premises. In the event of a truck accident occurring with no spillage of product, the truck driver shall proceed as follows:

1. Place the vehicle in a safe position
2. Turn off the engine
3. Turn the battery emergency switch (master switch) off
4. Erect reflective triangles at a safe distance in front and behind the truck
5. Switch on hazard lights indicators. If still in working condition
6. Seek assistance from other motorists, passers by or police in diverting traffic, or contacting the emergency contacts.
7. Stop all unsafe electrical equipment
8. Ensure that nobody is smoking
9. Keep public away from possible danger
10. Check for spills or leaks
11. Notify Mohamood Mohamed Transport Tanzania office soon as possible
12. Provide assistance to injured personnel, if any
13. Remain in attendance while awaiting police arrival and action. However, do not admit liability. Do not issue any statement to the press.
14. Notify any witness immediately-their name(s) and addresses and their readiness to testify
15. Gather information about other party involved in the accident:
    - Make and model of vehicle
    - Registration number
    - Time and date of accident
    - Other driver's full name and address
    - License type, number and address
    - Insurance cover, insurance company name, type of coverage, certification, policy number and expire date
    - Name and number of police officer handling the matter
    - Extend of damage caused. List all damaged parts
    - Location of accident
    - Take photographs if possible
    - Site map to indicate clearly the position of the vehicle before and after the incident.

EMERGENCY RESPONSE **PROCEDURES**

TRUCK ACCIDENT – SPILL

In the event of product spillage, the driver shall generally follow the instructions as per the TREM card:

In additional to the points under item B the truck driver shall also proceed as under listed:

1. Keep the public/motorist at safe distance, prevent smoking and stay remote to any sources of ignition

2. Put in place containment to collect the spilling product and especially stop it from going in to valleys and water drains. If spill enters drain or waterways notify the relevant authorities.

3. Attempt to stop any further product spill if possible by closing or tightening valves and end caps.

4. Priority to be given to evacuating the leaking tankers once help arrives. Care should be taken at all times to ensure that no source of ignition, (smoking, naked light, use of mobile, etc.), at the accident site.

5. Standard by upwind of the spill with fire extinguishers

TRUCK ACCIDENT WITH FIRE

Fire on the road

In additional to the points under item B the truck driver shall also proceed as under list

1. If safe to do so, attempt to tackle the fire with the fire extinguishers
2. Advise emergency services of product on board and of hazards

Fire at delivery site

1. Stop delivery process immediately
2. If safe to do so, Attempts to tackle the fire with fire extinguishers
3. If safe to do so, disconnect and stow hose
4. If safe to do so, consider moving vehicles to s safe place

EMERGENCY RESPONSE
PROCEDURES

TRUCK DRIVER INJURY

In case the driver is injured and cannot proceed as under items B-E, he shall inform the transport and relevant authorities if possible, then seek medical assistance first.

OTHER THREATS

Robbery/ carjacks
In case of armed hijacking of an entire truck loaded with product the driver shall comply with demands of the hijacker to decrease likehood of being harmed. He should take the following action.

- Stay calm, be polite
  1. Do not resist and what the criminal wants
  2. Inform the police after the incident
  3. Inform the transporter
  4. Inform the Transport and Logistic Manager

If there is cause to believe that hijacking of any vehicle is an imminent possibility, track should be scheduled for non-stop hauls re-routed to avoid high risk areas. Schedule should be adjusted so that truck does not pass through high risk areas. In extreme cases trucks might be assigned to travel in pairs or in lager convoys.

Bomb Threat

- Stop work immediately
- Do not move the vehicles unless instructed to do so by the authorities
- If requested assist in the search of your vehicle
- Report anything suspicious immediately.

Civil Disturbance and Natural Disaster

- Avoid any area where civil disturbance may occur
- If you in an area of civil disturbance and cannot get out
- Secure the vehicle and the cargo
- Report to the authorities the hazards of the cargo
- Inform the management

Product Crossover

- Stop unloading
- Immediately inform customers, Yard schedule and transporter
- Wait for further instruction.

EMERGENCE AT MMT YARD

On accurate of any emergency, the person [employee/contractor] at the scene shall sound the nearest emergency alarm and inform the nearest supervisor

During an emergence only people who have been trained on the implication shall remain behind to tackle it. All others shall be evacuated immediately a signal is received and they shall assemble of the designated assembly point.

Vehicle shall not be evacuated, unless such action is intended to reduce the effect of the neighborhood in this situation the overall co-coordinator shall appoint traffic controlled is to direct traffic

Vehicle shall be evacuated if it's safe to do so.

TRUCK ACCIDENT COMMUNICATION

First response/immediate Action plan in the event of a serious vehicle Accident:

1. Obtain as much details as listed on the serious vehicle Accident form
2. Advise the caller your mobile phone number and take down his or her name and phone numbers
3. Advise the distribution Manager, Yard manager, Transport and Logistic Manager and the distribution HSSE Implementer
4. Advise the emergence services as appropriate.

Follow – Up Action in the event of serious vehicle Accident (Incident Controllers)

1. Arrange for the emergence Team to attend to the site. (Refers to the emergence flow chart for names).
2. Confirm if the emergence services are on the site and if not, call and ask them to proceed there.
3. Ensure that the site is cordoned off and isolated from the public and non-essential personnel to contain the emergency.
4. Divert traffic in collaboration with the authorities and install temporary signaling warning of the medical attention.

5. If there are victims involved in the incident, arrange for them to retrieved and get appropriate medical attention
6. If a product spillage has occurred or product recovery is necessary, organize for this to be executed to minimize environmental impact.
7. Minimize any further property damage or asset loss on site.
8. If staff injured or loss of life has occurred, send information for notification of immediate family.
9. If the situation escalates in to crisis, the Base Controller will notify the country chairman who will then activate the appropriate crisis Response plan
10. Advise the base controllers of the site conditions and keep the country co-ordination Team informed of the events.
11. Organize for cleanup of the site after the main events are over.
12. Keep local authority's personnel advised as appropriate.
13. Advise customers regarding deliveries. (Through the Base controllers).

FIRE IN THE YARD

It is the intention of the yard to keep to a bare minimum chances of fire and as such regulation governing the handling of hot works exists through the work permit procedures and must be followed at all times.

Smoking is not permitted and no one Is allowed in to the Yard with matches or naked lights. Good Housekeeping is stressed and spills must be avoided. In the unlikely event that a fire occurs then the following will be done.

Most fire start small and as far as possible those should be tackled before they develop in to large ones. The response team members, together with the equipment available in the Yard should be the once to extinguish fire at this stage

If fire Is already too big to be extinguished with available equipment, the task of the Yard Response team in such cases will be to control the fire from spreading and protect other equipment from damage. At this point external support will be sought.

The following will take place whenever a fire is in Yard:

- Sound the fire alarms nearest to you, or Shout FIRE! And inform the coordinator or Duty Supervisor, Explain the location type and magnitude of the fire.
- If the fire is small and manageable fight it.
- If the fire is large prepare the fire extinguisher equipment while awaiting response- line up hoses, foam compound, and bring in more fire extinguishers. Start fighting the fire. The others will join you but you must take care of your own safety.

EMERGENCY RESPONSE **PROCEDURES**

The following will take place if you hear the sound of fire alarm:

- Stop any activity you may be involved in and attend to your response duties
- Switch off any electrical equipment nearest to you.
- Calmly instruct any non-Yard employees nearest to you to leave the Yard and assemble at the designated assembly point.
- Close but do not lock the doors nearest to you
- Report to the nearest emergency assembly point for further instructions from overall coordinator, Assembly Co-coordinator or Duty supervisor.
- Vehicles within the Yard will be evacuated after establishing the need to do so and under the instructions of the person in charge of the evacuation.
- The overall Co-coordinator will assess the Emergency and issue instruction as necessary including seeking assistance from outside.

EVACUATION PROCEDURE

It is expected that during an emergency only people who have been trained on the implication will remain behind and/ or will be called to tackle it. All others will be evacuated immediately a signal is received. Evacuation of the employees at the same stage may be considered of the basis of their safety. The will assemble at the designated assembly points. Those points are marked at the Yard.

Dependent on the severity and extent of the emergency, evacuation of the employees may be considered. This action will be determined by the overall coordinator.

Vehicle will not be evacuated, unless such action is intended to reduce the effect on neighborhood. In this situation the overall coordinator will appoint traffic controllers to direct traffic.

Person evacuated will be assigned at the assembly points and a roll call done. This will be checked against the gate register and Yard establishment to confirm that all persons are safe.