

ENVIRONMENTAL WORK INSTRUCTION

Company	PT GLOBAL RISING TECHNOLOGIES PERKASA		Doc	EWI 04		Page	1 of 3		Approval
Title	Emergency Response – Fire, Chemical & Severe Injuries		Issue	A	Rev	00	Date	3/4/2007	

1.0 Purpose

To outline the actions to be taken and the procedure to be observed in the event of an outbreak of fire, chemical/oil accident or severe industrial accident injuries, in and around the company's premises.

2.0 Exhibit

Exhibit 1 – Emergency Response Team

3.0 Working Instruction

The Emergency Response Team (exhibit 1) shall co-ordinate activities relating to emergencies relating to fire, chemical/oil and severe injuries.

3.1 Fire

In order to ensure an immediate response to keep the fire under control and where necessary to evacuate all people rapidly from the buildings in a safe and orderly manner, the following responses shall be taken:-

a) Response to outbreak of fire

When anyone discovers an outbreak of fire, he shall immediately

- i) Raise an alarm; break the glass panel of the nearest fire call point to raise the fire alarm if he believes that the fire is likely to get out of control
- ii) Fight the fire with the available fire fighting equipment if he is able to do so
- iii) Leave the building if the fire is getting out of control

b) Response to fire alarm

- i) On hearing the fire alarm for evacuation, employees shall immediately EVACUATE from the building and proceed to the designated assembly point (car park / open space outside the factory).
- ii) The Emergency Response Team shall co-ordinate the evacuation of the staff.

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- iii) Where evacuation is necessary, they shall immediately;
 - a) Switch off the power supplies of machines and equipment
 - b) Leave the building together with any vendors / visitors and proceed to the designated assembly point
- iii) While moving out of the building during evacuation, they shall observe the followings;
 - Do not run, but walk quickly
 - Use fire exit points, where applicable
 - Do not make unnecessary noise
 - Do not stop on the way to visit the rest rooms or toilets
 - Do not stop on the way to get materials out from locker / personal items storage areas
 - Do not return to the work areas for valuables

In the event of fire, The SCDF / Fire Service Department shall be notified. Ensure evacuation announcement has been made. Report the condition of the fire and any missing person to the fire officer upon their arrival. Also, give a brief description on the actions taken.

Staff shall be familiar with the fire emergency plan and means of escape in the premises.

3.2 Chemical / Oil

Personnel who spot the chemical/oil spillage incident should immediately report to the supervisor / ERT members.

The supervisor / ERT members shall immediately response to the chemical spillage ;

- Equip with personal protective equipment before handling of chemical/oil
- Stop the source of the spillage
- Mitigate the spillage chemical by using absorbent cloth / sand bag. If the spill flow into the perimeter drain, sand bags shall be placed before the outlet of the drain to contain the chemical
- Store the contaminated absorbent cloth into the specified container for toxic chemical wastes
- Report the incident to the department head.

The Environmental Management Representative shall investigate and review the incident and to initiate appropriate corrective action to prevent recurrence of such incidents.

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3.3 Severe Injuries

Nearest person shall immediately notify the supervisor / ERT members for assistance. Render first-aids if appropriate, eg, stop bleeding, stabilise the condition of the accident victim, etc....

The supervisor shall immediately response and assist the victim for medical treatment.

The victim shall immediately be sent to the hospital or call ambulance for assistance. If the severity of the injury is not too adverse, consider sending to the nearest clinic for immediate medical treatment.

The department head concerned shall compile a accident report to Administration department for necessary action.

EMERGENCY RESPONSE TEAM

Appointment	Name For Fire Fighter	Name For Chemical / Oil Spillage Emergency	Name For First-Aider	Name For Emergency Leader
Leader	Irwanto	Eliyus	Hendy Tan	Masri
Asst. Leader	Mad Nur	Ferie	Yozita	Lenni Melewis
Member	AD Chaniago	Gaby	Freejon	Susi R.
Member	Surungan	Ruslina	Kadir	Candra Acik
Member	Winner	Reki	Rudy H.	Relkina