


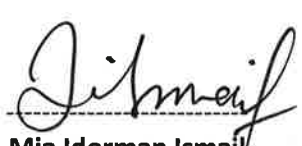



# **DIMENSION BID**

WIRELINE INTERVENTION | PERFORATION SERVICES

## **EMERGENCY PREPAREDNESS AND RESPONSE DBSB-HSE-13**

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		Rev.05	2014

### AMENDMENT RECORDS

This sheet will record all amendment of this Procedure. All particulars of the amendment shall be stated clearly. The HSE Department of Dimension Bid (M) Sdn. Bhd. (DBSB) shall be responsible for the maintenance and update of this record sheet.

CLASSIFICATION	DATE	REVISION PART	REASON/PURPOSE OF REVISION
Original Issue	25/06/2012	Establishment of procedure	Nil
Revision 1	20/05/2003	1 – Front page 2 – Amendment of sheet	
Revision 2	12/04/2007	1 – Procedure No 8.2 2 – Procedure No. 9 3 – Procedure No. 10	1. Police Station contact number (refer to Attachment 3) 2. Emergency Contact number replace with attachment 3. 3. Procedure no.9 replace with with no. 10
Revision 3	25/06/2012	1. Front page 2. Chapter 5.0 verses 5.4 & 5.5 3. Element 6.1 4. Element 7.3 & 7.4 5. Element 8.3 & 8.4	1. Replace with new DB slogan 2. Add Explosive regulation and panel code 3. To add explosive 4. Add Radiation and explosive's Readiness 5. Add radiation and explosive's response
Revision 4	08/01/2013	• Cover	• Organization restructure
Revision 5	08/01/2013	• Cover	• Organization restructure

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## 1.0 FLOW CHART

<u>RESPONSIBILITIES</u>	<u>PROCEDURE</u>	<u>DOCUMENTATION</u>
<b>FIRE</b>		
Witness	<b>Emergency Alarm ringing or activated</b>	
↓		
Safety Officer / Immediate Supervisor	<b>Announcement and Command</b> <ul style="list-style-type: none"> <li>Announcement by using the appropriate communication system</li> </ul>	
↓		
Safety Officer / All personnel	<b>Evacuate and Assemble at designated assembly point</b>	Evacuation route
↓		
Safety Officer / All personnel	<b>Head Count</b> <ul style="list-style-type: none"> <li>Make sure all personnel evacuate from building</li> </ul>	

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## **2.0 PURPOSE**

This procedure is a guideline for recognizing, preparation or readiness and responding to any emergency situation

## **3.0 SCOPE**

This procedure covers emergency situation at DBSB office and warehouse.

## **4.0 DEFINITION / ABBREVIATIONS**

4.1 Accident – An unplanned event which has or could have caused injury or illness to People, damage to assets and environmental impact.

4.2 AELB – Atomic Energy Licensing Board

4.3 MINT – Malaysian Institute for Nuclear Technology

4.4 RPO – Radiation Protection Officer

## **5.0 REFERENCES**

5.1 Occupational Safety and Health Act 514 and regulation

5.2 Factories and Machineries Act 1967

5.3 International Labour Organization Guideline

5.4 Malaysian Explosive Act 1957

5.5 The penal Code Act 574 (2012 Amendment)

## **6.0 RECOGNIZE**

### **6.1 HAZARD AND POTENTIAL OF EMERGENCY**

Hazard and potential of emergency situation that may occur at the workplace

- a) Fire
- b) Criminal
- c) Radioactive contamination
- d) Explosion

## **7.0 READINESS**

### **7.1 FIRE**

- a. Brief DB personnel on how to activate the fire alarm system in case of fire incident.
- b. Establish an attendance checklist procedure
- c. Ensure evacuation route are always accessible and not blocked by any equipment.
- d. Make sure emergency exits are properly marked and mark known to all personnel and visitors.
- e. Emergency contact numbers must be made available and display at the prominent area.
- f. Ensure that portable fire extinguisher and hose reel are in proper working condition.

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## **7.2 CRIMINAL**

- a. Ensure that no unauthorized person entering DBSB premises.
- b. Install automatic card access or biometric system (E-Jari) at main office, laboratory and CHS Office.
- c. Ensure that all entrance and doors are locked by the last person who leaves the DBSB premises.
- d. All visitors must be accompanied by DBSB employees when they are at DBSB premises.

## **7.3 RADIATION**

- a. Carry out leak test as per MINT requirement
- b. Ensure the radiation level outside storage area is within permissible range.

## **7.4 EXPLOSIVE**

- a. Carry out fail safe system so the explosive device is secured.

## **8.0 RESPONSE**

### **8.1 FIRE**

- a. Break off the glass to activate the fire alarm.
- b. Alert everyone in the building and call the fire department
- c. Switch off the electric power supply.
- d. Evacuate from the building and assemble at the designated assembly point. Head count shall be carried out.
- e. Wait until further announcement from the building's fire department

### **8.2 CRIMINAL**

- a. Immediately contact the nearest police station and General Manager

### **8.3 RADIATION**

- a. Call Radiation Protection Officer (RPO) for further information
- b. Barricade the area to protect people from entering the contaminate area.
- c. RPO shall call AELB and MINT for advice.

### **8.4 EXPLOSIVE**

- a. **If a fire breaks out in or near the loading shop or magazine**
  - i. Evacuate immediately. No attempt should be made to put out a fire in the loading shop. All fire-fighting work should concentrate on containing the fire within a limited area.

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- ii. Keep the public and any nonessential Dimension Bid personnel 1/3 mi [0.54 km] away from the area. Move all personnel one mile away if explosions occur.
- iii. A list of all immediate neighbors should be kept up-to-date with other emergency telephone numbers. Notify all neighbors to start evacuation procedures.
- iv. Move all injured persons to a place away from imminent danger. Administer first aid as required.
- v. When contacting the local fire department, inform them that explosives are kept in the facility.
- vi. Notify your HSE Manager.

**b. If a vehicle carrying explosives is involved in an accident**

- i. Route all traffic around the vehicle and keep the public at least 1000 ft [305 m] away from the area. If a fire is involved, the area must be evacuated for 1/3 mi [1750 ft].
- ii. Administer First Aid as needed.
- iii. Notify local emergency response agencies of the accident and the explosives contained within the vehicle.
- iv. Handle all emergencies that require immediate action. Make sure the area is secure. Then contact the Location Manager/Project Manager, who in turn will contact the Line Manager and the HSE Manager.

**c. If an explosive unintentionally detonates on the surface**

- i. Administer First Aid to injured personnel.
- ii. Call for medical attention when needed. Explain type and extent of injuries. Arrange transport for injured.
- iii. After attending to all injuries, notifying physician or medical facility, and arranging transport for victims, contacts the Line Manager/Project Manager, who will then call the HSE Manager.

**ATTACHMENT**

Attachment 1: Emergency Escape Route for General Office Bukit Kuang  
Attachment 2: Emergency Escape Route for KSB Warehouse  
Attachment 3: Emergency Escape Router for Labuan Warehouse  
Attachment 3: Emergency Contact Number