



## **Part A2 Environmental Permit**

### **Environmental Management System & BAT 30 Specific Items**

### Purpose:

Treated timber does not and must not leave the process building until completely drip free (known as drip dry).

### Drip dry means:

**Free from drips and surface droplets of preservative solution.**

### Actions:

The pack transport system with integrated drying lanes is designed that a pack is only released when drip dry. If a pack is collected from the transport system and appears to be dripping, the following test should be performed:

Lift and suspended the pack of treated timber inside the post treatment drying area for a minimum of 5 minutes to allow it to settle. This process will release any fluid which is still held within the body of the pack. If no drips of treatment chemical form on or fall from the pack during this time, then the packs are clear to be defined as dry and can removed from the treatment building for storage in the storage area or shipped to the customer.



**Pack is drip dry and can be removed from the post treatment drying area**

Packs not deemed dry must not be removed from the drying are. If packs are taking time to achieve 'drip dry' status, packs for treatment should be stacked with spacers to maximise free draining of treatment solution to minimise capillary retention between surfaces to allow improved air flow and improved drying time.

### **Review period:**

There is no statutory review period for training; however the following could trigger the need for review:

- Change of preservative solution.
- Change or modification of treatment plant.
- Revised guidance.
- Incident or accident.

### **Associated documents:**

None.

### **Purpose:**

This plan specifically refers to incidents and accidents (leaks/spills) involving preservative solution. The emphasis being on the protection of the environment rather than workplace health and safety.

#### For the avoidance of doubt:

Any release of timber treatment chemical to soil, groundwater or the water environment shall be considered to be a reportable incident and in addition any such release shall be considered to threaten to cause a significant adverse impact on the environment.

Internal leaks and spills not affecting the external environment are not considered reportable, however they must be recorded on the plant weekly record sheet as a matter of good housekeeping.

Any incident / accident / near-miss affecting health and safety of employees or visitors must be reported.

### **Actions:**

#### Minor internal leaks and spills:

A minor leak or spill could include:

- Localised leak or spill on the building floor, not caused by normal timber treatment operations.
- Significant leak or spill caused by normal timber treatment operations, but unlikely to affect the environment or local community

Stop the leak and clear the spill. Spillage equipment is maintained in the vicinity of the IBC storage bunded pallet. This includes a 'clean' bin for absorbent granules and another 'dirty' bin for absorbent materials and PPE that has come into contact with preservative solution.

- See Koppers 'Safety on Site' poster for PPE recommendations.

All waste materials in contact with preservative solution must be disposed of as controlled waste.

- Use the Incident Record Sheet to make a note of the incident, why it happened, the scale of the incident, actions taken to resolve the matter and actions taken to prevent the matter from occurring again.

If it is not possible to stop the leak or clear the spill, it might be necessary to elevate the incident to 'significant', and to notify the Regulator.

## Incident Management (leaks and Spills)

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### Significant internal incident and all external leaks and spills:

A significant internal incident, leak or spill could include:

- Vessel failure.
- Breached of internal containment bund and covered the entire internal floor area.
- Breached of the building containment bund.

If any incident, leak or spill poses an immediate danger to human health, or threatens to cause an immediate significant adverse effect on the environment, the operation of the timber treatment activity will be suspended until such time as it can be operated safely and in compliance with the conditions of the permit.

### Notifying the Regulator:

In the event of a leak or spill affecting or likely to affect the environment or local community, the Regulator shall be notified **without delay** by telephone on **0345 678 9000**.

This notification shall include as much of the following information as possible, which in any event must be confirmed in writing to the Regulator by the next working day after identification of the incident:

- a) the time and duration of the incident,
- b) the receiving environmental medium or media where there has been any emission as a result of the incident,
- c) an initial estimate of the quantity and composition of any emission,
- d) the measures taken to prevent or minimise any emission or further emission, and
- e) a preliminary assessment of the cause of the incident.

**All necessary measures must be taken immediately to ensure that environmental consequences are limited as far as possible as a result of the incident; and actions are taken to prevent further possible incidents.**

- Follow the instructions on the Koppers emergency action posters.
- Contact CSG on 0800 011 6600 for expert assistance and advise them that we are a Koppers product user. CSG have out of hours access to Koppers technical staff for additional advice.

Within 14-days after the incident a written report of the investigation must be sent to **Shropshire Council**. The report shall detail, as a minimum:

- a) the circumstances of the incident,
- b) an assessment of any harm to the environment, and
- c) The steps taken by the Operator to bring the incident to an end.
- d) Proposals for remediation (where necessary) and for preventing a repetition of the incident.

### **Review period:**

This document shall be subject to review every 4 years, the first review falling due by **Review Date**. The following could trigger the need for review:

- Change of preservative solution
- Change or modification of treatment plant
- Updated or varied permit
- Incident or accident

### **Associated documents:**

Koppers 'Safety on Site' poster.

Koppers 'Emergency Action' poster.

Koppers 'Preservative Spillage – Emergency Procedure' Poster.

Incident Record Sheet

Incident / Accident Reporting form



Performance Chemicals

# SAFETY ON SITE

## INTRODUCTION

**Wood Preservatives are hazardous substances. That means they have the potential to cause harm. The risk from such a substance is defined as the likelihood that it will harm you in the actual circumstance of use. If the correct precautions are followed, the risk from using wood preservatives can be minimised. The degree of risk is under your control.**

**The Control of Substances Hazardous to Health Regulations state that, where no practicable engineering or operational means can be developed to prevent exposure, personal protective equipment must be worn. The requirements for such equipment are shown on this poster.**

## BODY

### OVERALLS

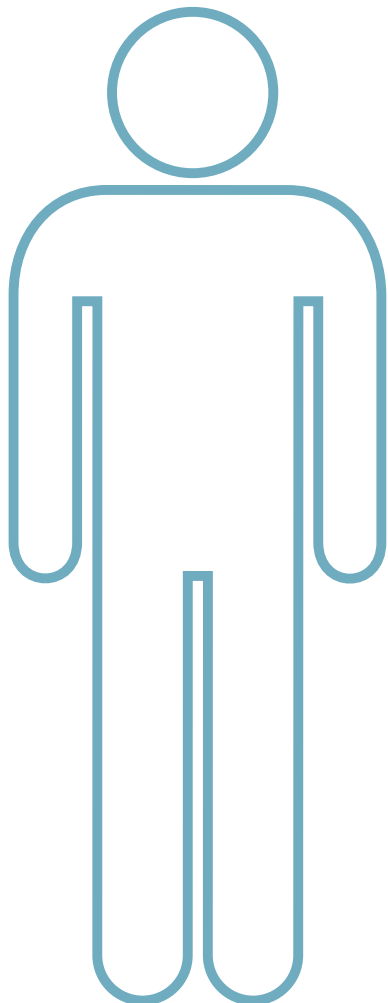
These should be worn at all times around the treatment plant in order to protect clothing from dirt and accidental contamination. Launder regularly. Propylene or terylene material is recommended for longer life.

### APRON

An impervious apron should be worn whenever there is a risk of liquid preservative contaminating overalls — for example when unloading freshly treated timber and opening and closing the treatment vessel door.

### COVERALL

In situations where there is a high risk of splashing or of contaminating overalls, and where an apron would be insufficient protection, a liquid impermeable coverall should be worn. This should be a single garment (or combination giving equivalent protection) with neck and wrist fastenings and hood to protect the neck and sides of the head. This should be worn, for example, if entering the treatment vessel or if carrying out maintenance work on pipes or valves.



## HANDS

Strong, PVC coated gauntlet gloves (at least 300mm long) must be worn whenever your skin is likely to come into contact with preservative, for example when handling or unloading freshly treated timber. They must not be worn when doing paperwork or outside the treatment area. Wash after use.

A suitable barrier cream may be worn as further protection.



## FEET

Feet must be protected by liquid impermeable boots with chemical resistant soles and surfaces. They must be worn at all times around the treatment area, but, to avoid contamination of offices and rest areas, they must be removed before leaving it (keep a 'clean' pair of shoes nearby ready to change into).

Steel toe caps are recommended.



## PRESERVATIVE WILL ENTER YOUR YARD IN IBCs OR BULK TANKER AND SHOULD ONLY LEAVE IT IN TREATED TIMBER

**Remove contaminated clothing and boots.  
Don't take your work home with you.**

## EYES

### GOGGLES

Goggles should be worn to protect the eyes where there is a risk of splashing, particularly when working on pipework or valves, unloading freshly treated timber or opening/closing the vessel door. A face mask may be necessary for entry into tanks (see below).

In the event of an accident, the eyes must be treated immediately by washing with copious amounts of water. Medical advice should then be sought. Clearly marked eye wash bottles should be available.



## NOSE & MOUTH

### RESPIRATOR

During normal operation of the process, respiratory protection should not be required. Disposable fume masks may be worn to remove any nuisance odour.

Sometimes the preservative may be present in the air as a vapour, particularly when opening the door after a charge. At these times exposure should not exceed control limits. However, it is recommended that either a Half Face Mask or a disposable Fume Mask be worn to further reduce exposure.



### ENTRY INTO A CONFINED SPACE

No-one must enter a vessel at any time without management permission. Entry into confined spaces must be in accordance with company procedures.

Entry procedures and a suggested permit to work can be found in the Operations Manual.

If in any doubt, an external air supply should be provided.

## HYGIENE

### BEFORE WORK

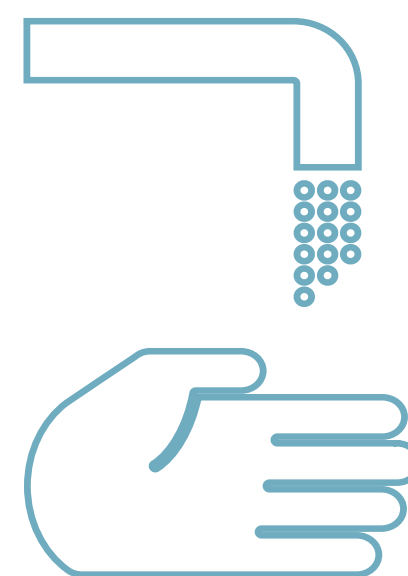
1. Put on overalls and boots.
2. Apply barrier cream as required.

### DURING WORK

1. Do not eat, drink or smoke in the treatment area.
2. Avoid putting hands, pens and pencils into your mouth during work.
3. Wash hands or exposed skin before meals, before using the toilet and after work.
4. Avoid splashing preservative onto your clothes.

### AFTER WORK

1. Take off overalls and boots. Do not go home wearing work boots.
2. Change work clothes when you get home.
3. Launder overalls regularly.



### Koppers Performance Chemicals Protim Solignum Limited

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Performance Chemicals

# EMERGENCY ACTION

## Water Based Wood Preservatives

### GENERAL PROCEDURES

- **No smoking.**
- **Keep non-essential persons away.**
- **Wear Protective Equipment when dealing with spilt preservative.**
- **Summon Emergency Services if necessary and contact Koppers Performance Chemicals immediately.**

### FIRE

- Only trained personnel should attempt to deal with a fire and only if there is no risk to themselves or others.
- The product is non-flammable, but toxic fumes may be given off in a fire.
- Stay upwind of fire involving preservative or treated timber.
- Call the fire services.
- If fire fighting water becomes contaminated with the product, the water must be contained for recovery and safe disposal.

### FIRST AID

#### IF SWALLOWED

Do not induce vomiting, rinse mouth with water. Obtain medical help immediately.

#### IF SPLASHED IN EYES

Immediately flush eyes thoroughly with plenty of water and seek medical help.

### SPILLAGE

- Shut off leaks if this can be done without personal risk, wear suitable protective equipment.
- Preservative solution is harmful to animal and plant life. It is also toxic to fish and other aquatic life forms.
- Contain the spillage, particularly avoiding contamination of drains and waterways. If possible, pump any immediately removable liquid into suitable containers.
- Extreme care should be taken when dealing with undiluted concentrate. Use sand, earth or industrial absorbent. (Use sparingly to avoid creating excessive quantities of contaminated waste).
- It may be possible to use the bund containment zone as a temporary holding area.
- Immediately inform management, and the Environment Agency, the Scottish Environmental Protection Agency (SEPA) or the Northern Ireland Environment Agency (NIEA) if drains or waterways are contaminated.
- All waste produced must be disposed of through an authorised waste contractor.

#### IF SPLASHED ON SKIN

Remove soaked clothing immediately and wash skin thoroughly and seek medical help.

#### IF INHALED

Move patient into fresh air immediately. If breathing difficulties are apparent obtain medical help immediately.

Details of active ingredients are given on the product labels.

For further information contact  
Koppers Performance Chemicals

#### Koppers Performance Chemicals Protim Solignum Limited

Fieldhouse Lane  
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**Visit:** [www.kopperspc.eu](http://www.kopperspc.eu)  
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## **PRESERVATIVE SPILLAGE**

### **EMERGENCYPROCEDURE**

#### **1. STOP THE LEAK - CONTAIN THE SPILLAGE**

Follow the instructions on the emergency action posters, situated in and around the treatment plant, and in your Operations Manual.

#### **2. DURING OFFICE HOURS**

**8.30am to 5.00pm Monday to Thursday, 8.30am to 4.30pm Friday** Phone Koppers on **01628 486644** and ask for the Engineering Manager. Tell reception there has been a spillage and priority will be given to your call.

If you need emergency assistance with spill clean-up and waste disposal during this period, Koppers will arrange for Prestige to contact you.

If this spill can be dealt with as routine waste disposal you may contact Prestige direct on 01543 466330. Inform them you are a Koppers product user.

#### **3. OUT OF OFFICE HOURS**

**For urgent on-site assistance with spill clean-up and waste disposal.**

Phone **0800 011 6600** This is the national number for ESG. Inform them that you are a Koppers product user.

**To help speed up the initial response, have information on your product available. (Refer to the product label on the storage vessels or the Safety Data Sheet.)**

**When appropriate, Prestige have access to Koppers technical staff out of office hours.**

**Please note, be prepared to offer an official order for any call out by CSG. Koppers will not pay for this work.**

#### **4. WASTE DISPOSAL**

For routine disposal of waste during office hours contact:

**CSG Waste 0800 011 6600**

# Incident Record



Permit No: \_\_\_\_\_

| Date and time of incident | Description of the incident<br>(Include details of what happened, how it happened, approximate quantities released and the fate of any releases. Take photographs to help describe the incident. Use a separate referenced continuation sheet if necessary). | Action taken<br>(Include details of all actions taken any incident reference number and the name(s) of any Council or EA Officers in attendance if applicable. Use a separate referenced continuation sheet if necessary). | Name and Signature<br>(of the person making the report) |
|---------------------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|---------------------------------------------------------|
|                           |                                                                                                                                                                                                                                                              |                                                                                                                                                                                                                            |                                                         |
|                           |                                                                                                                                                                                                                                                              |                                                                                                                                                                                                                            |                                                         |
|                           |                                                                                                                                                                                                                                                              |                                                                                                                                                                                                                            |                                                         |
|                           |                                                                                                                                                                                                                                                              |                                                                                                                                                                                                                            |                                                         |
|                           |                                                                                                                                                                                                                                                              |                                                                                                                                                                                                                            |                                                         |

## Incident/Accident Reporting form

This schedule outlines the information that the operator must provide when making a report about an incident, accident, release or other emission. Units of measurement used in information supplied Under Part A and B requirements shall be appropriate to the circumstances of the emission. Where appropriate, a comparison should be made of actual emissions and authorised emission limits. If any information is considered commercially confidential, it should be separated from non-confidential information, supplied on a separate sheet and accompanied by an application for commercial confidentiality under the provisions of the EP Regulations.

### Part A

|                                                   |                                                         |
|---------------------------------------------------|---------------------------------------------------------|
| Permit Number                                     |                                                         |
| Name of Operator                                  | <b>Lowfield Timber Frames Limited</b>                   |
| Location of facility                              | <b>Marton<br/>Near Welshpool<br/>Powys<br/>SY21 8JX</b> |
| Time and date of detection of release or emission |                                                         |

**(a) Notification requirements for any malfunction breakdown or failure of equipment or techniques, accident or emission of a substance not controlled by an emission limit which has caused, is causing or may cause significant pollution.**

**To be reported within 24 hours of detection**

|                                                                  |  |
|------------------------------------------------------------------|--|
| Date & time of the event                                         |  |
| Reference or description of the location of the event            |  |
| Description of where any release into the environment took place |  |
| Substance(s) potentially released                                |  |
| Best estimate of the quantity or rate of release of substances   |  |
| Measures taken, or intended to be taken to stop any emission     |  |
| Description of the failure or accident                           |  |

**(b) Notification requirements for the breach of a limit**

**To be reported within 24 hours of detection**

|                                                              |  |
|--------------------------------------------------------------|--|
| Emission point reference / source                            |  |
| Parameter(s)                                                 |  |
| Limit(s)                                                     |  |
| Measured value and uncertainty                               |  |
| Date and time of monitoring                                  |  |
| Measures taken, or intended to be taken to stop the emission |  |

| <b>(c) Notification requirements for the detection of any significant adverse environmental effect</b> |  |
|--------------------------------------------------------------------------------------------------------|--|
| <b>To be reported within 24 hours of detection</b>                                                     |  |
| Description of where the effect on the Environment was detected                                        |  |
| Substance(s) detected                                                                                  |  |
| Concentrations of substances detected                                                                  |  |
| Date of monitoring / sampling                                                                          |  |

## Part B

| <b>To be reported within 14 days of the incident</b>                                                                                    |  |
|-----------------------------------------------------------------------------------------------------------------------------------------|--|
| Any more accurate information on the matters for notification under Part A                                                              |  |
| Measures taken, or proposed to prevent a recurrence of the incident                                                                     |  |
| Measure taken or proposed to rectify, limit or prevent any pollution of the environment which has been or may be caused by the emission |  |
| The dates of any unauthorised emissions from the facility in the preceding 12 months.                                                   |  |

|                  |  |
|------------------|--|
| <b>Name*</b>     |  |
| <b>Post</b>      |  |
| <b>Signature</b> |  |
| <b>Date</b>      |  |

\* Authorised to sign on behalf of Lowfield Timber Frames Limited

### Purpose:

Good planned preventative maintenance is essential to the safe and effective operation of the treatment plant. Regular maintenance checks are recorded and non-conformities recorded for action and analysis. This is achieved by **Daily**, **Weekly** and **Monthly** documented checks on the plant in addition to third party service and breakdown callout.

### Actions:

The documented daily checks are as follows:

1. Drain water from air receiver or compressor.
2. Drain pneumatic inline water tap(s).
3. Ensure pick up pipe(s) are clear of debris & treatment solution.
4. Check for blocked filters and clean if needed at end of charge.
5. Note any anomalies of Vac / pressure gauges during the cycle.
6. Check for noise, vibration, or over heating of pumps & motors.
7. Check coolant level in vacuum pump coolant circuit.
8. Daily inspection of pipes and bunds for damage / leaks.
9. Faults noted and reported to Operation Manager.

The documented weekly checks are as follows:

1. Oil or grease door hinges and locking bolts.
2. Check filters if charges during the week contained debris.
3. Check for air leaks on pneumatic equipment.
4. Check for leakage on joints and valves.
5. Check for damage on door seal.
6. Check & adjust pump packed glands are fitted.
7. Test clean and lubricate door safety devices.
8. Keep bund area clear of debris.
9. Check all spindles & chains etc. are lightly greased and oiled.
10. Check oil levels in vacuum & pressure pumps.
11. Check for leaks from mechanical seals on pumps.
12. Prevent accumulation of water in the bund area.
13. Check & drain pneumatic traps.
14. Check solution strength & adjust.

The documented monthly checks are as follows:

1. Check oil level in crankcase of compressor (if present).
2. Check function of all gauges.
3. Inspect non-return valve(s) springs, plates and seating.
4. Check & clean filters.
5. Inspection of concrete apron and bunds.
6. Inspection PPE and signage.
7. General housekeeping.

A separate sheet is to be completed for each treatment plant, and the following key used:

- ✓ Check undertaken and item checked is satisfactory.
- ✖ Check undertaken and item checked is **NOT** satisfactory.
- N** Check has not been undertaken, and reason documented (for example, part not in use). Use notes box to elaborate if required.

### Review period:

There is no statutory review period for maintenance; however the following could trigger the need for review:

- Change or modification of treatment plant
- Repeat breakdown or failure
- Incident or accident

### Associated documents:

PPM Record Sheet.

## Treatment Plant Inspection & Maintenance Checklist



Month / Year: \_\_\_\_\_

| Daily checks                                                     | 1 | 2 | 3 | 4 | 5 | 6 | 7 | 8 | 9 | 10 | 11 | 12 | 13 | 14 | 15 | 16 | 17 | 18 | 19 | 20 | 21 | 22 | 23 | 24 | 25 | 26 | 27 | 28 | 29 | 30 | 31 |
|------------------------------------------------------------------|---|---|---|---|---|---|---|---|---|----|----|----|----|----|----|----|----|----|----|----|----|----|----|----|----|----|----|----|----|----|----|
| Drain water from air receiver or compressor.                     |   |   |   |   |   |   |   |   |   |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |
| Drain pneumatic inline water tap(s).                             |   |   |   |   |   |   |   |   |   |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |
| Ensure pick up pipe(s) are clear of debris & treatment solution. |   |   |   |   |   |   |   |   |   |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |
| Check for blocked filters and clean if needed at end of charge.  |   |   |   |   |   |   |   |   |   |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |
| Note any anomalies of Vac / pressure gauges during the cycle.    |   |   |   |   |   |   |   |   |   |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |
| Check for noise, vibration, or over heating of pumps & motors.   |   |   |   |   |   |   |   |   |   |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |
| Check coolant level in vacuum pump coolant circuit.              |   |   |   |   |   |   |   |   |   |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |
| Daily inspection of pipes, IBCs and bunds for damage / leaks.    |   |   |   |   |   |   |   |   |   |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |
| Faults noted and reported to Operation Manager.                  |   |   |   |   |   |   |   |   |   |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |

| Weekly checks                                                   | Week 1 | Week 2 | Week 3 | Week 4 | Week 5 |
|-----------------------------------------------------------------|--------|--------|--------|--------|--------|
| Oil or grease door hinges and locking bolts.                    |        |        |        |        |        |
| Check filters if charges during the week contained debris.      |        |        |        |        |        |
| Check for air leaks on pneumatic equipment.                     |        |        |        |        |        |
| Check for leakage on joints and valves.                         |        |        |        |        |        |
| Check for damage on door seal.                                  |        |        |        |        |        |
| Check & adjust pump packed glands are fitted.                   |        |        |        |        |        |
| Test clean and lubricate door safety devices.                   |        |        |        |        |        |
| Keep bund area clear of debris.                                 |        |        |        |        |        |
| Check all spindles & chains etc. are lightly greased and oiled. |        |        |        |        |        |
| Check oil levels in vacuum & pressure pumps.                    |        |        |        |        |        |
| Check for leaks from mechanical seals on pumps.                 |        |        |        |        |        |
| Prevent accumulation of water in the bund area.                 |        |        |        |        |        |
| Check & drain pneumatic traps.                                  |        |        |        |        |        |
| Check solution strength & adjust.                               |        |        |        |        |        |

| Monthly checks                                           | Notes |
|----------------------------------------------------------|-------|
| Check oil level in crankcase of compressor (if present). |       |
| Check function of all gauges.                            |       |
| Inspect non-return valve(s) springs, plates and seating. |       |
| Check & clean filters.                                   |       |
| Inspection of concrete apron and bunds.                  |       |
| Inspection PPE and signage.                              |       |
| General housekeeping.                                    |       |

| Monthly usage                                            |  |
|----------------------------------------------------------|--|
| ME7 use                                                  |  |
| Antifoam addition                                        |  |
| Yellow dye addition                                      |  |
| Electricity meter reading (1 <sup>st</sup> of the month) |  |
| Water meter reading (1 <sup>st</sup> of the month)       |  |
| Timber throughput                                        |  |

**Notes:**

✓ Check undertaken and satisfactory

\* Check undertaken but NOT satisfactory

N Not checked (gived reason in notes)

### Purpose:

Timber treatment preservative is delivered 'ready to use' (RTU) is delivered to site by road by bulk tanker and as small 20-25 litre additives. Preservative solution is hazardous to the environment, and this procedure relates to bulk tanker deliveries.

### Actions:

The following actions are to be observed in addition to tanker delivery procedures:

1. Ullage checked to ensure room for preservative delivery.
2. Preservative solution to be ordered and supplied on a 'Just in time' basis to minimise the quantity held on site.
3. Spillage equipment checked for sufficient supplies.
4. Banksman to oversee road vehicle reversing to delivery inlet point.
5. Delivery undertaken in accordance with delivery company procedure.
6. Catch trays to be use under all connection points.
7. Complete the Pollution incident record in the event of any leak or spill.
8. Notify regulator if significant release affecting off-site receptors using incident report form.

### Review period:

There is no statutory review period for preservative delivery; however the following could trigger the need for review:

- Change of preservative solution
- Change of storage method
- Incident or accident

### Associated documents:

DHB-Chem-03-02 Discharge of Liquids by Pump

## **CHEM 3 - DISCHARGE OF LIQUIDS BY PUMP**

### **PRODUCT INFORMATION**

This procedure can be used for multiple products with potentially different hazards. Before carrying out the procedure, you should ensure that you are familiar with the product and its hazards. A check carried out to ensure the equipment (i.e. correct kemler plates/labels, hoses and fittings are suitable) and procedure are suitable for the specified product. Where you are unsure, consult the Safety Data Sheet (SDS) for the product. If still in doubt, contact your supervisor before continuing.

### **FIRST AID (Generic advice).**

*Always consult SDS for substance specific advice and seek medical advice where necessary.*

**Accidental Release** – Isolate source of leak or spill where safe to do so. Contain and absorb. Or dilute and wash to drain as directed by SDS for product.

### **GENERAL INFORMATION**

Drivers will not smoke or carry lighters, matches or any means of ignition (including e-cigs) whilst in charge of vehicles carrying flammable substances or in customer's loading or unloading areas where prohibited

Drivers must obtain confirmation from the customer that they are at the correct site and discharge point for the product and grade.

Whilst delivering, tankers will be parked such that they may be driven away forwards in case of an emergency.

The Driver or another competent person must attend throughout discharge.

Only intrinsically safe tools and torches may be used for flammable products.

Before offloading via pump, drivers must ensure that the pump is suitable for the product hazard e.g. correct materials for corrosive products.

Discharge into IBCs can only be made where facilities are suitable to discharge safely. A check must be prior to discharge that a risk assessment has been carried out and can only proceed after confirmation from your line manager

## **PPE**

Wear the correct PPE for the product to be discharged. Any extra PPE specified by the customer site or plant must also be worn. If in doubt, contact your supervisor before continuing.

Mandatory PPE for flammable discharge:

- Anti-static safety boots
- Goggles (and visor for breaking connections)
- Safety helmet
- Anti-static, flame retardant uniform (including Hi-Viz)
- Ear defenders (where required)

Mandatory PPE for corrosive discharge:

- Wellington safety boots
- Goggles (and visor for breaking of connections).
- Safety helmet
- Corrosive resistant suit.
- Corrosive resistant gauntlets
- Ear defenders (where required)

## PROCEDURES

1. Prior to positioning tanker in the off-loading bay, walk to the off-load area to visually check for any obstacles or trip and slip hazards.
2. Check location and operation of safety showers, Eye wash stations and fire points.
3. **Conduct a mental risk assessment on the area and forthcoming task. This should identify any hazards presented by the area, the equipment, other personnel, or task.**



**If the driver is not satisfied that these hazards are adequately controlled then report concerns to the site management and your supervisor before proceeding.**

### Safety Note

For flammable hazards connect the earth strap, ensuring a good connection is made.

For other hazards, where an earth is available, always connect

4. Confirm with operator the amount, product and grade, correct connection point and sufficient space in receiving tank. Obtain pre-delivery signature. Where paperwork does not allow for this, use separate Suttons Authority to Discharge for pre-delivery signature).
5. Connect hydraulic hoses from tractor unit to tank connections.
6. Remove delivery hose blank caps and check seals are suitable for product, in place and in good condition. If not, then replace with a suitable seal for the product.
7. Where fitted, lift the guard bar covering the tanker outlet valves. This will apply the brake interlock system.
8. Connect jumper hose from tanker outlet to pump inlet (or open pump inlet valve where pump is hard-piped to the tanker outlet pipe, ensuring outlet valve is closed). All connections must be made with the correct, company issued tool.
9. Where fitted check that sample point on tanker and customer's installation are closed

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Owner: Dave Ashton

SSHEQ: N/A

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10. Check condition of seal in customer end of hose. Connect discharge hose to customer inlet and then to pump discharge outlet.
11. If vapour return system is used by site, connect the vapour return hose to tanker vapour return inlet and open vapour return valves to vent tank. If no vapour return system is used, ensure vapour return cap on tanker is removed and open any other valves in the vapour return pipe work.

### **Safety Note**

**Tank must be properly vented before pump discharge to avoid implosion of the vessel**

12. Ensure all connections are secure and tight using hose spanner.
13. Start tractor unit engine and engage PTO.
14. Select pump on the tractor hydraulics.
15. Check customer inlet valve open.
16. Open tanker foot valve.
17. Slowly open tanker discharge valve checking for leaks from the hose joints.
18. Check pump speed control is set at minimum and engage pump discharge lever.

19. Slowly increase pump speed control, keep checking for signs of leaks.
20. The driver must monitor the discharge throughout remaining vigilant for signs of leaks. Also repeatedly checking the tank is venting from the tanker vent valve.
21. When discharge is complete, reduce pump speed using speed control on pump.
22. Close customer inlet and switch pump off.
23. Where possible engage pump in reverse and allow the discharge hose to empty of residue product by cracking the customer end of the hose to allow air in.
24. Close tanker foot valve, discharge valve, and shut pump down.
25. Disengage PTO and shut tractor engine down.
26. Disconnect hydraulic lines and stow securely away.
27. Close the vent valve on the tanker.
28. Disconnect discharge hose, drain in suitable container, cap both ends, and stow securely on tank hose rack. Repeat for jumper hose, if used.
29. Cap all tanker outlets and ensure that customer outlet is secured.

30. Where fitted, lower the guard bar to cover the tanker outlets valves and disengage the brake interlock. Remove earth lead where applicable and remove all wheel chocks if applied.
31. Obtain second signature as proof of delivery.
32. Ensure all tools and equipment are put away and stowed safely. Where a spill or other incident has occurred ensure site management and your supervisor are informed **before** you leave site.
33. Complete an Empty/Dirty tank document and attach it to the delivery notes.
34. Follow site procedures to exit.



## Scenario: Flooding from surface water run off.

**Lowfield Timber Frames, Marton, Nr Welshpool, Powys, SY21 8JX**

The site lies within Flood Zone 3, However the yard is considered low risk. The main risk of flooding coming from surface water and Lowfield Brook which runs into Marton Pool.

### **Monitoring:**

**Responsibility: Wayne Porter (Health, Safety & Environment Officer)**

#### **Duties:**

- Monitor weather forecasts daily.
- Up - date site on weather alerts issued by Environment Agency.
- Monitor Lowfield Brook water levels on a weekly basis.
- Oversee maintenance and cleaning of surface water drains on site.
- **Maintenance and emptying of interceptors.**
- Inform site management of impending risks.

## Water Ingress

#### **When water ingress has occurred:**

- Immediately notify the designated Emergency Coordinator.
- Escalate to the General Manager.
- Contain the water with available equipment where possible.
- Secure the area and alert other site personnel.
- Attempt to move product that could be affected.
- Evacuate building if necessary.

#### **Emergency Coordinator should:**

- Assess the situation.
- Schedule resources to help disperse of water.
- Develop plan to restart operation.

#### **Site Managers should:**

- Coordinate relevant personnel to relocate product that could be affected.
- Assess damage to products.
- Risk assess damage to the building to ensure no Health and Safety issues are present.

**Inform affected customer/customers ASAP.**

**See Appendix 1: Water Ingress Checklist**

**Operational Procedures Post Water Ingress:**

- If factory deemed unsafe to continue operations relocate to alternative location on site where possible.

## Appendix 1

| Water Ingress Checklist                                                               |              |              | Comments |
|---------------------------------------------------------------------------------------|--------------|--------------|----------|
| Are LTF personnel on site?                                                            |              |              |          |
| Have resources to deal with the situation been scheduled?                             |              |              |          |
| Has the incident been escalated to the Managing Director?                             |              |              |          |
| Has a plan been developed to restart the operation?                                   |              |              |          |
| Has stock been moved to prevent it being damaged and causing harm to the environment? |              |              |          |
| Have photographs been taken?                                                          |              |              |          |
| Can the operation be restarted?                                                       |              |              |          |
| <b>Name:</b>                                                                          | <b>Sign:</b> | <b>Date:</b> |          |