

**Lotte Chemical Pakistan Limited  
Port Qasim**

<b>PROCEDURE NO.</b>	<b>HSE&amp;S Procedure No. 16.01-02</b>	<b>Page 1 of 7</b>
<b>TITLE</b>	<b>Occupational Health Aspects in Emergency Planning</b>	
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## 1. PURPOSE

To provide guidelines for the arrangements required to deal with the health aspects of emergencies at LCPL Site.

## 2. SCOPE

This procedure covers the requirements for medical and nursing involvement, the initial first aid treatment of casualties / injuries and the arrangements for further treatment where required.

## 3. DEFINITIONS

Site

In the context of this procedure, Site is taken to mean the LCPL Site, Raw Water Pumping Station, and the adjacent 50 Acre Plot.

## 4. REQUIREMENTS

- 4.1 The General Manager HR & IT shall ensure that the LCPL Site have adequate plans for dealing with the health aspects of emergencies.
- 4.2 The Departmental Heads shall ensure that they have adequate arrangements for calling for assistance in the event of an accident involving injury to any person, employee, contractor or visitor.
- 4.3 The HSE & Technical Training Manager and Occupational Health Physician shall liaise with the plant managers and engineers to forecast the possible injury scenarios that could arise on the LCPL Site.

Appendix-1 provides a list of types of injuries that have potential to be occurred at LCPL.

- 4.4 The HSE & Technical Training Manager and Occupational Health Physician shall consider each type of scenario and give consideration to the following:
  - (a) What type of treatment is required (if any) at the scene.
  - (b) Who should give initial treatment, first aider/paramedic / doctor.
  - (c) How will the casualty reach the Medical Treatment Centre, walk / ambulance / stretcher (type).
  - (d) What further treatment is likely to be required at the Medical Treatment Centre.
  - (e) Who should give follow up treatment, paramedic / doctor.
  - (f) Will the injury require hospitalization.

- (g) Which hospital should he be taken to.
- (h) How will the casualty / **injured** be taken to hospital, ambulance / helicopter / private car.
- (i) Do LCPL have an arrangement for admitting casualties/ **injured** without undue delay.
- (j) Are there management staff available to receive casualties/ **injured** in hospital to take care of administrative arrangements e.g. forms / payment / inform family / arrange family visits.
- (k) If hospitalization is not required, can the casualty/ **injured** go home.
- (l) How will he go home, normal transport/ambulance/ private car.
- (m) Are there arrangements for follow up visits at hospital or at home.
- (n) Will the **injury** be able to be treated at home.
- (o) Who will carry out this treatment.
- (p) Consider the above if the incident involved multiple casualties. / **injuries**, Responsibilities for the triage techniques (prioritisation).
- (q) Consider the above if the incident occurred either on a public holiday, out of day hours, or during the night.

Appendix-2 provides a pro forma, which can be used for the assessment of each type of injury scenario.

4.5.1 The **General Manager HR & IT** and Occupational Health Physician shall analyze all the data from 4.1 above to determine the following;

- (1) Can the Site Medical Centre deal with all types of casualties with the current levels of staff.
- (2) Does the Site Medical Centre have sufficient equipment to give emergency treatment to all types of **incidents** identified.
- (3) Does the Site Medical Centre have sufficient medication to give emergency treatment to all types of **incidents** identified.
- (4) Does the Site Medical Centre have sufficient washing facilities for decontamination or other needs.
- (5) Is the Site Ambulance sufficiently well equipped to transfer casualties / **injured** to home or hospital in a comfortable way.

- (6) Is there any specialist or additional training required for any personnel involved in emergency response medical treatment.
  - (7) How can casualties/ [injuries](#) be treated at the Raw Water Pumping Station.
- 4.5.2 They shall produce improvement plans to bring the Site Medical Centre emergency response facilities up to the required standard to ensure all accident / casualties can be properly treated.
- 4.5.3 They shall ensure that the responsibilities of the Occupational Health personnel and others who may be involved (e.g. emergency response team or first aiders) are clearly assigned, communicated and understood.
- 4.6 The HSE & Technical Training Manager shall in conjunction with the Occupational Health Physician set up emergency drills twice a year to test the emergency response plans ensuring that all Occupational Health staff are involved.
- 4.7 The General Manager HR & IT, HSE & Technical Training Manager and Occupational Health Physician shall review the emergency response plans annually or more frequently in the light of drills or accidents that have occurred.
- 4.8 The General Manager HR & IT and the Occupational Health Physician shall liaise with local hospitals as appropriate concerning the arrangements for treating [accidents](#) , the need for specific treatments or antidotes and the arrangements for, provision of hazard data on chemicals which may have contaminated the casualty.
- 4.9 The General Manager HR & IT with the support of Administration & IR Manager shall negotiate agreements with appropriate hospitals as required by the Occupational Health Department to ensure ready admission of casualties.
- 4.10 The General Manager HR & IT with the support of Administration & IR Manager shall have arrangements in place to ensure that families are informed as quickly as possible after an accident has occurred, and the information should be passed by visitation.
- 4.11 The General Manager HR & IT shall have arrangements in place to ensure that all accident victims are visited either in hospital or at home during their treatment and recovery periods.
- 4.12 Plant Manager Utilities shall ensure that Raw Water Services Contractor has an agreement for the provision of emergency help through Edhi Ambulance Services in Thatta, about 4 kms from the Pumping Station. This medical service is available 24 hours with qualified doctor and nursing attendants. Telephonic contact is available. This service shall give priority to our

emergency call. He shall also ensure that all contractor shift staff is aware of this arrangement and periodic visits by Edhi Ambulance are arranged at the Pumping Station.

- 4.13 Plant Manager Utilities shall ensure that any emergency at Raw Water Pumping Station, the Contractor's shift incharge shall immediately inform Senior Shift Manager using radio or telephone. Plant Manager Utilities shall ensure that these emergencies telephone numbers are displayed at appropriate locations on the Pumping Station and are available with each shift at Raw Water Pumping Station as well as in the Control Room at LCPL Site.

#### **4.14 Injured Person (LCPL Employees or Contractors' employee)**

For any injury incident, an injured person shall:

- Go to or be taken by Site ambulance to the medical center which is 24 hour manned with an MBBS doctor and paramedic. The phone extensions of medical center are 2200 & 2201. Trained first aiders may attend the injured before ambulance and paramedic reaches.
- Notify his immediate supervisor as soon as possible who shall raise the incident on Incident Reporting Database on Lotus Notes as described above.

#### **4.15 Duty Doctor**

When called upon to treat an injured, the duty doctor after treating the injured shall complete treatment record.

For more serious injuries which require outside assistance, he shall send the injured to hospital using site ambulance. Paramedic shall accompany the site ambulance, with appropriate instructions by the duty doctor. The paramedic or any person accompanying the ambulance shall carry mobile phone provided by time keepers.

The Administration & IR Manager shall ensure the availability of this emergency mobile phone and shall appropriate instructions for time keepers.

Where there is evidence of an occupational illness, the doctor shall report the case to the HSE & Technical Training Manager through Occupational Health Physician.

#### **4.16 Shift Managers**

Shift Managers as appropriate shall:

- Ensure injured personnel receive medical treatment at Site Medical Center.
- Ensure the scene of the accident is made safe, to prevent an immediate recurrence (e.g. erect barrier).
- Inform Senior Shift Manager.

- Carry out a preliminary investigation and record the same in the shift log.
- Raise an injury incident using HSE incident reporting database.

Provided that it is safe to do so, the accident scene should remain unchanged until visited by a relevant member of management - photographs may be needed to assist an investigation.

#### **4.17 Senior Shift Manager**

The Senior Shift Manager shall decide whether an accident can be satisfactorily handled by shift resources or outside help is required which he will seek directly or after consulting Production Manager if necessary. He shall also ensure that the incident has been raised through Incident Reporting Database. He shall inform Production Manager, Administration Manager and HSE & Technical Training Manager.

#### **4.18 Line Managers**

All line managers shall check Incident Reporting Database on their PC's at least once every working day to find-out the incidents and complaints.

Contract Manager shall ensure that all required reporting is done of their relevant contractors through Learning Event database, including Injuries and Occupational Illnesses.

### **5. COMMUNICATIONS AND TRAINING**

The [General Manager HR & IT](#) shall ensure that all staff is aware of this procedure.

Departmental heads shall ensure that all their staff is aware of the arrangements for calling for assistance in the event of an accident involving injury.

The Occupational Health Physician shall ensure that all emergency response personnel are fully trained to respond to all identified emergencies and are aware of their responsibilities in an emergency.

The Engineering Manager shall ensure that all E&I personnel are trained in electrocution safety and appropriate rescue techniques.

### **6. DOCUMENTATION**

- Appendix-1 List of Potential Accident Scenerios
- Appendix-2 Emergency Response Treatment Proforma

### **7. REFERENCES**

HSE &S Procedure No. 3.01-01 Reporting Health, Safety, Environment  
& Security Information

**8. AMENDMENTS**

This is the [seventh](#) revision.