

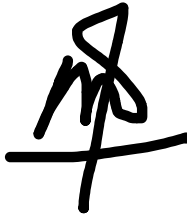

 UTM <small>UNIVERSITI TEKNOLOGI MALAYSIA</small>	Document Type:	Procedure/Work Plan Title:	Document Number:	
	PROCEDURE	EMERGENCY PREPAREDNESS AND RESPONSE	UTMOSHE-P0820-EPR	
	UNIVERSITI TEKNOLOGI MALAYSIA UTM-OSHE		Page:	1 of 11
			Revision	01
Date:			15 September 2022	

EMERGENCY PREPAREDNESS AND RESPONSE

ISO 45001:2018

Prepared By	Reviewed By	Approved By
		
Name: Pn Intan Nordiana binti Ahmad	Name: PM Ts. Dr. Mariyana Aida binti Ab. Kadir	Name: PM Dr. Mohamad Wijayanuddin bin Ali
Date: 15 September 2022	Date: 15 September 2022	Date: 15 September 2022

 UTM <small>UNIVERSITI TEKNOLOGI MALAYSIA</small>	Document Type:	Document Title:	Document Number:
	PROCEDURE	EMERGENCY PREPAREDNESS AND RESPONSE	UTMOSHE-P0820-EPR
	UNIVERSITI TEKNOLOGI MALAYSIA UTM-OSHE		Page: 2 of 11
		Revision: 01	Date: 15 September 2020

DOCUMENT HISTORY

Revision	Date	Description	Prepared	Checked	Approved
00	09/09/2020	New Documents	En. Mohd Hanif bin Amir	Ts. Dr. Mariyana Aida binti Ab. Kadir	Assoc. Prof. Dr. Mohamad Wijayanudin bin Ali
01	15/09/2022	Revised Documents	Pn Intan Nordiana bt Ahmad	Assoc. Prof. Ts Dr Mariyana Aida bt Ab Kadir	Assoc. Prof. Dr. Mohamad Wijayanuddin bin Ali



 UTM <small>UNIVERSITI TEKNOLOGI MALAYSIA</small>	Document Type:	Document Title:	Document Number:	
	PROCEDURE	EMERGENCY PREPAREDNESS AND RESPONSE	UTMOSHE-P0820-EPR	
	UNIVERSITI TEKNOLOGI MALAYSIA UTM-OSHE		Page:	3 of 11
			Revision	01
Date:			15 September 2020	

TABLE OF CONTENTS

Contents	Page
1.0 Purpose	4
2.0 Reference (s)	4
3.0 Definition (s)	4
4.0 Responsibilities and Authorities	5
5.0 Records	5
6.0 Procedures	5
6.1 General	5
6.2 Competencies of ERT Members	6
6.3 Communication	7
6.4 Evacuation Plan or Layout	7
6.5 Emergency Fire Hazard	8
6.6 Emergency Spills of Chemical and Waste Chemical	8
6.7 Other Types of Emergencies	9
6.8 Incident Review	9
7.0 Applicable Forms	10

 UTM <small>UNIVERSITI TEKNOLOGI MALAYSIA</small>	Document Type:	Document Title:	Document Number:
	PROCEDURE	EMERGENCY PREPAREDNESS AND RESPONSE	UTMOSHE-P0820-EPR
	UNIVERSITI TEKNOLOGI MALAYSIA UTM-OSHE		Page: 4 of 11
		Revision: 01	
		Date: 15 September 2020	

1.0 PURPOSE (S)

This procedure defined the following requirements; -


- Method to carry out to eliminate or minimize the impacts and risks from the emergency events on the environment, employees, the public and surrounding 6wee.g., neighbours.
- Method to respond promptly to changes during emergency situations that may be associated with them. UTM-OSHE is able to meet its prevention of pollution and injuries that can reduce the negative impacts on the environment.
- In case of emergency occurred at client premises, client procedures shall be followed accordingly.

2.0 REFERENCE (S)

- ISO 45001: 2018 Clause 8.2 Emergency Preparedness and Response
- UTMOSHE-P1020-01 Nonconformity and Corrective Action.
- UTMOSHE-OSHM Clause 8.2 Emergency Preparedness and Response
- UTMOSHE-P0613-F01-LOR Legal and other requirements register & Evaluation Of Compliances (LORREC)

3.0 DEFINITION (S)

NO	TERMS	DESCRIPTIONS
1.	Drill	Emergency exercise to evacuate occupants from a building
2.	ERP	Emergency Response Plan
3.	ERT	Emergency Response Team
4.	First-Aid	The assessment and interventions that can be performed by a first aider during an emergency with minimal equipment until appropriate medical personnel arrive
5.	Major Spill	Spillage is large and may flow out of factory and cause injury or damage to the properties and environment or
6.	Minor Spill	Spillage in small amount or area, which is localized and easily contained.
7.	Normal Working Day	Working day that includes administration staffs, students, visitor, and

 UTM <small>UNIVERSITI TEKNOLOGI MALAYSIA</small>	Document Type:	Document Title:	Document Number:
	PROCEDURE	EMERGENCY PREPAREDNESS AND RESPONSE	UTMOSHE-P0820-EPR
UNIVERSITI TEKNOLOGI MALAYSIA UTM-OSHE		Page:	5 of 11
		Revision	01
		Date:	15 September 2020


		any equivalent working staffs.
8.	Off Day	Working day for includes administration staffs, students, visitor, and any equivalent working staffs on weekend and public holiday.
9.	OSHEMC	OSH System Representative
10.	Scenario	Containing sequence of event and respond to illustrate situation for emergency drill exercise
11.	Self-Audit	A self-inspection of the premises of firefighting equipment and relevant documents to ascertain how the premises are being managed regarding fire safety
12.	Spill	Any accidental release of a liquid with hazardous effect.

4.0 RESPONSIBILITIES AND AUTHORITY

NO	PERSON-IN CHARGE	RESPONSIBILITY AND AUTHORITY
1.	Director	➤ Approved any relevant information that to be communicated to the external parties
2.	OSHEMC	➤ Implementation and maintenance of the procedures review after any incidents or accidents
3	ERT	➤ To be the first team to control in case of any emergency situation occurred
4	Expertise Team	➤ To be the first team and advisor to ERT Team to control in case of specific emergency situation occurred

5.0 RECORDS


All records identified within the procedure shall be maintained by the OSHEMC as according to the retention time specified in the Master List of Records UTM-P0750-F03-MLR.

 UTM <small>UNIVERSITI TEKNOLOGI MALAYSIA</small>	Document Type:	Document Title:	Document Number:
	PROCEDURE	EMERGENCY PREPAREDNESS AND RESPONSE	UTMOSHE-P0820-EPR
	UNIVERSITI TEKNOLOGI MALAYSIA UTM-OSHE		Page: 6 of 11 Revision: 01 Date: 15 September 2020

6.0 PROCEDURES

6.1 General

- a) The potential emergencies are divided into three categories.
 - i) By activity, product or services on routine, non-routine and emergencies
 - Fire, explosion, spillage, injuries or accidental discharges of gases or released to air, water and land
 - ii) By locations or locality
 - Bomb-threat, floods, haze, etc.
 - iii) By others
 - Diseases and illness such as Severe Acute Respiratory Disease
- b) ERT Members, Top management, Security personnel, Administration Manager, OSHEMC and Receptionist shall be responsible to deal with Emergency Response. The ERT chart is in the UTMOSHE-P0820-A05-EOC (ERT Organizational Chart).
- c) The applicable equipment shall be located at the potential emergencies are occurred e.g.
 - i) Emergency kit e.g., spill clean-up kit is stationed at the potential spillage areas.
 - ii) Eye wash and shower is provided at various locations for any chemical splash.
 - iii) Personnel protective equipment (PPE) is stationed in strategic locations.
 - iv) Firefighting equipment are available at all strategic locations.
- d) The emergency response plan shall be established and updated if significant changes to layout, process etc. The emergency plan flow chart as in UTMOSHE-P0820-A01-EPR (Emergency Preparedness Response Action).
- e) Fire or emergency evacuation drill shall be carried out at least once per year and record shall be recorded in Drill Report (UTMOSHE-P0820-F01-DR) by ERT Team at the PTJ.
- f) Fire drills training shall be carried out together or separately from evacuation drills training and chemical handling training. All drills shall be recorded and reviewed for effectiveness of the procedure, function of equipment, mobility of ERT Team and response taken.
- g) The emergency plan is considered normal working day, off day and public holiday.

 UTM <small>UNIVERSITI TEKNOLOGI MALAYSIA</small>	Document Type:	Document Title:	Document Number:
	PROCEDURE	EMERGENCY PREPAREDNESS AND RESPONSE	UTMOSHE-P0820-EPR
	UNIVERSITI TEKNOLOGI MALAYSIA UTM-OSHE		Page: 7 of 11 Revision: 01 Date: 15 September 2020

- h) The maintenance of firefighting equipment shall be carried out by OSHEMC department or PTJ and maintenance department and the relevant records are kept accordingly as follow UTMOSHE-P0820-F03-FSC (Senarai Semak Pemeriksaan Keselamatan Kebakaran).


6.2 Competencies of ERT Members

- a) The general competencies of ERT members are described below; -

NO	COMPETENCY	DESCRIPTIONS
1.	Education	Minimum Secondary Level
2.	Experience	Minimum one-year work experience in service
3.	Training/Skills	Fundamentals and detail of ERT training; - a) First aid and CPR training b) Hazardous waste operations and emergency response c) Spillage clean-up. d) Handling of the emergencies, hazard classification, SDS understanding, hazard identification, assessment and control, PPE, monitoring equipment, first aid, fire control, natural hazard control
4.	Personality	Physically fit, no health problem

6.3 Communication

- a) During emergency event shall be done through telephone and Public Address systems, hailers and fire alarms. PA System shall be maintained for emergency.
- b) All accidents, incidents and near misses shall be investigated by Incident Commander, Director and OSHEMC and responsible department's personnel as shown in the Non-Conformance and Corrective Action procedure.
- a. The ERT member shall be trained on handling of the following matters; -
- b. First aid and CPR
- c. Fire Squad and Spilled Control

 UTM <small>UNIVERSITI TEKNOLOGI MALAYSIA</small>	Document Type:	Document Title:	Document Number:	
	PROCEDURE	EMERGENCY PREPAREDNESS AND RESPONSE	UTMOSHE-P0820-EPR	
	UNIVERSITI TEKNOLOGI MALAYSIA UTM-OSHE		Page:	8 of 11
			Revision	01
Date:			15 September 2020	

- d. Fire, spills and other emergency situations.
- e. Use of all emergency equipment.

6.4. Evacuation Plan or Layout


- a) Evacuation plan or layout shall be located at all strategic place and updated if any changes occurred that affected the escape route entry. The layout plan shall be reviewed by the ERT Team when there is any layout change in form UTMOSHE-P0820-A07-EEP (Emergency Evacuation Plan).
- b) During emergency, all employees shall assemble at designated Assembly Area as identified in the Emergency Plan.

6.5 Emergency Fire Hazard

- a) The purpose is to ensure members are equipped to control any fire hazard in a controlled and safe manner.
- b) HOD shall maintain the fire extinguishers and fire safety systems such as smoke and heat detector and sprinkles. Checking must be made to ensure all equipment is present and in a satisfactory condition.
- c) Emergency response for fire hazard shall be follow as UTMOSHE-P0820-A02-EFH (Emergency Fire Hazard).
- d) ERT and Fire Squad Leader with the BOMBA shall coordinate the Fire Investigation.

6.6 Emergency Spills of Chemical and Waste Chemical


- a) The purpose is to ensure members are equipped to control any liquid spillages in a controlled and safe manner.
- b) HOD shall maintain the emergency spill kits. Checking must be made to ensure all equipment is present and in a satisfactory condition.

 UTM <small>UNIVERSITI TEKNOLOGI MALAYSIA</small>	Document Type:	Document Title:	Document Number:
	PROCEDURE	EMERGENCY PREPAREDNESS AND RESPONSE	UTMOSHE-P0820-EPR
	UNIVERSITI TEKNOLOGI MALAYSIA UTM-OSHE		Page: 9 of 11 Revision: 01 Date: 15 September 2020

- c) The equipment may set out around the site and contains rubber gloves, protective glasses, shovels, sand bags, and emergency contact list.
- d) All concerned members who handle the chemical shall be trained to contain liquid spills. The members shall be authorized and will be instructed on how to contain and clear up all chemical spills in a safe and organized manner. Only members who are authorized should attempt to contain any spills.
- e) Emergency System - Trained Member, please ensure your own safety. If there is doubt over the identity of the chemicals, or known high risk in the containment of the chemicals, contact the ERT Team immediately. Block off all drains and ensure the chemical does not enter the drainage system. Identify the chemical or chemicals to establish the necessary containment method. Using the equipment provided and ensuring the chemicals are trapped in the smallest possible area allowing capacity for further spillage and if possible, stop or reduce the rate of leak.
- f) For other Emergency System-Untrained Members, please ensure your own safety and evacuate the immediate vicinity. Contact the Security and recognized member.
- g) When the spill has been contained, the responsible manager shall issue official notification and the spillage must then be cleaned up and residue disposed of in accordance with the recommendations given on the SDS and identified as a schedule waste according to Schedule Waste, Regulation, 2005.
- h) Spillage Recording: Records of all spills will be completed as Non-conformance and Corrective Action.
- i) Emergency response for chemical hazard shall be follow as UTMOSHE-P0820-A04-CHS (Chemical Spillage).

6.7 Other Types of Emergencies

- a) Other types of emergencies except fire, spillage and explosion, the ERT are still responsible to get advice from the Expertise Team to manage, control the emergencies situation.

 UTM <small>UNIVERSITI TEKNOLOGI MALAYSIA</small>	Document Type:	Document Title:	Document Number:	
	PROCEDURE	EMERGENCY PREPAREDNESS AND RESPONSE	UTMOSHE-P0820-EPR	
	UNIVERSITI TEKNOLOGI MALAYSIA UTM-OSHE		Page:	10 of 11
			Revision	01
Date:			15 September 2020	


- b) In case of electrical failure, the maintenance department will be responsible to handle the situation.
- c) Emergency response for radiology and nuclear hazard shall be follow as UTMOSHE-P0820-A03-NRD (Latih Amal Kecemasan Nuklear dan Radiologikal).
- d) Emergency response for pandemic shall be follow as UTMOSHE-P0820-A01-EPR (Annex G).

6.8 First Aid in The Workplace

- a) All working places have to equipment with the first aid box.
- b) The first aid box should be located at the clear location and easy to assess.
- c) A responsible person should be in charge the first aid box during all working hours.
- d) The box should contain sufficient quantity of suitable first-aid materials and no oral medication of any kind other than those required for the first-ais treatment follow as UTMOSHE-P0820-A11-GFW (Guidelines on First-Aid in The Workplace (2nd Edition)).

6.9 Incident Review

- a) All emergency response actions shall be reviewed and the results provided to the HOD. If necessary, to raise incident report as specified and the following items to be included in the review should include at a minimum:
 - Description of incident, including events leading up to the emergency situation
 - Plant response
 - Root causes
 - Potential system or procedural failures
 - Corrective actions
 - Required changes in policies, procedures or instructions
 - Lessons learnt from external incidents
 - Follow-up training or communications.
- b) Any changes resulting from the corrective action taken procedure Non-Conformance and Corrective Action shall be followed accordingly.

 UTM <small>UNIVERSITI TEKNOLOGI MALAYSIA</small>	Document Type:	Document Title:	Document Number:
	PROCEDURE	EMERGENCY PREPAREDNESS AND RESPONSE	UTMOSHE-P0820-EPR
UNIVERSITI TEKNOLOGI MALAYSIA UTM-OSHE		Page:	11 of 11
		Revision	01
		Date:	15 September 2020

7.0 APPLICABLE FORM (S)

NO	FORM NUMBER	FORM NAME
1	UTMOSHE-P0820-F01-DR	Drill Report
2	UTMOSHE-P0820-F02-ESC	Borang Event Safety Checklist Rev 01
3	UTMOSHE-P0820-F03-FSC	Senarai Semak Pemeriksaan Keselamatan Kebakaran
4	UTMOSHE-P1020-F03-COF	Borang Aduan Insiden / Complaint Form
		Online Complaint Form via web: https://www.utm.my/oshe/borang-aduan/
5.	UTMOSHE-P1020-F04-INF	Investigation Form
6.	UTMOSHE-P1020-F05-REF	Report Form
7.	UTMOSHE-P0820-A01-EPR	Emergency Preparedness and Response Action
8.	UTMOSHE-P0820-A02-EFH	Emergency Fire Hazard
9.	UTMOSHE-P0820-A03-NRD	Nuclear and Radiological Drill / Latih Amal Kecemasan Nuklear dan Radiologikal
10.	UTMOSHE-P0820-A04-CHS	Chemical Spillage
11.	UTMOSHE-P0820-A05-EOC	Emergency Response Team Organization Chart
12.	UTMOSHE-P0820-A06-ECN	Emergency Contact Number
13.	UTMOSHE-P0820-A07-EPP	Emergency Evacuation Plan
14.	UTMOSHE-P0820-A08-SME	Fire Safety Management and Fire Emergency Plan
15.	UTMOSHE-P0820-A09-GERT	Garis Panduan Pasukan Bertindak Kecemasan
16.	UTMOSHE-P0820-A10-SFD	Senario Latihan Kecemasan
17.	UTMOSHE-P0820-A11-GFW	Guidelines On First-Aid in The Workplace (2 nd Edition)