Safe Operating Procedures for Servicing Portaloos

1. Purpose

The purpose of these Safe Operating Procedures (SOPs) is to establish guidelines for safely servicing portaloo units to maintain hygiene, prevent accidents, and ensure compliance with cleanliness standards at SJ Allen Holdings Ltd.

2. Scope

These SOPs apply to all employees and contractors involved in servicing portaloo units at SJ Allen Holdings Ltd facilities or worksites in New Zealand.

3. Responsibilities

- Operators: Responsible for following these SOPs and adhering to safety precautions during portaloo servicing operations.
- Supervisors: Responsible for ensuring employees are trained and competent in portaloo servicing procedures and monitoring compliance with these SOPs.
- Health and Safety Officer: Responsible for reviewing and updating these SOPs as necessary and providing guidance on safety.

4. Pre-Service Inspection

Before commencing portaloo servicing, conduct a pre-service inspection that includes:

- Checking the condition of the portaloo unit, including the structure, door hinges, locks, and ventilation system.
- Assessing the waste level inside the unit and determining the type of servicing required.

- Inspecting the surrounding area for potential hazards, such as uneven ground or obstacles.

5. Personal Protective Equipment (PPE)

- Wear appropriate PPE, including:
    - Protective clothing (coveralls).
    - Gloves.
    - Safety boots with non-slip soles.
    - Eye protection (goggles or face shield).
    - Respiratory protection (if working in enclosed spaces or in environments with airborne contaminants).

6. Waste Removal Process

- Empty the waste holding tank of the portaloo unit using a vacuum truck or portable waste pump.
- Follow proper waste disposal procedures in accordance with local regulations and company policies.
- Rinse the holding tank with clean water to remove any residual waste and ensure thorough cleaning.

7. Cleaning and Sanitization

- Use appropriate cleaning agents and equipment to clean and sanitize the interior surfaces of the portaloo unit, including walls, floors, and fixtures.
- Pay special attention to high-touch areas, such as door handles and toilet seats, to ensure thorough cleaning and disinfection.
- Rinse the interior surfaces with clean water to remove any cleaning agents and residue.

8. Restocking Supplies

- Check the supply levels of toilet paper, hand sanitizer, and other consumables inside the portaloo unit.
- Restock supplies as needed to ensure the unit is fully equipped for use by occupants.

9. Odor Control

- Use odor control products or deodorizers to neutralize unpleasant odors inside the portaloo unit.
- Follow manufacturer's instructions for application and dosage to achieve effective odor control without causing harm to personnel or the environment.

10. Final Inspection

- Conduct a final inspection of the portaloo unit to ensure all servicing tasks have been completed satisfactorily.
- Check for any visible signs of damage or defects and address them promptly to ensure the unit remains in good working condition.

11. Documentation

- Maintain records of pre-service inspections, waste removal activities, cleaning and sanitization procedures, and restocking of supplies.
- Document any incidents, spills, or near misses and implement corrective actions as necessary.

12. Training

- All personnel involved in portaloo servicing operations must receive training on these SOPs, including safety precautions, waste removal procedures, cleaning and sanitization techniques, and proper use of PPE and cleaning agents.

13. Review and Revision

- These SOPs will be reviewed annually or as needed to ensure their effectiveness and compliance with health and safety regulations. Any necessary revisions will be made promptly, and all affected personnel will be notified of changes.

13. Review and Revision

- This SOP will be reviewed annually or as needed to ensure its effectiveness and compliance with health and safety regulations. Any necessary revisions will be made promptly, and all affected personnel will be notified of changes.

Safe Operating Procedures for Cleaning Grease Traps

1. Purpose

The purpose of these Safe Operating Procedures (SOPs) is to establish guidelines for safely cleaning grease traps to prevent accidents, exposure to harmful substances, and environmental contamination at SJ Allen Holdings Ltd.

2. Scope

These SOPs apply to all employees and contractors involved in cleaning grease traps at SJ Allen Holdings Ltd facilities or worksites in New Zealand.

3. Responsibilities

- Operators: Responsible for following these SOPs and adhering to safety precautions during grease trap cleaning operations.
- Supervisors: Responsible for ensuring employees are trained and competent in grease trap cleaning procedures and monitoring compliance with these SOPs.
- Health and Safety Officer: Responsible for reviewing and updating these SOPs as necessary and providing guidance on safety.

4. Pre-Work Assessment

Before commencing grease trap cleaning, conduct a pre-work assessment that includes:

- Identifying the location and type of grease trap to be cleaned.
- Assessing the condition of the grease trap and any potential hazards, such as slippery surfaces or confined spaces.
- Checking for any obstructions or debris that may impede the cleaning process.

5. Personal Protective Equipment (PPE)

- Wear appropriate PPE, including:
    - Protective clothing (coveralls or apron).
    - Gloves.
    - Safety boots with non-slip soles.
    - Eye protection (goggles or face shield).
    - Respiratory protection (if necessary).

6. Equipment Inspection

- Conduct a pre-operation inspection of all equipment, including pumps, hoses, and cleaning tools.
- Ensure all equipment is in good working condition and free from defects.

7. Safety Precautions

- Be aware of the risk of exposure to toxic gases and pathogens present in the grease trap. Take precautions to minimize exposure, such as avoiding direct contact with grease and maintaining good hygiene practices.
- Ventilate the work area to reduce the risk of gas buildup and ensure adequate airflow during the cleaning process.

8. Grease Trap Cleaning Process

- Use appropriate tools and equipment to remove grease and solid waste from the grease trap.
- Take care to avoid splashing or spilling grease during the cleaning process.
- Dispose of grease and waste properly according to local regulations and company procedures.

9. Spill Prevention and Cleanup

- Take precautions to prevent spills or leaks during the cleaning process, such as using spill containment measures or absorbent materials.
- In the event of a spill or leak, immediately stop operations, contain the spill, and clean up the affected area following established procedures.

10. Post-Work Inspection

- Conduct a post-work inspection of the grease trap and surrounding area to ensure all grease and waste have been removed and no leaks or spills have occurred.
- Secure the grease trap lid properly to prevent unauthorized access and ensure safety.

11. Documentation

- Maintain records of pre-work assessments, equipment inspections, and grease trap cleaning activities.
- Document any incidents, spills, or near misses and implement corrective actions as necessary.

12. Training

- All personnel involved in grease trap cleaning operations must receive training on these SOPs, including safety precautions, equipment operation, and emergency procedures.

13. Review and Revision

- These SOPs will be reviewed annually or as needed to ensure their effectiveness and compliance with health and safety regulations. Any necessary revisions will be made promptly, and all affected personnel will be notified of changes.

Safe Operating Procedure: Emptying Septic Tanks

1. Purpose

The purpose of this Safe Operating Procedure (SOP) is to establish guidelines for safely emptying septic tanks to prevent accidents, exposure to harmful pathogens, and environmental contamination at SJ Allen Holdings Ltd.

2. Scope

This SOP applies to all employees and contractors involved in septic tank emptying operations at SJ Allen Holdings Ltd facilities or worksites in New Zealand.

3. Responsibilities

- Operators: Responsible for following this SOP and adhering to safety precautions during septic tank emptying operations.
- Supervisors: Responsible for ensuring employees are trained and competent in septic tank emptying procedures and monitoring compliance with this SOP.
- Health and Safety Officer: Responsible for reviewing and updating this SOP as necessary and providing guidance on safety.

4. Pre-Work Assessment

Before commencing septic tank emptying, conduct a pre-work assessment that includes:

- Assessing the condition and accessibility of the septic tank and access points.
- Identifying any potential hazards, such as unstable ground conditions or nearby utilities.

- Checking weather conditions and assessing the risk of adverse weather impacting operations.

5. Personal Protective Equipment (PPE)

- Wear appropriate PPE, including:
    - Protective clothing (coveralls).
    - Gloves.
    - Safety boots.
    - Eye protection (goggles or face shield).
    - Respiratory protection (if necessary).

6. Equipment Inspection

- Conduct a pre-operation inspection of all equipment, including the vacuum truck, hoses, pumps, and safety devices.
- Ensure all equipment is in good working condition and free from defects.

7. Site Setup

- Secure the area around the septic tank to prevent unauthorized entry and ensure the safety of personnel and bystanders.
- Use cones, barriers, or signs to mark the work area and warn others of the ongoing operation.

8. Safety Precautions

- Be aware of the risk of exposure to toxic gases and pathogens present in the septic tank. Take precautions to minimize exposure, such as avoiding direct contact with sewage and maintaining good hygiene practices.
- Ventilate the work area to reduce the risk of gas buildup and ensure adequate airflow during the emptying process.

9. Septic Tank Emptying Process

- Use the vacuum truck to remove the contents of the septic tank.
- Position the vacuum hose securely inside the tank and ensure it is properly sealed to prevent leaks or spills.

- Monitor the vacuum pressure and empty the tank gradually to prevent overfilling and spills.

10. Spill Prevention and Cleanup

- Take precautions to prevent spills or leaks during the emptying process, such as using spill containment measures or absorbent materials.
- In the event of a spill or leak, immediately stop operations, contain the spill, and clean up the affected area following established procedures.

11. Post-Work Inspection

- Conduct a post-work inspection of the septic tank and surrounding area to ensure all waste has been removed and no leaks or spills have occurred.
- Secure the septic tank lid properly to prevent unauthorized access and ensure safety.

12. Documentation

- Maintain records of pre-work assessments, equipment inspections, and septic tank emptying activities.
- Document any incidents, spills, or near misses and implement corrective actions as necessary.

13. Training

- All personnel involved in septic tank emptying operations must receive training on this SOP, including safety precautions, equipment operation, and emergency procedures.

14. Review and Revision

- This SOP will be reviewed annually or as needed to ensure its effectiveness and compliance with health and safety regulations. Any necessary revisions will be made promptly, and all affected personnel will be notified of changes.

Safe Operating Procedure: Emptying Sumps/Mud Tanks

1. Purpose

The purpose of this Safe Operating Procedure (SOP) is to establish guidelines for safely emptying sumps/mud tanks to prevent accidents, injuries, and environmental contamination at SJ Allen Holdings Ltd.

2. Scope

This SOP applies to all employees and contractors involved in emptying sumps/mud tanks at SJ Allen Holdings Ltd facilities or worksites in New Zealand.

3. Responsibilities

- Operators: Responsible for following this SOP and adhering to safety precautions during sump/mud tank emptying operations.
- Supervisors: Responsible for ensuring employees are trained and competent in sump/mud tank emptying procedures and monitoring compliance with this SOP.
- Health and Safety Officer: Responsible for reviewing and updating this SOP as necessary and providing guidance on safety.

4. Pre-Work Assessment

Before commencing sump/mud tank emptying, conduct a pre-work assessment that includes:

- Identifying the location and type of sump/mud tank to be emptied.
- Assessing the condition of the tank and any potential hazards, such as confined spaces, toxic gases, or unstable ground conditions.
- Checking for any obstructions or debris that may impede the emptying process.

5. Personal Protective Equipment (PPE)

- Wear appropriate PPE, including:

- Protective clothing (coveralls).
- Gloves.
- Safety boots with non-slip soles.
- Eye protection (goggles or face shield).
- Respiratory protection (if necessary).

6. Equipment Inspection

- Conduct a pre-operation inspection of all equipment, including pumps, hoses, and safety devices.
- Ensure all equipment is in good working condition and free from defects.

7. Safety Precautions

- Be aware of the risk of exposure to toxic gases, pathogens, and other hazards present in the sump/mud tank. Take precautions to minimize exposure, such as avoiding direct contact with the contents and maintaining good hygiene practices.
- Ventilate the work area to reduce the risk of gas buildup and ensure adequate airflow during the emptying process.

8. Sump/Mud Tank Emptying Process

- Use appropriate tools and equipment to pump out the contents of the sump/mud tank.
- Take care to avoid spills or leaks during the emptying process.
- Monitor the emptying process closely and adjust the equipment as necessary to ensure efficient and safe operation.

9. Spill Prevention and Cleanup

- Take precautions to prevent spills or leaks during the emptying process, such as using spill containment measures or absorbent materials.
- In the event of a spill or leak, immediately stop operations, contain the spill, and clean up the affected area following established procedures.

10. Post-Work Inspection

- Conduct a post-work inspection of the sump/mud tank and surrounding area to ensure all contents have been removed and no leaks or spills have occurred.
- Secure the sump/mud tank lid properly to prevent unauthorized access and ensure safety.

11. Documentation

- Maintain records of pre-work assessments, equipment inspections, and sump/mud tank emptying activities.
- Document any incidents, spills, or near misses and implement corrective actions as necessary.

12. Training

- All personnel involved in sump/mud tank emptying operations must receive training on this SOP, including safety precautions, equipment operation, and emergency procedures.

13. Review and Revision

- This SOP will be reviewed annually or as needed to ensure its effectiveness and compliance with health and safety regulations. Any necessary revisions will be made promptly, and all affected personnel will be notified of changes.

Safe Operating Procedure for Refilling Water Tank

Objective:

To establish safe practices for refilling a water tank, ensuring the safety of personnel and compliance with local regulations.

Equipment Needed:

- Water source (e.g., hydrant, water supply)
- Water hose
- Water tank
- Pump (if necessary)
- Personal Protective Equipment (PPE) including gloves, safety glasses, and appropriate footwear

Procedure:

1. **Preparation:**
    - Ensure all personnel involved in the operation are trained in handling water hoses and equipment.
    - Don the required PPE, including gloves, safety glasses, and appropriate footwear.
    - Park the vehicle or position the water tank near the water source, ensuring accessibility and safety.
2. **Inspect Water Source:**
    - Inspect the water source (e.g., hydrant, water supply) for any visible damage or leaks.
    - Ensure that the water source is suitable for refilling the water tank.
3. **Connect Water Hose:**
    - Attach one end of the water hose to the water source, ensuring a secure connection.

- If using a pump, ensure it is properly connected and positioned between the water source and the water tank.

4. **Position Water Tank:**
    - Position the water tank in a stable and level location near the water source.
    - Ensure that the tank is properly secured to prevent tipping or movement during the refilling process.
5. **Start Refilling:**
    - Turn on the water source to allow water flow through the hose and into the water tank.
    - If using a pump, switch it on to facilitate the transfer of water into the tank.
    - Monitor the water level in the tank to prevent overfilling.
6. **Monitor Operation:**
    - Keep a close eye on the water hose and connections for any signs of leaks or damage.
    - Monitor the water level in the tank and adjust the flow rate as needed to prevent overflow.
7. **Completion:**
    - Once the water tank is filled to the desired level, turn off the water source and switch off the pump (if used).
    - Disconnect the water hose from the water source and drain any residual water.
    - Securely store the water hose and equipment for future use.
8. **Cleanup:**
    - Clear the area around the water source and water tank of any debris or equipment.
    - Dispose of any waste materials or debris in designated containers.

Emergency Procedures:

- In case of a sudden pressure release or other emergencies, immediately shut off the water source and evacuate the area.
- If anyone is injured during the operation, administer first aid as necessary and seek medical attention promptly.

Safe Operating Procedure: Chocking Wheels

1. Purpose

The purpose of this Safe Operating Procedure (SOP) is to provide guidelines for safely chocking wheels to prevent vehicles or equipment from moving unintentionally during maintenance, loading/unloading, or storage activities at SJ Allen Holdings Ltd.

2. Scope

This SOP applies to all employees, contractors, and visitors involved in chocking wheels at SJ Allen Holdings Ltd facilities or worksites in New Zealand.

3. Responsibilities

- Employees: Responsible for implementing and following the procedures outlined in this SOP.
- Supervisors: Responsible for ensuring that employees are trained and competent in chocking wheels and that procedures are followed correctly.
- Health and Safety Officer: Responsible for monitoring compliance with this SOP and recommending updates as necessary.

4. Procedure

1. Assessment: Before chocking wheels, assess the vehicle or equipment to determine the number and type of chocks required based on its weight, size, and slope of the surface.

2. Select Chocks: Choose appropriate chocks that are compatible with the size and weight of the vehicle or equipment. Ensure chocks are in good condition, free of defects, and capable of withstanding the load.
3. Positioning: Position the vehicle or equipment on a level surface whenever possible. If on an incline, position the chocks on the downhill side of the wheels.
4. Brake Application: Ensure brakes are applied before placing chocks. This prevents movement while chocking.
5. Placement of Chocks:
    - Place chocks snugly against the tread of the wheels, both front and back if necessary.
    - For vehicles with multiple axles, chock all wheels that could potentially move.
    - Ensure chocks are placed perpendicular to the direction of the tire to prevent sliding.
6. Securement: Confirm that chocks are securely in place and provide adequate resistance against movement. Test by applying slight pressure to the vehicle or equipment to ensure it remains stationary.
7. Double Check: Verify that all wheels are chocked before commencing work. If using multiple chocks per wheel, confirm each chock is properly placed and secure.
8. Removal: Remove chocks only when work is complete and the vehicle or equipment is ready to move. Ensure all personnel are clear of the area before removing chocks.
9. Storage: Store chocks in designated areas when not in use. Inspect chocks regularly for damage or wear and replace as needed.

5. Safety Precautions

- Always wear appropriate personal protective equipment (PPE), including gloves and safety footwear, when handling chocks.
- Never use damaged or defective chocks. Replace them immediately.

- Use caution when working on uneven or sloped surfaces. Take extra precautions to prevent slips, trips, and falls.
- Communicate with co-workers and ensure everyone is clear of the area before removing chocks.

6. Emergency Procedures

- In the event of an emergency, such as the vehicle or equipment starting to move despite chocking, immediately alert all personnel to clear the area.
- Follow established emergency procedures, including reporting the incident to supervisors and initiating appropriate response actions.

7. Training

All personnel involved in chocking wheels must receive training on this SOP, including proper chocking techniques, safety precautions, and emergency procedures.

8. Review and Revision

This SOP will be reviewed annually or as needed to ensure its effectiveness and compliance with health and safety regulations. Any necessary revisions will be made promptly, and all affected personnel will be notified of changes.

9. Contact Information

For questions or concerns regarding this SOP, employees should contact Charley Spark

Policy Approved by:

Name: Charley Spark

SOP - Chocking Wheels

Position: Business Manager
Date: 13/4/24

Review Date: 13/4/26

This Safe Operating Procedure provides clear guidelines for safely chocking wheels to prevent accidents and injuries at SJ Allen Holdings Ltd in New Zealand. All personnel must adhere to these procedures to ensure a safe work environment.

Safe Operating Procedure: Hydro Excavation

1. Purpose

The purpose of this Safe Operating Procedure (SOP) is to establish guidelines for safely conducting hydro excavation operations to prevent accidents, injuries, and damage to property or utilities at SJ Allen Holdings Ltd.

2. Scope

This SOP applies to all employees and contractors involved in hydro excavation activities at SJ Allen Holdings Ltd facilities or worksites in New Zealand.

3. Responsibilities

- Operators: Responsible for following this SOP and adhering to safety precautions during hydro excavation operations.
- Supervisors: Responsible for ensuring employees are trained and competent in hydro excavation procedures and monitoring compliance with this SOP.
- Health and Safety Officer: Responsible for reviewing and updating this SOP as necessary and providing guidance on safety.

4. Pre-Work Assessment

Before commencing hydro excavation, conduct a pre-work assessment that includes:

- Identifying underground utilities and obstructions using utility maps and locating equipment.
- Assessing ground conditions, including soil type, stability, and any potential hazards.

- Reviewing weather conditions and assessing the risk of adverse weather impacting excavation operations.

5. Personal Protective Equipment (PPE)

- Wear appropriate PPE, including:
    - High-visibility clothing.
    - Safety helmet.
    - Safety glasses or goggles.
    - Gloves.
    - Steel-toe boots.

6. Equipment Inspection

- Conduct a pre-operation inspection of all hydro excavation equipment, including the vacuum truck, water pump, hoses, and excavation tools.
- Ensure all equipment is in good working condition and free from defects.

7. Site Setup

- Mark the excavation area with cones or barriers to prevent unauthorized entry.
- Ensure adequate lighting is available for night work or low visibility conditions.
- Position the hydro excavation equipment in a safe and accessible location, away from traffic and overhead obstructions.

8. Safety Precautions

- Maintain a safe distance from overhead power lines and other utilities.
- Use ground-penetrating radar or other locating equipment to verify the location of underground utilities before excavation.
- Check for gas pipelines and other hazardous materials before commencing work.

9. Excavation Process

- Use low-pressure water jets to soften the soil and create a slurry for excavation.
- Excavate soil carefully, avoiding excessive force to prevent damage to underground utilities.
- Monitor excavation depth to ensure it does not exceed the specified limits.

10. Spoil Management

- Collect excavated soil and debris using the vacuum truck.
- Dispose of spoil in designated areas or transport it off-site as required.
- Take precautions to prevent spillage or contamination of surrounding areas.

11. Emergency Procedures

- In the event of a utility strike, immediately shut down excavation operations and evacuate the area.
- Contact utility providers and emergency services as necessary.
- Follow established emergency procedures for utility strikes and other incidents.

12. Post-Work Inspection

- Conduct a post-work inspection of the excavation area to ensure all utilities are intact and no damage has occurred.
- Restore the excavation site to its original condition, including backfilling and compacting soil as needed.

13. Documentation

- Maintain records of pre-work assessments, equipment inspections, and excavation activities.
- Document any incidents or near misses and implement corrective actions as necessary.

14. Training

- All personnel involved in hydro excavation operations must receive training on this SOP, including safety precautions, equipment operation, and emergency procedures.

15. Review and Revision

- This SOP will be reviewed annually or as needed to ensure its effectiveness and compliance with health and safety regulations. Any necessary revisions will be made promptly, and all affected personnel will be notified of changes.

Spill Response Plan for Wastewater

Introduction

Purpose

The purpose of this Spill Response Plan is to provide procedures and guidelines for effectively responding to and managing wastewater spills at SJ Allen Holdings Ltd]. The plan aims to minimize the environmental impact and ensure compliance with New Zealand regulations.

Scope

This plan applies to all locations and operations of SJ Allen Holdings Ltd where wastewater is generated, stored, or transported. It covers all employees, contractors, and visitors.

Regulatory Framework

Relevant Legislation

- Resource Management Act 1991 (RMA)
- Health and Safety at Work Act 2015
- Local Government Act 2002
- Regional and District Plans

Roles and Responsibilities

Spill Response Team

- Team Leader: Coordinates spill response activities and liaises with regulatory authorities.

- Response Team Members: Execute spill response procedures under the guidance of the Team Leader.

Management

- Ensure resources are available for spill response.
- Support the Spill Response Team during incidents.
- Review and update the Spill Response Plan regularly.

Employees

- Report spills immediately to the Spill Response Team.
- Follow instructions during spill response activities.
- Participate in spill response training.

Spill Response Procedures

1. Immediate Actions

- Safety First: Ensure personal safety and the safety of others. Use personal protective equipment (PPE) as required.
- Stop the Source: If safe to do so, stop the source of the spill to prevent further release.
- Contain the Spill: Use spill containment materials (e.g., absorbent pads, booms) to contain the spill and prevent it from spreading.

2. Notification

- Internal Notification: Immediately notify the Spill Response Team and management.
- External Notification: Notify local authorities and regulatory agencies as required. Contact information for key agencies should be readily available.

3. Assessment

- Spill Assessment: Assess the extent and type of spill, including the volume and potential environmental impact.
- Risk Assessment: Identify potential risks to human health and the environment.

4. Containment and Cleanup

- Containment: Continue to contain the spill using appropriate methods.
- Cleanup: Begin cleanup operations using absorbent materials, pumps, or other equipment as necessary. Ensure all collected waste is stored in appropriate containers for disposal.
- Decontamination: Decontaminate affected areas and equipment to prevent further contamination.

5. Disposal

- Waste Disposal: Dispose of all contaminated materials, absorbents, and wastewater in accordance with local regulations and environmental standards.
- Documentation: Record details of the spill, including volume, materials used, cleanup actions, and disposal methods.

6. Reporting

- Internal Reporting: Document the incident in the company's incident report system.
- External Reporting: Submit required reports to local authorities and regulatory agencies. Include details of the spill, response actions, and any environmental impacts.

7. Review and Follow-Up

- Incident Review: Conduct a review of the spill incident to identify causes and preventive measures.
- Plan Update: Update the Spill Response Plan based on lessons learned from the incident.
- Training: Provide additional training to employees if needed to address identified weaknesses in the response.

Emergency Contacts

Agency/Contact	Phone Number	Email/Website

Local Environmental Agency	0800 800 033	Report Pollution (orc.govt.nz)
Emergency Services	111	

Training and Drills

- Regular Training: Conduct regular spill response training for all employees, including the use of PPE, containment materials, and cleanup procedures.
- Spill Drills: Conduct periodic spill response drills to test the effectiveness of the Spill Response Plan and the readiness of the Spill Response Team.
- Documentation: Keep records of all training sessions and drills, including participant lists and outcomes.

Spill Response Equipment

- Spill Kits: Ensure spill kits are available at key locations and contain necessary materials such as absorbent pads, booms, gloves, and disposal bags.
- PPE: Provide appropriate PPE for all employees involved in spill response.
- Maintenance: Regularly inspect and replenish spill response equipment and materials.

Review and Improvement

Annual Review

- Plan Review: Conduct an annual review of the Spill Response Plan to ensure its effectiveness and compliance with regulations.
- Update Procedures: Update the plan as necessary based on new regulations, operational changes, or lessons learned from incidents.

Continuous Improvement

- Feedback: Encourage feedback from employees on spill response procedures.
- Improvements: Implement improvements based on feedback and technological advancements.

- For questions or concerns regarding these SOPs, employees should contact Charley Spark

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Approved by:

Name: Charley Spark

Position: Business Manager

Date: 18/4/24

Review: 18/4/26

These Safe Operating Procedures provide clear guidelines for safely managing waste spills to prevent accidents and environmental contamination at SJ Allen Holdings Ltd. All personnel must adhere to these procedures to ensure a safe work environment.