

## **EMERGENCIES**

**P20** Rev. 0 10/11/20XX

Responsible Sector Approval: Quality Manager Environmental and OH&S Manager

CONTROL OF REVISIONS	
Initial Emission: 10/01/20XX	

## 1. Objective:

Ensure that all employees know how to identify an emergency, act appropriately and notify the Emergency Brigade.

ACTIVITY	DESCRPTION / OBSERVATIONS	RESPONS
EMERGENCY	Emergencies: fire, explosion, spills, leaks, person with sudden illness, need for rescue, injured person. Emergency Brigade: Team trained for emergency situations	Manager of OH&S and Environmental Manager
Identify the Emergency Condition.	Treinados para identificar Situações de Emergência e para avisar Brigada de Emergência	All workers
Require help Emergency Brigade	Identify whether the situations require immediate action by the Emergency Brigade.  Inform the Emergency Brigade, even if the situation has been controlled.  Consider the following situations as serious:  Spill / Leaks whose risk of environmental impact is imminent, such as near manholes or vegetation and where the local resources are unable to act.  Accidents with unconscious / trapped victims / with suspected fracture or major bleeding.  Fire of any nature or magnitude.	All workers
Actions in case of spills	Identify the product that is leaking, through the packaging label or even the emergency card available with the product Use necessary PPE (gloves, masks, safety glasses, etc.) Leakage stagnation: In case of tipping of packages, "untangle"; In the case of a packaging hole, turn the hole to the top; etc. Leak containment: Prevent the leak from spreading, using the Contention Kit Leak cleaning. Collect all leaked product, absorbing with Contention Kit and packing in packages. Destination of all contaminated waste. Warn the Process Leader to open non-compliance after the event.	All workers Emergency Brigade
Registration of Nonconformity  END	Registration of Nonconformity and implementation of the Corrective Action	Process Leader

ACTIVITY	DESCRIPTION / OBSERVATION	RESPONS
Actions in case of fire	Identifique la proporción del incendio, así como el material / equipo / instalación que se está quemando y comunique la Brigada de Emergencia.  Extinga el fuego, si la proporción del fuego hace posible intentar extinguirlo a través de extintores. Si no hay posibilidades, la Brigada de Emergencia es responsable de evaluar la condición del incendio y de decidir activar la asistencia externa, como el Departamento de Bomberos.  Advertir al líder del proceso que abra el incumplimiento después del evento	All Workers Fire Brigade
Registration of a Nonconformance	Registration of nonconformance and implementation of corrective action	Process Leader
Assistance to emergencies involving people	First Aid are immediate procedures that must be applied to an injured person, outside the hospital environment, performed by people trained to perform the maintenance of vital signs and prevent the aggravation of existing injuries.  When witnessing such a situation, inform the Emergency Brigade.  No person who is not trained should deal with the victim, as this can result in greater damage than that resulting from the accident itself.	All Workers Fire Brigade
First steps of the emergency with victims	-Find and protect yourself and the victim -Transmits security to the victim Correctly mark the location: remove dangerous conditionsKeep vital signs -Use the stretcher if necessary - Act quickly, using the basic knowledge of first aidUse the emergency phone or move the victim to the emergency room Notify the Process Leader to open non-compliance after the event	Fire Brigade
Registration of nonconformance	Opening non-compliance and taking corrective actions	Process Leader
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Inspection of equipment Training and Simulation	The equipment used to respond to emergency situations (such as fire extinguishers, containment kits, etc.) is inspected at defined intervals, as well as having a maintenance schedule.  The emergency actions are tested, through annual cycles of simulated exercises, in order to confirm its effectiveness, as well as to evaluate the training level of those involved.  The responsibility for scheduling and coordinating training and simulated training, as well as evaluating the effectiveness of actions, lies with the Occupational Health and Safety Manager.	OH&S Manager Emergency Brigade
Reports of Emergency Simulations	Simulation reports are prepared, which are treated as records of the Management System	OH&S Manager