Prevent emergency situations R 15

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| --- | --- |
| type | realization process |
| purpose | prepare for and respond to potential emergency situations |
| owner | production / quality / safety / environmental manager |
| risks | * not taking into account the hazards and risks identified * not defining methods to react to emergency situations * not assigning roles and responsibilities * not communicating action plans to relevant interested parties * not periodically testing the ability to respond * not periodically testing the means of monitoring and control * not preparing and training staff on emergency situations * not taking into account the feedback from tests performed |
| upstream processes | * plan the QMS * address risks * acquire resources * identify environmental aspects and impacts * maintain regulatory watch |
| downstream processes | * communicate * provide training * control documentation |
| inputs | * legal requirements * risks identified * already occurred incidents * remarks from personnel |
| activities  (sub-processes) | * identify potential hazards * define the methods for responding to incidents or emergency situations * identify and allocate roles, responsibilities and authorities * communicate the action plans * install and update the documents, instructions and signs * periodically test the capability to respond * train the staff * update the list of emergency equipment |
| outputs | * set-points, work instructions, appropriate guidelines and signs * training programme * list of hazards * list of emergency situations |
| resources | trained personnel and emergency equipment |
| indicators | * trained persons for emergency situations * number of incidents * tests done |
| procedures / documents | emergency situations, legal watch, communication, control of chemicals, training, internal audit, management review / list of hazards, register of incidents, list of emergency situations, labels and storage of chemicals, list of emergency equipment, trained people |
| customers | all the staff, all infrastructures of the company |

Glossary:

* QMS: quality management system

owner

title / codification

purpose

production / quality / safety / environmental manager

prepare for and respond to potential emergency situations

prevent emergency situations / R 15

downstream processes

upstream processes

risks

* not taking into account the hazards and risks identified
* not defining methods to react to emergency situations
* not assigning roles and responsibilities
* not communicating action plans to relevant interested parties
* not periodically testing the ability to respond
* not periodically testing the means of monitoring and control
* not preparing and training staff on emergency situations
* not taking into account the feedback from tests performed
* communicate
* provide training
* control documentation
* plan the QMS
* acquire resources
* identify environmental aspects and impacts
* maintain regulatory watch

activities

inputs

outputs

* identify potential hazards
* define the methods for responding to incidents or emergency situations
* identify and allocate roles, responsibilities and authorities
* communicate the action plans
* install and update the documents, instructions and signs
* periodically test the capability to respond
* train the staff
* update the list of emergency equipment
* legal requirements
* already occurred incidents
* remarks from personnel
* set-points, work instructions, appropriate guidelines and signs
* training programme
* list of hazards
* list of emergency situations

customers

procedures / documents

indicators

resources

emergency situations, legal watch, communication, control of chemicals, training, internal audit, management review / list of hazards, register of incidents, list of emergency situations, labels and storage of chemicals, list of emergency equipment, trained people

trained persons for emergency situations, number of incidents

implemented, tests done

trained personnel and emergency equipment

all the staff, all infrastructures of the company