



**GALCO CORK LTD.**

**TRAMORE ROAD,**

**CORK**

**P0391-01**

## **Emergency Response Procedure**

**September 2020**

## Table of Contents

1.0	Introduction .....	3
2.0	Responsibilities .....	3
3.0	Emergency Response Procedures .....	4
3.1	Spillages and Accidental Release.....	4
3.1.1	Major Spill .....	4
3.1.2	Minor or Small Spills.....	5
3.1.3	Chemical Splash to Skin .....	5
3.1.4	Chemical Splash to Eyes.....	5
3.1.5	Reporting and Follow-up .....	5
3.2	Fire .....	6
3.3	Fire Water Management .....	7
3.3.1	Primary Firewater Retention Facilities: Bunding .....	7
3.3.2	Secondary Firewater Retention Facilities: Surface Water Pipework, Gullies, Oil Interceptor and Emergency Shutoff Valve .....	8
3.4	Gas Leaks.....	9
3.4.1	Gas Leakage without fire .....	9
3.4.2	Gas Leakage which has ignited .....	9
3.5	Traffic Accident on Site.....	10
3.6	Flooding.....	11
4.0	Security.....	12
5.0	Incident Notification .....	12
6.0	RELEVANT CONTACT DETAILS .....	14
7.0	Review.....	15
8.0	Work Force Training and Awareness.....	15
9.0	External Emergency Response Bodies Consultation .....	16
	Appendix A: Emergency Assembly Points.....	17
	Appendix B: Site Drainage Plan.....	18
	Appendix C: Screenshots Indicating the Type of Information to be entered in the Eden Incident Notification Portal .....	19

## **1.0 Introduction**

This document has been devised to satisfy Condition 12.1 of the IPC licence P0391-01 which states Galco Cork Ltd. shall maintain a documented Emergency Response Procedure which shall address any emergency situation which may originate on-site. This Procedure shall include provision for minimising the effects of any emergency on the environment.

This emergency response procedure has been devised with regard to the EPA's guidance document titled "*Guidance to Licensees on the Preparation of Accident Prevention Procedures and Emergency Response Procedures*".

The purpose of this emergency response procedure is to set out the actions by which the employees at Galco Cork Ltd. will respond to an emergency situation such as a fire or spill.

Galco Cork Ltd. responds to actual emergency situations and accidents preventing and mitigating associated adverse environmental impacts.

Galco Cork Ltd. periodically tests these procedures where practicable.

## **2.0 Responsibilities**

Senior Management shall ensure all employees are aware of procedures to be employed in emergency situations such as in the case of a fire or spillage.

Workplace Managers shall have overall responsibility for this procedure and shall assess each process in relation to abnormal operation and emergency situations within their management scope.

The Environmental Protection Agency must be notified by telephone and through Eden as soon as practicable after the occurrence of any incident with the potential for environmental contamination. Any other relevant authority as outlined in this document must also be notified.

### **3.0 Emergency Response Procedures**

#### **3.1 Spillages and Accidental Release**

##### ***3.1.1 Major Spill***

- Notify persons in the area.
- Evacuate the room, area or building.
- Engage the nearest fire alarm station if evacuation is required.
- If possible, turn off ignition sources, and establish or maintain exhaust ventilation.
- Confine as best as possible. Close doors on the way out if possible.
- Assemble in a safe place. Refer to Appendix A which includes a graphic of the site indicating the location of the emergency assembly point.
- One person meet and inform the Workplace Manager / Emergency Responders.
- Follow specific instructions on the Safety Data Sheet.
- Assemble the emergency team at the nearest spill kit which contains all the relevant equipment to respond to a chemical spill or oil spill.
- Close the shut off valve serving the onsite surface waters using the hand lever.  
Refer to Appendix B which includes a site drainage plan.
- Confine and clean the spill with appropriate protective clothing and equipment.
- Call the Technical Department in Galco Dublin and notify the Environmental Protection Agency by telephone and through the online Eden System and notify any other required relevant bodies for information.
- Dispose of wastes appropriately.
- Provide assistance as necessary.

**3.1.2 Minor or Small Spills**

- Notify persons in the immediate area.
- Leave the hazardous area.
- If possible, turn off ignition sources, and establish or maintain exhaust ventilation.
- Close doors and windows, if possible.
- Call Workplace Manager / Emergency Responder.
- Follow specific instructions on the Safety Data Sheet.
- Assemble the emergency team at the nearest spill kit which contains all the relevant equipment to respond to a chemical spill or oil spill.
- Confine and clean the spill with appropriate protective clothing and equipment.
- Call Environmental Protection Agency or relevant bodies for information.
- Dispose of wastes appropriately.
- Provide assistance as necessary.

**3.1.3 Chemical Splash to Skin**

- Read Safety Data Sheets (SDS)
- Generally, remove contaminated clothing and wash with water for 15 minutes.
- Call Trained First Aid Officers/Workplace Managers or seek medical assistance.
- Follow specific instructions on the Safety Data Sheet and take Safety Data Sheet to emergency providers.

**3.1.4 Chemical Splash to Eyes**

- Immediately wash with potable water for 15 minutes.
- Hold the eyelids open. Get the victim to roll eyes while irrigating.
- Call a trained First Aid Officer/Workplace Manager or seek immediate medical assistance.

**3.1.5 Reporting and Follow-up**

- For a safety-related incident, notify Technical Manager.
- Complete an accident report for all injuries.
- For all fires/explosions/chemical spills, notify Workplace Managers, Environmental Protection Agency and Health and Safety Officer.

### 3.2 Fire

See also Fire Safety and Emergency/Fire Procedures in the Safety Statement. To avoid accidents relating to fire, smoking is prohibited on site. However there are designated smoking areas which are fitted with the appropriate cigarette disposal bins on the walls of these areas. The site is fully equipped with fire alarms and smoke detectors.

#### On discovering a fire

- Leave the fire area closing all doors. Do not stop for personal belongings.
- Activate the fire alarm using the fire alarm pull station.
- Call the fire brigade and give the exact location of the fire.
- Fire water should be contained on site.
- Do not fight a fire unless you are trapped or trained and it is safe to do so using a portable fire extinguisher. Evacuate the area immediately if one extinguisher does not extinguish the fire.
- Evacuate the building following the procedures given below.

#### On hearing the fire alarm

- Leave the building by the nearest route, do not stop to pick up personal belongings.
- Close doors and windows behind you if safe to do so, always leave enough time to escape.
- Report to the assembly point as indicated in the figure included in Appendix A.
- Those personnel with specific fire evacuation duties should proceed to their designated Assembly Area.

#### If you are unable to evacuate

- Call 999 or 112 and give your name, location and situation, if possible.
- Close doors against fire and smoke.
- If smoke enters the room, stay low as heat and gases tend to rise.
- Signal your position at a window to alert others of your position if possible.

Due to the low fire risk on site fire abatement equipment consists of different types of fire extinguishers and fire blankets. In accordance with the recommendation of the appropriate *Irish Standard I.S. 291.1998* for fire equipment 30% of extinguishers are discharged each year. These are all strategically placed, freely accessible and appropriately labelled. Pat McCabe services and maintains all fire extinguishers on a 6 monthly basis to ensure compliance with the standard. (Pat McCabe Fire Extinguishers Contact - 0872515180).

### 3.3 Fire Water Management

Refer to the report “Fire Water Retention Risk Assessment” which includes information on firewater retention facilities, fire abatement equipment, fire load and managing fire risk.

The range of managerial, operational and engineering structures and systems in place throughout the site ensures that fire risk is low. Due to the low fire risk, there is no sprinkler or deluge system in place. The small risk of contaminated firewater is posed by firefighting water generated from external emergency services and on site fire extinguishers.

In the event of water being used to control any onsite fire which may occur the resultant firewater may become contaminated with materials, substances and chemicals stored on the site. Escape of potentially contaminated spent firewater in large volumes could possibly cause environmental damage. This risk is offset by the firewater containment facilities in place on site. Details of the firewater containment facilities on site are included in section 3.3.1 and section 3.3.2.

Any potentially contaminated firewater collected onsite should be analysed to determine a strategy for adequate disposal and/or treatment. If required and if deemed suitable the current licensed/authorised hazardous waste management contract companies serving the site may be availed of. Any potentially contaminated firewater should be disposed of in accordance with environmental guidelines when it is safe to do so.

Currently the surface water passes through an ion exchanger and then flows off site into a public sewer and can be easily halted by the activation of the emergency shutoff valve.

#### 3.3.1 Primary Firewater Retention Facilities: Bunding

The use of existing process area bunds can be availed of to facilitate the collection of potentially contaminated firewater. All bunds on site are suitable for containment purpose having passed integrity assessments performed by Environmental Efficiency in June of 2019. The main process bunds are of reinforced mass concrete construction which are sealed with a chemical resistant fibreglass lining. The containment volumes of the main process bunds on site applicable to the retention of firewater are as follows;

Bund Ref.	Bund Retention Volume (m <sup>3</sup> )
Process Chemicals	580
Stairway to Enclosure Basement	26.25
Passivation	56
<b>Total</b>	<b>662.25</b>

### ***3.3.2 Secondary Firewater Retention Facilities: Surface Water Pipework, Gullies, Oil Interceptor and Emergency Shutoff Valve***

Due to both the large amount of water that could potentially be utilised to fight a fire and the potential addition of rainwater to firewater the primary firewater retention facilities may not suffice and secondary firewater retention facilities may be necessary. Secondary firewater retention facilities on site include the following;

- Below ground surface water pipework and gullies can provide significant potentially contaminated firewater retention capacity.
- An oil interceptor provides additional potentially contaminated firewater retention capacity.
- The surface water pipework, gullies and the silt and oil interceptor are completed as a secondary firewater retention facility through the incorporation of an emergency surface water drainage shut-off valve.

The emergency surface water drainage shut-off valve is manually closed to prevent any potentially contaminated firewater retained in both the surface water pipework, gullies and the silt and oil interceptor from leaving the site. The emergency surface water drainage shutoff valve is located along the western boundary of the site which is the lowest lying point on the site and the location at which surface water is discharged from the site.

Refer to Appendix B which includes a site drainage plan.



### **3.4 Gas Leaks**

Because of the volatility of gas the utmost care must be taken when dealing with suspected leaks. If there is a smell of gas or a suspicion that gas may be leaking into the atmosphere in an area these guidelines should be followed:

#### ***3.4.1 Gas Leakage without fire***

- Evacuate all employees from the area to a safe place.
- Inform your manager (use a phone away from the area).
- Do not smoke.
- Do not use naked flames.
- Do not turn electric switches on or off.
- Turn off the gas supply at the main isolation valve and do not use the installation again until the fault has been rectified
- Open doors and windows to get rid of the gas (doors are most important)
- Keep all personnel away from the area
- For gas leaks call the Gas Networks Ireland 24 hour Emergency Line on 1850 20 50 50 or 066 979 1981.

#### ***3.4.2 Gas Leakage which has ignited***

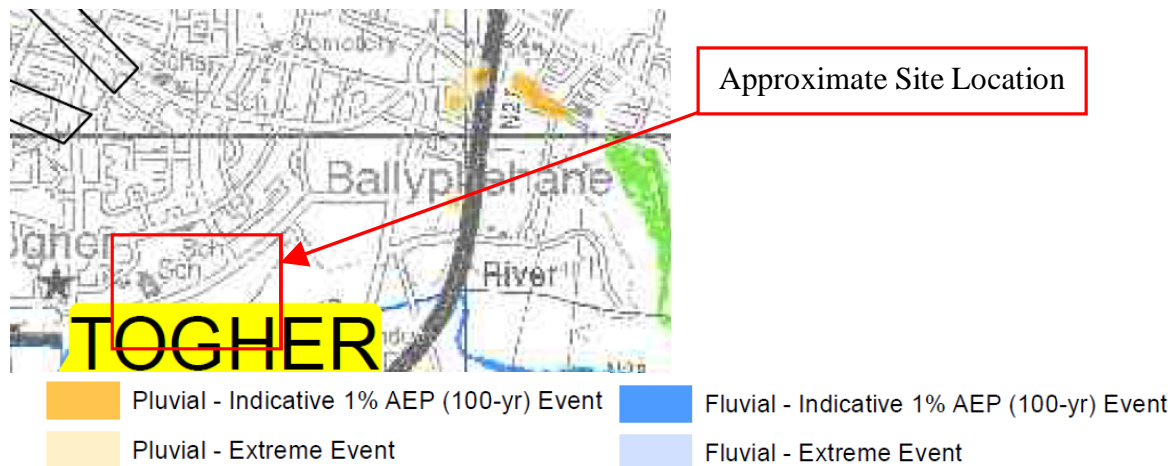
- Sound the fire alarm and evacuate the premises and report to the safe assembly point as indicated in the figure included in Appendix A.
- Call the Fire brigade if this has not already been done at 999 or 112
- If possible, but not taking personal risk shut off the gas supply at the main isolation valve.
- Call the Gas Networks Ireland 24 hour Emergency Line on 1850 20 50 50 or 066 979 1981

### **3.5 Traffic Accident on Site**

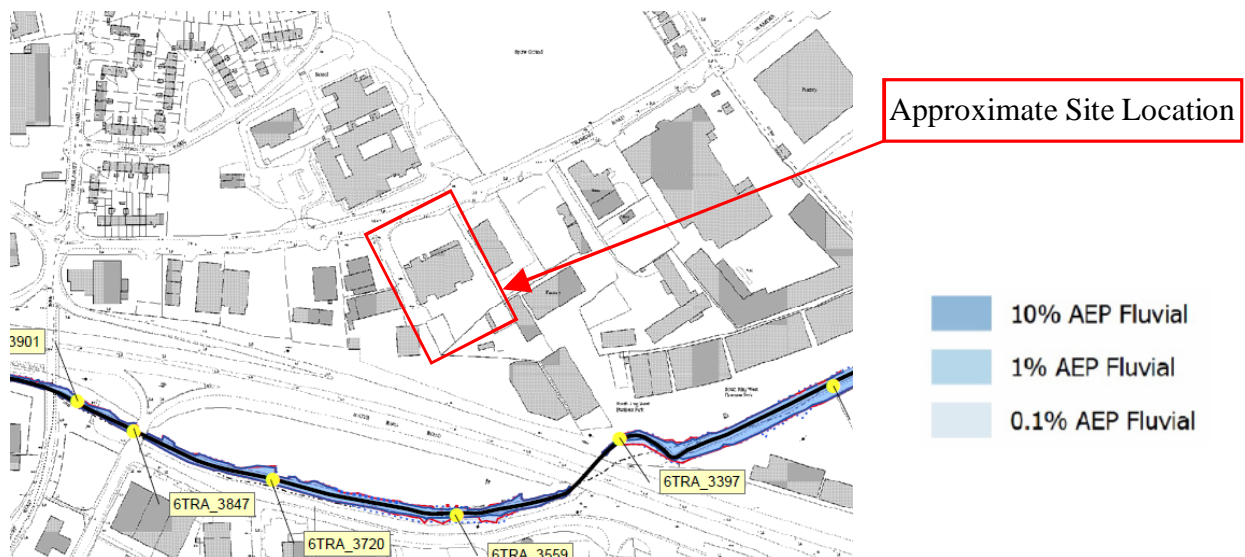
- If an accident on site appears serious call the emergency services 999 or 112 as before.
- Ensure your own safety; do not create danger to yourself or others.
- If in a vehicle park safely, well clear of the accident, set your hazard lights flashing.
- At night, wear or carry something light in colour, or reflective, and use a torch.
- Send bystanders to warn other drivers.
- Set up warning triangles or lights in each direction.
- Turn off the ignition of any damaged vehicle and if you know how disconnect the battery.
- Switch off the fuel supply on diesel vehicles.
- Stabilise vehicles. If a vehicle is upright, apply the hand brake and put it in gear, or put blocks at the wheels.
- Look out for physical dangers. Is anyone smoking? Are there goods vehicles displaying Hazchem symbols? Are there damaged power lines, or spilt fuel?
- Do not move injured people unless it is absolutely necessary to prevent further injuries.
- If it is essential to move a casualty, you will need help to support the shoulders and chest, hips and abdomen, and for the legs. You should support the head at all times, one person taking charge of the moving operation.

### 3.6 Flooding

According to the OPW's National CFRAM Programme Flood Hazard Mapping ([http://www.cfram.ie/pfra-pdfs/PFRA%20Integrated%20Map\\_38.pdf](http://www.cfram.ie/pfra-pdfs/PFRA%20Integrated%20Map_38.pdf)) the site is at no risk of flooding from fluvial sources and at no risk of flooding from pluvial sources.



According to a flood hazard map uploaded to the new OPW website <http://www.floodinfo.ie/> the site is again shown to be at no risk of flooding from fluvial sources. As of yet there is no information included on the above website in relation to pluvial sources. ([https://s3-eu-west-1.amazonaws.com/docs.floodinfo.opw/pdf/south\\_west/uom\\_19/afa/togher/01\\_ex/current/fluvial/i19tog\\_exfd\\_f1\\_14.pdf](https://s3-eu-west-1.amazonaws.com/docs.floodinfo.opw/pdf/south_west/uom_19/afa/togher/01_ex/current/fluvial/i19tog_exfd_f1_14.pdf))



No historic flooding has been identified at the site or in the surrounding area. Surface water flow from the site is captured in the existing drainage network.

As a result of all of the above there are no requirements for individual site flood protection measures to be implemented.

## 4.0 Security

The site compound is secured by a perimeter fence with gates at the main entrance. There is only one access point. The site is also secured with a remote CCTV system.

## 5.0 Incident Notification

The EPA's guidance document titled "*Guidance to Licensees/COA holders on the Notification, Management and Communication of Environmental Incidents*" provides guidance on how to communicate the necessary information to those dealing with environmental incidents.

The function of incident notification to the EPA is to ensure that the necessary management practices are in place to eliminate the causes of the incident and to protect the environment.

Galco Cork Ltd. is required to communicate the details of an incident to the EPA by telephone and via the EDEN system. The EDEN application itself is relatively intuitive to use and all relevant details to be submitted are outlined on the electronic form. The Eden system is accessed via the URL <https://www.edenireland.ie/> and the user's username and password are entered. Under the "Incidents Link" the "New Incident" button is selected and all relevant details are entered under the five steps prior to submission. Appendix C includes screenshots indicating the type of information to be entered in the Eden Incident Notification Portal.

In order to determine the significance of an incident the Agency has provided the following classification system which is based on impact or potential impact to the environment.

Reported incidents are placed into one of the rankings listed below when communicated to the agency. Incident Category/Ranking are assigned/entered in Step Two of the Eden Incident Notification Portal.

<u><b>Ranking</b></u>	<u><b>Classification</b></u>	<u><b>Impact on the Environment</b></u>
1	Minor	<ul style="list-style-type: none"> <li>• No contamination, localised effects.</li> <li>• Minor effect on air quality as evidenced by dust or odour complaint(s).</li> <li>• ELV breaches.</li> <li>• An emission which does not comply with the requirement of the licence/COA (A pattern of repeated minor incidents should be taken into account when considering the level of response).</li> </ul>

<b><u>Ranking</u></b>	<b><u>Classification</u></b>	<b><u>Impact on the Environment</u></b>
2	Limited	<ul style="list-style-type: none"> <li>• Simple contamination, localised effects of short duration.</li> <li>• Local limited impact to water, land and air.</li> <li>• Notification to and short term closure of potable water extractors required.</li> </ul>
3	Serious	<ul style="list-style-type: none"> <li>• Simple contamination, widespread effects of extended duration.</li> <li>• Significant effects on water quality.</li> <li>• Major damage to an ecosystem (e.g. impact on fish population).</li> <li>• Longer term closure of potable water extractors.</li> <li>• Significant reduction in amenity value.</li> <li>• Significant Damage to agriculture or commerce.</li> <li>• Significant Impact on man.</li> </ul>
4	Very Serious	<ul style="list-style-type: none"> <li>• Heavy contamination, localised effects of extended duration</li> </ul>
5	Catastrophic	<ul style="list-style-type: none"> <li>• Very heavy contamination, widespread effects of extended duration</li> </ul>

During office hours Galco Cork Ltd. is required to communicate the details of the incident to an EPA inspector by telephone and through the EDEN system.

The agency's office hours are from 09:00 to 17:00 on Monday to Friday. It is not appropriate to email or leave a telephone message for an inspector.

Outside of office hours, Galco Cork Ltd. should communicate the details of the incident to the agency by contacting 1890 33 55 99 which is staffed 24 hrs a day, seven days a week.

If an incident is potentially a threat to human health or to the environment Galco Cork Ltd. are also obliged to alert the relevant designated Emergency Response Agency (e.g. local authority, Gardaí, or the Health Services Executive) so that the incident may be contained.

If the incident involves discharges to a sewer or to water, the Sanitary Authority and the Regional Fisheries Ireland must also be notified, as set out in the licence conditions.

In order to notify the public, where necessary, the EPA publishes notifications of incidents at licensed facilities on their website. Typically incidents of Rank 2 and higher will be published on the EPA website where offsite environmental impacts or offsite health impacts occur or have the potential to occur, for example, a major fire resulting in environmental pollution. Prior to publication of an incident on the website a review with site personnel will be conducted by the EPA and the facility will be informed of the intention to publish the notification.

In general, incidents that have no offsite impact will not be posted on the website, for example, spills that are fully contained on site in bunds or tanks.

Following completion of the investigation of an incident notifications will be removed from the EPA's website two months after the close out paragraph has been added to the original notice. Details of all reported incidents are available on the public file at the EPA's regional offices and at the company's site.

## **6.0 RELEVANT CONTACT DETAILS**

### List of Emergency phone numbers – Updated and reviewed 2018

Emergency Services (Ambulance, Gardaí, Fire)	999 or 112
Cork City Fire Brigade	0214966333
Cork University Hospital:	(021) 492 2000
Cork City Doctor, Dr. Jacinta Barry:	021-4303366
Togher Garda Station	021 494 7120
Health & Safety Authority (HSA)	01 6147000 or (24 hr) 1890 289 389
EPA Headquarters Telephone:	053 9160600
EPA Headquarters Fax:	053 9160699
EPA Regional Inspectorate Cork Tel:	021 4875540
EPA Regional Inspectorate Cork Fax:	0214875545
Inland Fisheries Ireland, Macroom	(0)26 41222 or (24 hr) 1890 34 74 24
Cork City Council	021 496 6222 or (24 hr) (021) 496 6512
ESB	1850 372 999
Gas Networks Ireland 24 hour Emergency Line	1850 20 50 50 or 066 979 1981

### Galco Cork Ltd. Staff

Business Manager:	Mr. John Conroy
Group Operations Director:	Terry Hinds
Group EHS Manager:	Kevin Lynchehaun

## **7.0 Review**

Condition 12.2.2 as amended in 2005 of the IPC licence P0391-01 states the Emergency Response Procedure maintained by Galco Cork Ltd. shall be reviewed annually and updated as necessary.

Galco Cork Ltd. reviews and revises its Emergency Response Procedure annually and in particular where required after the occurrence of accidents or emergency situations.

## **8.0 Work Force Training and Awareness**

Emergency response training, awareness and emergency response simulations are provided and performed by Galco Cork Ltd. with all employees. Training records are kept up to date to ensure all employees are trained on fire safety and emergency response procedures. All employees are given a copy of the Employee Health and Safety Handbook upon commencement of work or upon updating of the handbook. A copy of the full Galco Cork Ltd. Safety Statement and the Group Environmental Health and Safety Policy is available to all employees upon request, both of which are reviewed annually.

Workforce fire prevention awareness is always at a high level. There is a designated fire warden and fire team. A number of employees are trained in fire safety, with periodic refresher courses taking place. Fire drills are conducted biannually, records of which are logged appropriately.

Environmental training which includes spill simulations is performed for employees. These records are maintained on file and are available for inspection. The health and safety training is also available on site for inspection which covers a wide range of areas.

In the event of a hazardous material spillage or in the event of water and/or fire extinguishers being used to control a fire on site a number of employees are trained in using the hand lever to close the emergency shutoff valve which prevents any potentially contaminated firewater being discharged from the site.

A first aid team is in place on site. The first aid team are regularly given refresher courses and are aware of their role in the Emergency Response Procedure. Other staff members are encouraged to partake in the first aid training courses provided by Galco.

Regular staff training and updating of the Emergency Response Procedure where necessary ensures the proper implementation of the Emergency Response Procedure.

## **9.0 External Emergency Response Bodies Consultation**

Consultation with the Cork City Fire Brigade has been undertaken. The consultation included details of the site layout and advising the Cork City Fire Brigade on the types of emergency situations that may be encountered and what response may be expected of the Cork City Fire Brigade in an emergency response situation.

Cork City Fire Brigade has undertaken a visit to the site and are satisfied with the current arrangements in relation to the following;

- SDS's logged and readily available.
- Perimeter fencing.
- Access to the site.
- Front gate is manned during the day

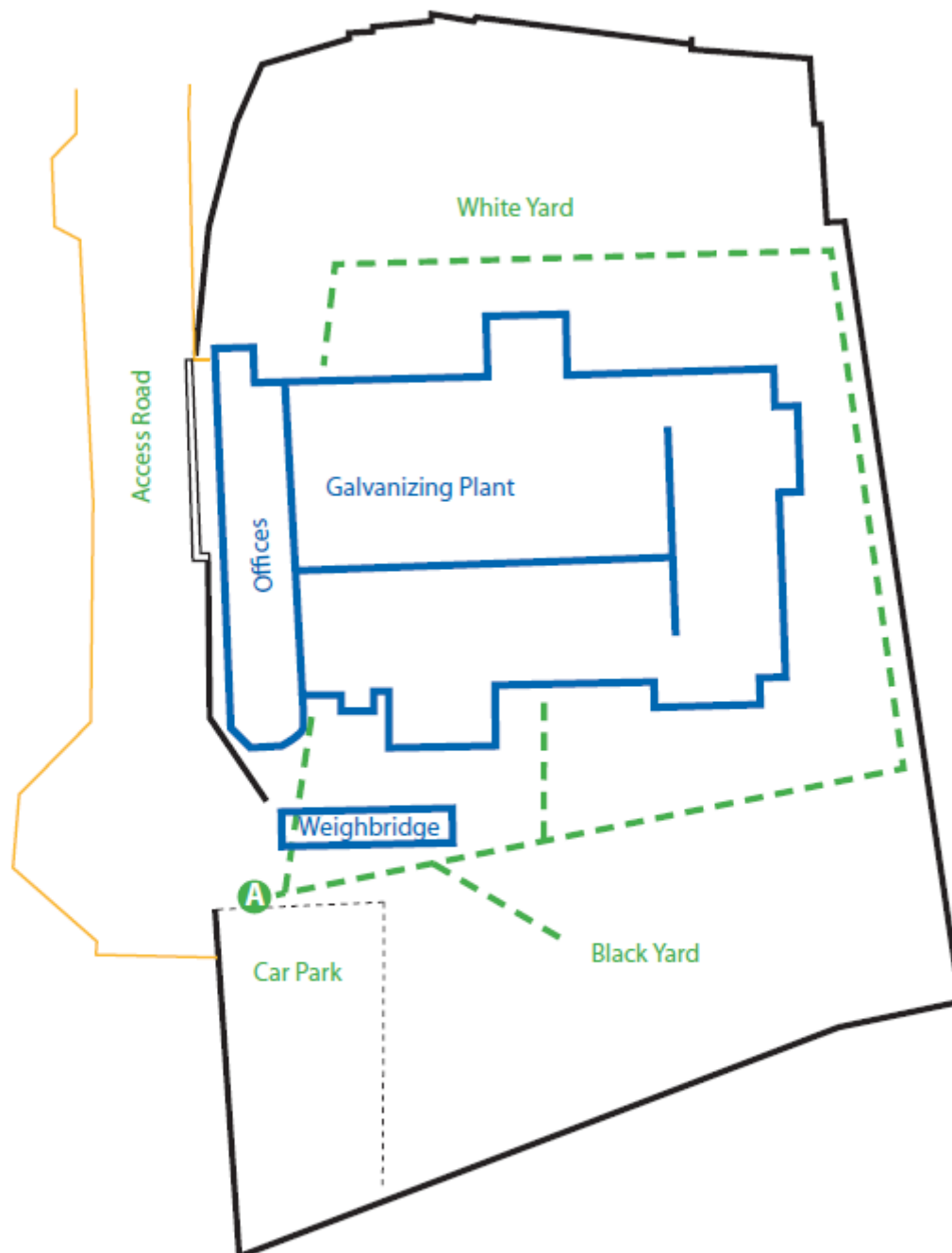
The nearest firefighting unit is Cork City Fire Brigade located on Anglesea Street, Cork City, Co. Cork which is equipped with three firefighting water tender ladder trucks, one firefighting aerial rescue pump truck, one firefighting emergency tender truck, one firefighting aerial ladder platform truck, one firefighting hydraulic platform truck, one firefighting water carrier truck. Cork City Fire Brigade is also equipped with three 4x4 Rapid Response pickup trucks, one Rapid Response Renault Kangoo van, one LWB Mini Bus, one fuel bowser, one breathing apparatus unit, one hazardous material unit, one incident control unit, one interagency emergency control unit, one incident support unit,

The response time of the firefighting unit is two to three minutes with a journey time of eight minutes according to Google Maps resulting in an overall response time of ten to eleven minutes.



## **Appendix A: Emergency Assembly Points**

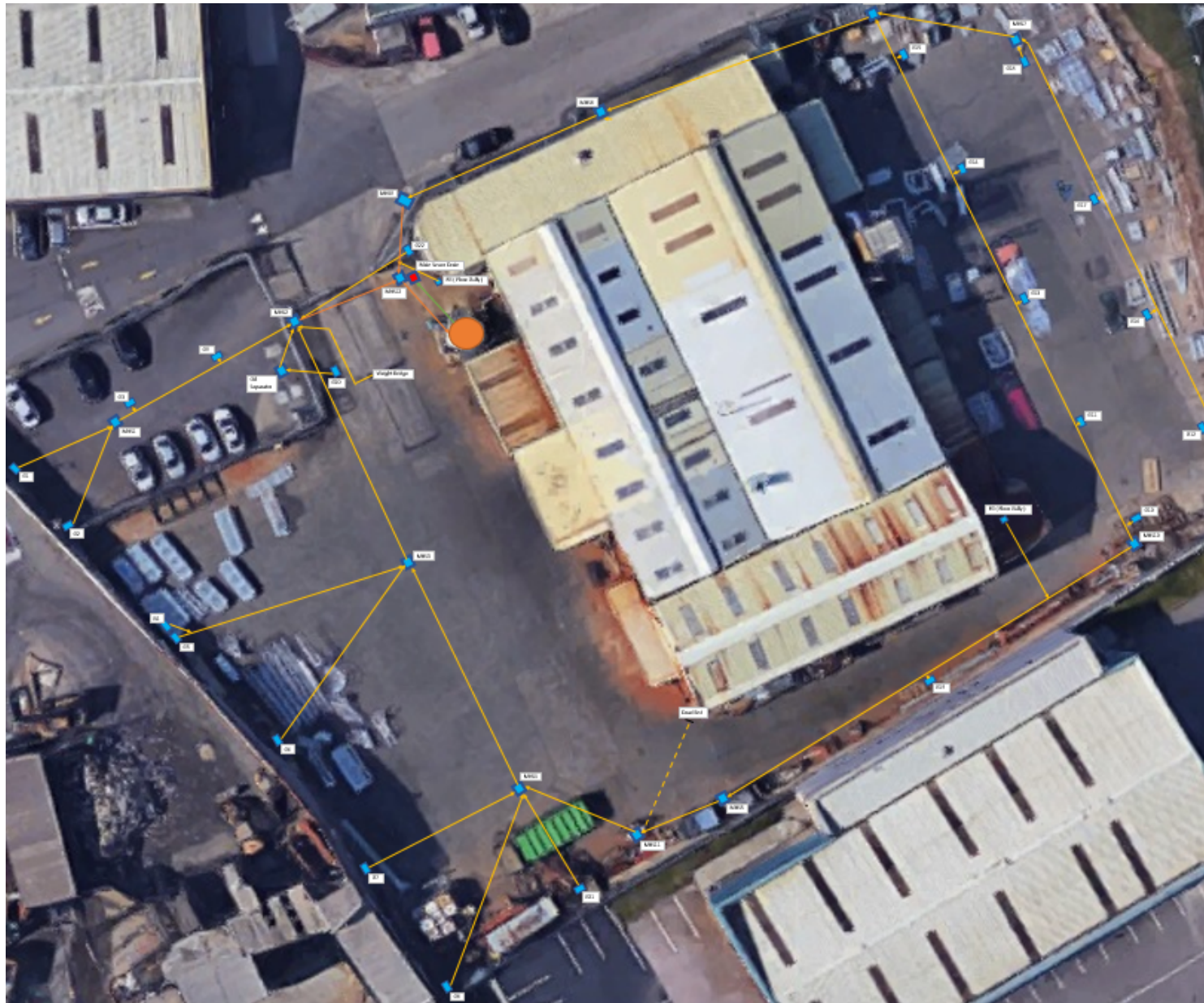
### **SITE LAYOUT CORK**



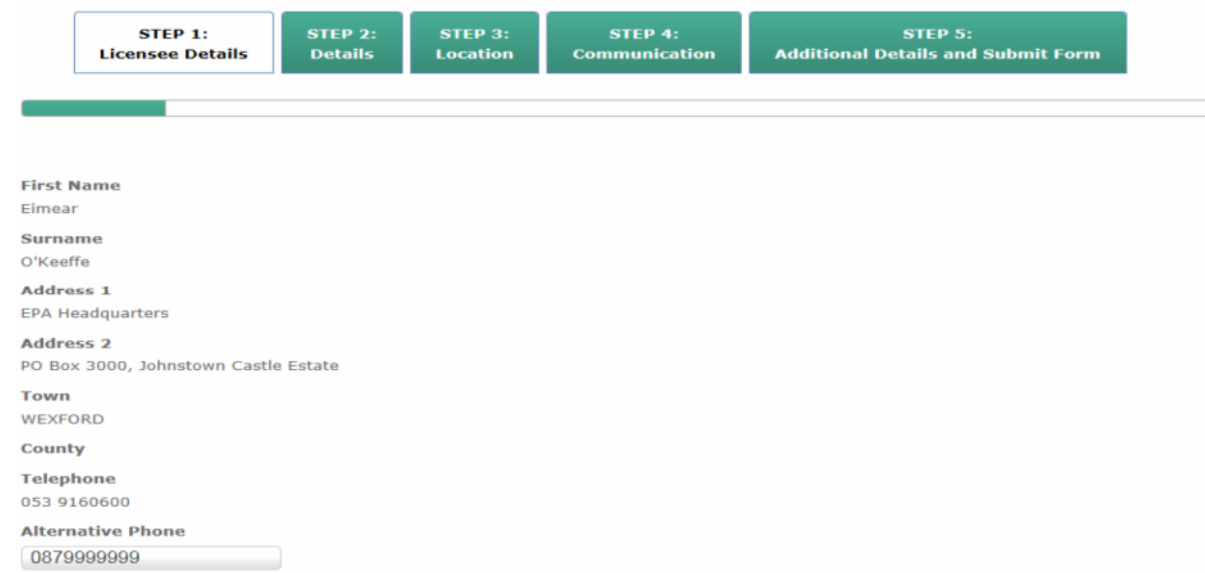
#### **ASSEMBLY POINTS LEGEND**

**A** – All Staff, Contractors and Visitors

## Appendix B: Site Drainage Plan



## Appendix C: Screenshots Indicating the Type of Information to be entered in the Eden Incident Notification Portal



**STEP 1:**  
Licensee Details

**STEP 2:**  
Details

**STEP 3:**  
Location

**STEP 4:**  
Communication

**STEP 5:**  
Additional Details and Submit Form

**First Name**  
Eimear

**Surname**  
O'Keeffe

**Address 1**  
EPA Headquarters

**Address 2**  
PO Box 3000, Johnstown Castle Estate

**Town**  
WEXFORD

**County**  
WEXFORD

**Telephone**  
053 9160600

**Alternative Phone**  
0879999999

STEP 1:  
Licensee DetailsSTEP 2:  
DetailsSTEP 3:  
LocationSTEP 4:  
CommunicationSTEP 5:  
Additional Details and Submit Form

## Description of Incident\*

Incident Category\* **IMPORTANT** please refer to guidance [\[?\]](#)

- ☐ Category 1  
☐ Category 2  
☐ Category 3  
☐ Category 4  
☐ Category 5

Approximate start of incident?[\[?\]](#)\*

## First noticed\*

## Still ongoing?\*

- ☐ Yes ☐ No

## New or recurring Incident?\*

- ☐ New  
☐ Recurring

## Incident nature\*

- ☐ Explosion  
☐ Fire  
☐ Spillage  
☐ Odour  
☐ Breach of ELV  
☐ Monitoring Equipment offline  
☐ Trigger Level Reached  
☐ Uncontrolled Release  
☐ Other  
☐ Breach of CoA discharge requirements  
☐ Abatement equipment off-line  
☐ Specified % Reduction Value not achieved  
☐ Ambient ELV breach

Impact of Incident on Environment\* [\[?\]](#)

## Uncontrolled release to receptors\*

Select all that apply

- ☐ Air  
☐ Sewer  
☐ Water  
☐ Ground  
☐ No Uncontrolled Release

Details of any vulnerable receptors [\[?\]](#)

## Likely Cause\*

Please select likely cause...

&lt; Back

NEXT &gt;

STEP 1: Licensee Details	STEP 2: Details	STEP 3: Location	STEP 4: Communication	STEP 5: Additional Details and Submit Form
-----------------------------	--------------------	---------------------	--------------------------	---

Discharge Point\* [\[?\]](#)

Is the incident located at a specific Licence discharge point?

☐ Yes ☐ No

&lt; Back

NEXT &gt;

STEP 1: Licensee Details	STEP 2: Details	STEP 3: Location	STEP 4: Communication	STEP 5: Additional Details and Submit Form
-----------------------------	--------------------	---------------------	--------------------------	---

EPA notified by phone?\*

☐ Yes  
☐ No

Local authorities notified?\*

☐ Yes  
☐ No

Inland Fisheries notified?\*

☐ Yes  
☐ No

Other Agencies/Bodies/Persons contacted?\*

☐ Yes  
☐ No

&lt; Back

NEXT &gt;

STEP 1: Licensee Details	STEP 2: Details	STEP 3: Location	STEP 4: Communication	STEP 5: Additional Details and Submit Form
-----------------------------	--------------------	---------------------	--------------------------	---

Activity in progress at time of incident \* [\[?\]](#)

Corrective Actions taken \*



Preventative Actions to be taken \*



Likelihood of Recurrence \*

☐ High  
☐ Medium  
☐ Low

Document upload - e.g. Photos. Name all documents appropriately

Upload files

Other relevant information

&lt; Back

Cancel

SUBMIT