

**Provision of a
household hazardous
waste training course
and emergency spill
equipment**

Canterbury Hazardous Waste Working Party report R02/5 CHWWP
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**PROVISION OF A HOUSEHOLD HAZARDOUS
WASTE SAFETY TRAINING COURSE AND
DISTRIBUTION OF SPILL KITS AND
PERSONAL PROTECTIVE EQUIPMENT FOR
CANTERBURY TERRITORIAL LOCAL
AUTHORITIES**

June 2002

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Regional Hazardous Waste Working Party

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1 Introduction

The Hazardous Waste Working Party is a working collaboration between 11 Canterbury Councils to address the need for integrated management of hazardous wastes. In 2001 the Working Party released the Canterbury Hazardous Waste Management Strategy which provides a framework for improving the management of hazardous waste and identified implementation projects to achieve this.

One of the implementation projects involved a review of Council owned waste disposal facilities in Canterbury. This was carried out by Tonkin and Taylor and a report produced which identified that spill procedures and clean-up equipment were not evident at some transfer stations and recommended more formalised training, particularly with respect to site management plans, and identification of hazardous waste (Tonkin and Taylor, 2001).

In response to this and in recognition of the responsibility of councils under the Health Safety and Employment Act to provide safe working environments and ensure appropriate training has been provided, a hazardous waste safety training course was organised and spill kits provided to waste disposal sites in Canterbury. This report provides details of training and spill equipment provided and identifies staff that attended training.

2 Household Hazardous Waste Safety Training

2.1 Course Organisation

Five one day courses were held from 9am to 5pm as follows:

- Thursday 30th and Friday 31st May - Hurunui District Council
- Tuesday 4th June - Rolleston Community Centre, 126 Rolleston Drive, Rolleston
- Wednesday 5th and Thursday 6th June - Timaru District Council Training Room, King George Place, Timaru

Two courses were arranged in some places to accommodate those organisations that could not send all their staff to a course on the same day and because there was a limit on attendance at each course of 15 people.

Invites/information was sent directly to contractors and where responses were not received these were followed up by phone. Where facilities were staffed by Council employees council contacts were asked to provide **a)** names of those who would be attending and **b)** preferred day for attendance for each person.

URS New Zealand Ltd were contracted to provide the training as they recently organised similar training for the Christchurch City Council and had therefore already developed course material. URS in turn contracted Dr Michael Gray, Chemsafety to deliver the course. The cost of delivery for each course was \$1400 plus expenses.

2.2 Course Content

The course content was based on the content of recent courses held by the Christchurch City Council with some modifications to take into account the fact that other Canterbury transfer stations do not provide the household hazardous waste acceptance facilities that Christchurch

city does. The course agenda is provided in Appendix A and further details of content are available in the student manual, a copy of which has been provided to all councils.

Course attendees and councils were also provided with the following information on the procedure for when hazardous wastes are received which the facilities cannot identify or don't know what to do with:

“If any facilities receive (intentionally or not) hazardous wastes that they cannot identify or don't know what to do with the first point of call should be the local council. Canterbury councils will soon be issued with a Hazardous Waste Reference Guide that provides information on what to do with some hazardous wastes and who to contact. In some cases Councils will need to refer enquiries to the Christchurch City Council Hazardous Waste Advisory Service. Such enquiries should, in all instances be directed through the local council.”

2.3 Emergency Plan template

An emergency plan template (Appendix D) was developed and provided to all course attendees and distributed in electronic format to all councils via the Canterbury Hazardous Waste Staff Group. The template will assist facilities to develop and document procedures to be followed in the event of an emergency.

2.4 Attendance

Courses were well attended by both contractors and council staff (refer attendance list Appendix B) with a total of 41 attendees. Some people attended on days that they had not registered attendance for and some of those registered to attend were absent for various reasons. This caused some minor inconveniences, primarily because no advice of these changes was received by the course coordinator.

2.5 Evaluation

Course participants were asked to fill out an evaluation form to ascertain

- what their overall assessment of the course was including quality, content, organisation, materials, equipment and classroom;
- what were the most important things learned and what they liked about the course
- what they liked least about the course
- what subjects needed more attention
- what their assessment was of the instructors knowledge of subject; teaching ability/effectiveness; organisation/preparedness; enthusiasm/attitude.

In general, responses were positive and the course considered valuable. However, some comments were made regarding relevance of information to own situation and the need for small local sites to know what services/facilities are available.

3 Spill Kits

A total of seventeen spill kits were provided to facilities in Canterbury on the understanding that:

- They remain the property of and are added to the assets of the respective Councils.
- Maintenance of the spill kit is the responsibility of contractors/operators.

Where Councils contract out management of facilities that have been provided with spill kits it has been recommended that they confirm this arrangement in writing.

3.1 Distribution

Spill kits were distributed as per table 1

Table 1: Spill kit distribution

Delivery Details	Contact Person	No. of Spill Kits
<ul style="list-style-type: none"> Innovative Waste, Scarborough Street, Kaikoura 	John Ransley	1
<ul style="list-style-type: none"> Hurunui District Council, 66 Carters Road, Amberley 	Bruce Yates	5
<ul style="list-style-type: none"> Waimakariri District Council, 215 High Street, Rangiora 	Kitty Waghorn	2
<ul style="list-style-type: none"> Ashburton District Council, 5 Baring Sq West, Ashburton 	Rob Rouse	2
<ul style="list-style-type: none"> Timaru District Council, King George Place, Timaru 	Blue Forsyth	1
<ul style="list-style-type: none"> Selwyn District Council, High Street, Leeston 	Dave Hock	2
<ul style="list-style-type: none"> McKenzie District Council, Main Street, Fairlie 	Rachel Harrison	3
<ul style="list-style-type: none"> Wasteline Services, 10 Fleur Lane, Akaroa 	Julian Calcutt	1

3.2 Spill Kit Contents & Cost

The spill kits were purchased from NZ Safety and were essentially their 100 litre capacity general purpose spill kit (GP100 – 737100/879312) with PPE removed and provided separately, aprons substituted with a slightly more robust apron, and a broom and plastic shovel added. The spill kit therefore consisted of:

- 120 litre yellow wheelie bin with label
- 10 x 34602 pads
- 5 x 30002 particulate
- 2 x 33033 booms
- 3 x 32002 pillows (which can be used as emergency bunds)
- 2 x PVC aprons
- 1 x plastic brush and pan
- 1 x disposable bag with tie
- 1 x set of instructions
- 1 x long handled broom
- 1 x plastic shovel

The cost of these spill kits was \$540.85 each.

Personal protective equipment to be stored with the spill kit was provided separately.

4 PPE

Personal protective equipment (PPE) is required by all staff that actively work at transfer stations and may come into contact with hazardous waste or have to respond to a spill. The intention was to ensure these staff were equipped with the following PPE:

- half-face mask with filters
- gloves
- goggles
- 10 litre bucket with a lid for storage of above items

Enquiries prior to the training revealed that some transfer station staff already had some of these items. The PPE distributed at and subsequent to the training is listed in table 2.

PPE was provided with the following understanding:

- PPE remains the property of Council
- maintenance/replacement is the responsibility of the contractor

Where councils contract out management of facilities where individuals have been provided with PPE it is recommended that this arrangement is either confirmed in writing with the contractor or alternative arrangements made.

Table 2: Distribution of PPE

Council & Name of Person Receiving PPE	PPE
Waimakariri District Council	
David Youngman, Waste Management Ltd	1 mask; 1 bucket
Owen Fine, Waste Management Ltd	1 mask; 1 bucket
Warren Sagar, Waste Management Ltd	1 mask; 1 bucket
John Leight, Waste Management Ltd	Full
Ernie Vievers, Onyx Group	Full
Kaikoura District Council	
Mike Henderson, Innovative Waste	Full
Peter Flynn, Innovative Waste	Full
Jenny Inkersell, Innovative Waste	Full
Josie Uren, Innovative Waste	Full
Gary Warman, Innovative Waste	Full
Jackie Andrews, Innovative Waste	Full
Geoffrey Taylor, Innovative Waste	Full
Hurunui District Council	
Kevin Douglas, Heathstock Haulage	Full
Hamish Hartnell, Heathstock Haulage	Full
Graham Kinley, Hurunui Recycling	Full
Michael Pickens, Hurunui Recycling	Full
Brett Clark, Hurunui Recycling	Full
John Donaldson, Hanmer Refuse Service	Full
Selwyn District Council	
John Gardiner, Sicon Ltd Darfield,	Full
Robin Langi, Sicon Ltd Leeston,	Full
Banks Peninsula District Council	
Julian Calcutt, Wasteline Services	2 x Full
Timaru District Council	

Brent Dellow, Sicon	Full
Russell Chamberlain, Sicon	Full
Dave Blair, Sicon	Full
Waimate District Council	
Tony Butterfield, Waimate District Council	Full
John Shefford, Waimate DC	Full
Mackenzie District Council	
Andrew Wood, Mackenzie DC	Full
Geoff Hemm, Mackenzie DC	Full
Andy Carpenter, Mackenzie DC	Full
Garry Pring, Mackenzie DC	Full
Ashburton District Council	
David Notton, Wastebusters	Full
Les Kirby, Sicon	Full
Dave Hunter, Sicon	Full
Grant Munro, Sicon	Full

The cost of the PPE was \$1677.00 excl. gst.

REFERENCES

Tonkin and Taylor, 2001: *Regional Hazardous Waste Working Party - Review of Hazardous Waste Disposal and Treatment Facilities*

Appendix A: Agenda for Household Hazardous Waste Safety Training

- 09:00** **Course Introduction/Goals**
Introductions
Course purpose and desired outcomes
Course Overview
- 09:15** **Properties of Household Hazardous Waste**
Definitions
Hazard Classes
Chemical Reactivity and Incompatibility
Ways of Identifying Hazardous Properties – Containers, Labels, MSDS etc
- 10:45** **Morning Tea**
- 11:00** **Handling Household Hazardous Wastes**
Types of Hazardous Wastes Accepted at District Council facilities
Acceptance, Handling and Disposal Procedures
Controlling Risks from HHW's
Repackaging Demonstration
- 12:30** **Lunch**
- 13:15** **Personal Protective Equipment**
Types of PPE Available
Proper Use of PPE
Limitations of PPE
Care and Maintenance of PPE
- 13:45** **Group Exercise – Respirator Fit Testing**
- 14:15** **Dealing With Emergencies**
General Emergency Procedures
Fire
Fumes
Spills
First Aid
- 15:15** **Afternoon Tea**
- 15:30** **Group Exercise Rotation**
Responding to a Chemical Spill
Handling Household Hazardous Waste
- 16:30** **Case Studies, Course Review, Feedback, Course Evaluation**
- 17:00** **Departure**

Appendix B: Hazardous Waste Training Attendance

AMBERLEY

Hurunui District Council, 66 Carters Road, Amberley

Thursday 30th May	Attendance
Kitty Waghorne, Waimakariri DC	Y
Brian Dobson, Waimakariri DC	Y
Warren Sagar, Waste Management Ltd	Y
Graeme Kinley, Hurunui Recycling	Y
Mike Henderson, Innovative Waste	31/5
Peter Flynn, Innovative Waste	31/5
Jenny Inkersell, Innovative Waste	31/5
Josie Uren, Innovative Waste	31/5
Kevin Douglas, Heathstock Haulage	Y
Mike Kennedy, Kaikoura District Council	Y
Total Attendees: 6	

Friday 31st May	Attendance
David Youngman, Waste Management Ltd	Y
Owen Fine, Waste Management Ltd	Y
Mike Henderson, Innovative Waste	Y
Peter Flynn, Innovative Waste	Y
Jenny Inkersell, Innovative Waste	Y
Josie Uren, Innovative Waste	Y
Hamish Hartnell, Heathstock Haulage	Y
Michael Pickens, Hurunui Recycling	N
Mollie Anderson, Hurunui Recycling	N
John Donaldson, Hanmer Refuse Service	N
Brett Clark, Hurunui Recycling	N
Total Attendees: 7	

ROLLESTON

Rolleston Community Centre, 126 Rolleston Drive, Rolleston

Tuesday 4th June	Attendance
John Leight, Waste Management Ltd	Y
Nick Preston, WM	Y
Joe Hollis, WM	N
Rob Peard, Selwyn District Council	Y
John Gardiner, Sicon Ltd Darfield,	Y
Robin Langi, Sicon Ltd Leeston,	N
Ernie Vievers, Onyx Group	Y
Dave Perkins, Onyx Group	N
Julian Calcutt, Wasteline Services	N
Geoff Birss, Banks Peninsula District Council	Y morning
Geoff Taylor, Innovative Waste*	Y
Andrews, Innovative Waste*	Y
Gary Warman, Innovative Waste*	Y
Total Attendees: 9	

TIMARU

King George Place, Timaru

Wednesday 5th June	Attendance
Andrew Wood, Mackenzie	Y
Geoff Hemm, Mackenzie	Y
Harry Travaille, Sicon	Y
Brent Dellow, Sicon	Y
Russell Chamberlain, Sicon	Y
Dave Blair, Sicon	Y
Briony Woodnorth, Timaru District Council	Y
Tony Butterfield, Waimate District Council	Y
Brian Purcell, Waimate DC	Y
Attendees: 9	

Thursday 6th June	Attendance
Andy Carpenter, Mackenzie DC	Y
Garry Pring, Mackenzie DC	Y
David Notton, Wastebusters	Y
Les Kirby, Sicon	Y
Dave Hunter, Sicon	Y
Grant Munro, Sicon	Y
Blue Forsyth, Timaru District Council	Y
Peter Webley, Timaru DC	N
Tammy Page, Ashburton DC	Y
John Shefford, Waimate DC	Y
Attendees: 9	

*additional to those registered to attend

Appendix C: Council Contacts for Information & Liaison

Contacts:

Robert Rouse	Ashburton District Council	03 308 5139
Geoff Birss	Banks Peninsulas District Council	03 328 8065
Bruce Yates	Hurunui District Council	03 314 8816
Ian Challenger	Kaikoura District Council	03 319 5026
Rachael	Mackenzie District Council	03 685 8514
Dave Hock	Selwyn District Council	03 324 8080
Brian Gallagher/ Blue Forsyth	Timaru District Council	03 684 8199
Kitty Waghorn	Waimakariri District Council	03 313 6136
Brian Purcell	Waimate District Council	03 689 8079

Appendix D: Emergency Plan Template

DRAFT TEMPLATE

Emergency Plan

Prepared for

District Councils of Canterbury

28 May 2002

48227/037

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Appendix A: Site Plan (showing emergency exits and assembly point)

5 Introduction

1. Site Location

This plan relates to the site, located at

.

A site location map is included in Appendix A of this Plan.

2. Scope and Purpose

The purpose of this emergency plan is to document how *(Company Name)* personnel will respond in the event of an emergency at this site.

3. Objectives

When an emergency arises the main objectives in order of priority are:

Reduce and eliminate dangers to people on-site and on neighbouring properties

Reduce and eliminate, where possible, environmental damage

Minimise damage to plant and equipment

6 Responsibilities

The following lists the responsible persons or organisations for different potential emergency scenarios (24 hour contact numbers for appropriate persons in this section are provided below in Section 3: Communications):

4. On-site Personnel

List staff and their roles

Make sure to include who is responsible for the upkeep of the Spill Kit and PPE

5. Council Personnel

List staff and their roles

6. Emergency Services

The following emergency services will respond when requested.

7. Fire Service

The fire service will be primary responder in the event of a serious:

Fire
Explosion
Release or potential release of chemicals, vapours or gases
Earthquake
Structural collapse
Water or gas mains leak, or
Flooding.

8. Police

The police will be the primary responder in the event of threats to staff, including bomb threats. The police may also be involved in a secondary capacity, for example, to provide crowd control or traffic management outside the site if necessary.

9. Ambulance

The St. John Ambulance Service will respond to medical emergencies.

10. Others

Security services?

Fire Safety services?

7 Communications

The following table provides 24 hour emergency telephone numbers.

COMPLETE THE FOLLOWING TABLE AS APPROPRIATE FOR YOUR SITE

Type of Emergency	Name of Person or Company	Title	Phone Number
Fire, explosion, release of chemicals etc	Fire Brigade		111
Harm or threat to staff from other persons	Police		111 or Local Number
Physical harm to persons	Ambulance		111 or Local Number of Dr
Injury, potential injury, fire, spill, threat to staff etc	<i>(Name of)</i> District Council		
Pollution	Environment Canterbury	24 hour Pollution Hot line	03 366 4663
Natural Disaster	Environment Canterbury	Civil Defence	03 366 2359
		Supervisor?	
		First Aider?	
Contact with Poison	National Poisons Centre		03 479 1200 Non-urgent 03 474 7000 Urgent

8 Emergency Resources

11.Site Emergency Exits

List site emergency exits and mark on Site Plan in Appendix A.

12.Site Alarms

List any emergency warning systems the site might have such as fire alarms, smoke detectors, etc

13.Emergency Equipment

List of equipment and location of, for dealing with emergencies

List Spill Containment Equipment:

List PPE:

List First Aid Equipment

9 General Emergency Procedures

14. Site Evacuation Plan

In the event of an emergency requiring evacuation of the site the following actions will take place:

Don't forget to list where to evacuate to,

Who will check that everyone is safely evacuated, and how they will know how many people were on the site in the first place

Mark emergency exits and evacuation location on Site Plan in Appendix A.

EXAMPLE

Evacuation Procedure in the Event of a Fire

ANY PERSON DISCOVERING A FIRE SHALL

15. Raise an alarm by operating the nearest fire alarm.
16. Call the Fire Brigade **DIAL 111**.
17. **INSTRUCT ALL PERSONS TO LEAVE THE BUILDING IMMEDIATELY** by the nearest means. Do not use a lift where one is installed. Assemble at:
18. Move quickly and quietly but **DO NOT RUN**.
19. Do not collect personal belongings.
20. Fire Warden to ensure premises are vacated.
21. Fire Warden to report to Fire Brigade – inform of evacuation and notify of any persons unaccounted for.
22. No person is to re-enter the building until authorised.

23.BASIC EMERGENCY PROCEDURES

In the event of an earthquake:

- Keep calm
- Stay indoors
- Get under a strong desk or table, door frame or other support
- Keep away from windows and heavy furniture

After a violent earthquake:

- Put fires out if safe to do so
- If building is seriously damaged, turn off water, electricity, gas and heating oil at the mains
- Treat minor injuries
- Stay alert as after shocks may occur
- If help is needed, go to nearest civil defence post at

In the event of rising flood:

- As flood water threaten premises, switch off electricity and move valuable items to higher places
- Evacuate building if safe to do so, otherwise move to high point and alert rescue authorities if possible
- Listen to the radio for instructions.

When a Tsunami warning is issued:

- Move to high ground or at least 500 m inland if you are in a low-lying coastal area
- Keep away from streams and rivers flowing to the sea
- Never go to the beach – if you see the waves it is too late to escape them.

24.First Aid

25.Minor Injuries

In the case of minor injuries where the source of the injury is no longer present or there is no significant potential for harm to the responder, the first person at the scene will:

- Call for help
- Remove the injured person to a safe area if necessary and safe to do so, and
- Provide first aid to the injured person.

The next person(s) at the scene will:

- Call for an ambulance:
 - for all eye injuries
 - for all cases of incapacity due to exposure to toxic substances
 - in cases of unconsciousness, fractures and burns, and
 - in other cases if considered necessary
- Call the National Poisons Centre if exposure to potential poison has occurred
- Take injured person to hospital or Doctor if ambulance is not required and further medical assistance is required.

26. Major Injuries

In all cases where:

- There are multiple injuries
- The source of the injury is still present, or
- There is significant potential for harm to the responder.

CALL EMERGENCY SERVICES: AMBULANCE (and FIRE if required)

27.Spills

The following procedure will be followed for dealing with emergency spills.

(include who is responsible for what, what equipment is to be used, how to protect people, how to isolate and contain spills, prevention of fire, what environments might be at risk and how to protect them)

28. Decontamination

Emergency decontamination will be required in the event of:

- A worker receiving a chemical splash or spray into the eyes or onto the skin or clothing, or
- A casualty requiring first aid or medical evacuation who has been contaminated through direct contact with chemicals which may pose a hazard to those providing treatment.

Proceed in accordance with the first aid procedure, and take the injured person immediately to the nearest hose, safety shower or eye wash. Wash with copious quantities of water (unless directed otherwise by MSDS or label or other warning).

If the person can not be moved because of their injuries, they should be cleaned as much as possible where they are, making sure the patient does not lie in contaminated water.

Persons carrying out such decontamination should wear PPE as appropriate.

Following decontamination of persons, decontamination of equipment should also be carried out.

29. Waste Disposal

Materials contaminated as a result of a spill or decontamination, should be collected in a suitable receptacle for appropriate disposal as a potential hazardous waste. Some PPE can be decontaminated for future use, for example, respirators, however, others such as tyvec suits or mop up materials will require disposal.

10 Reporting

These procedures should include how to document and review the incident and emergency response, who to notify and when (including Council and regulatory authorities), who will replace or repair equipment and supplies used in the incident, how to update this Plan, and identification of any outstanding training requirements.

11 Training

This procedure should describe how training needs related to Emergency response are identified (one way is as an outcome of the incident review), and what mechanisms will be followed for ensuring appropriate training is carried out.

Appendix A
Site Plan

