

Work Instruction

SCHAEFFLER



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Salvage Plan		
Prepared by: Krisztián DRIENYOVSZKI Signature:	Checked by: István TAMÁS Signature:	Approved by: Rita KENYERESNÉ V. Signature:

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AA	1	Heading	24-06-2008	Dóra KNEFFEL	Eszter KOMLENECZ
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Annexes: -

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1. Objective

Determination of the immediate measures in the event of a possible event of environmental damage.

2. Scope of validity

The entire area of LuK Savaria Kft. including the area of the parking lots.

3. Definitions

Damage case / Damage event: all case / event which poses the threat of hazardous materials, liquids being released into the environment

Absorbent: product group intended for restricting or regulating the spread or leaking away of hazardous liquids – using the principle of absorption, binding or soaking up -, as well as to sponge up and confining hazardous liquids

Salvage equipment: any product used for cleaning up the used sponging substance and for waste management (scoop, broom, bucket, nylon sack, diving-pump...), in special cases – in addition to the sponging substances – a piece of equipment, device regulating the spreading and leaking of liquids

4. Description

In course of the salvaging process, it is mandatory to wear protective equipment providing efficient protection against the harms of the hazardous substance, the knowledge of the orange poster / safety data sheet is an important prerequisite.

Most of the chemicals entail fire hazard, therefore Section 4.3.2 shall be taken into consideration.

4.1. Measures to be taken in case of spilt hazardous material (outside of the production hall)

4.1.1. Assessment of the environmental impact, starting the salvage process immediately (According to section 4.1.2).

4.1.2. The shaft covers, drains in the vicinity shall be sectioned off immediately (or plugged in serious cases), preventing the liquid from reaching the sewer. Prevention of spreading, sponging

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up, pumping the quantity spilt, placing the hazardous material collected in the plant collection site for hazardous materials (grated hazardous waste storage).

4.1.3. Upon noticing the event, notification of the immediate workplace superior and the EHS group leader (6138). The documentation of the case in the general report format of the security service (what happened when, where, how and why, spilt quantity, eye-witnesses...).

4.1.4 Depending on the environmental impact of the damage, the notification of the competent authority shall be the task of the EHS group leader.

Endangered areas:

- truck parking lot (Gate 2)
- passenger car parking lot (Gates 1 and 2)
- truck loading areas (WEU1, Versand)
- paved access routes outside of the production hall
- plant collection site for hazardous waste

4.2. Measures to be taken in case of spilt/leaking hazardous material (inside of the production hall)

4.2.2. Assessment of the damage, starting the salvage process immediately
(According to section 4.1.2).

4.1.2. The shaft covers, drains in the vicinity shall be sectioned off immediately (or plugged in serious cases), preventing the liquid from reaching the sewer. Prevention of spreading, sponging up, pumping the quantity spilt, placing the hazardous material collected in the plant collection site for hazardous materials (grated hazardous waste storage).

4.2.3. Upon noticing the event, notification of the immediate workplace superior and the EHS group leader (6138). The documentation of the case in the general report format of the security service (what happened when, where, how and why, spilt quantity, eye-witnesses...).

4.2.4 Depending on the environmental impact of the damage, the notification of the competent authority shall be the task of the EHS group leader.

Endangered areas:

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- HB warehouse
- A-B pantry
- oil storage facility
- liquid hazardous waste disposal facility
- WEU1 battery charging rooms
- diesel forklift fuel filling station
- access routes within the factory

4.3. Measures to be taken in case of methanol leak, methanol spill

4.3.1. Assessment of the damage, starting the salvage process immediately

(According to section 4.3.2).

4.3.2. Upon noticing of spill of the substance, immediate interruption of the power supply, removal or deactivation of the ignition sources, closing off the area, stopping the work in the at least 10-meter range of the edge of the damage event. Diluting the spilt substance with water, and then sponging it up with Perleen or other neutral substance, e.g. sponging blanket. The contaminated substance shall be placed in sealed metal barrels in the plant collection site of hazardous waste. The barrels shall be affixed with signs.

The increased observance of the work safety and fire protection requirements: it is mandatory to wear chemical-resistant protective gloves, safety glasses, protective garments and breathing protection equipment, spark-free equipment, explosion-proof devices, vehicles shall be used.

4.3.3. Upon noticing the event, notification of the heat treatment sector leader and the EHS group leader (6138). The documentation of the case in the general report format of the security service (what ,happened when, where, how and why, spilt quantity, eye-witnesses...).

4.3.4 Depending on the environmental impact, the notification of the competent authority shall be the task of the EHS group leader.

The similar actions shall be taken in the event of spillage of substances with fire hazard.

5. Process and responsibilities

The responsibilities are included in Sections 4.1.3., 4.2.3. and 4.3.3.

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6. Information and notes

Documents to be retained: Damage event report of the security service

6.1. Related documents

Fire Protection Policy

Waste Management Policy