

# Agrichemical Warehousing Standard Association

## WAREHOUSING STANDARDS BULLETIN

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**Warehouse Audit Protocols and User Guide, Protocol D8**

**Warehouse Audit Protocols and User Guide, Protocol G7**

NO.	PROTOCOL	SCORE
<b>D8</b>	Within the agrichemical warehouse:  a) All employees have been trained on the emergency response procedures for the site. b) Annual training has been provided to designated personnel on their role in the execution of the ER Plan for the site. c) Information has been provided to contractors/site visitors on emergency procedures that pertain to them.	<b>MANDATORY</b>
<p>Auditor will confirm that all employees were provided training.</p> <p>The auditor will inspect the training records for appropriate personnel (employees on the ER team) to verify that annual training took place. The auditor will also review training records for the staff who are not on the ER team.</p> <p>Auditor will review documentation indicating information has been shared with contractors and site visitors on the applicable emergency procedures.</p>		

Protocol D8a – requires all staff to have some training on the ER plan. For some staff not involved in the daily operation of the warehouse, their role may be limited to evacuating and assembling at the muster point. The site must demonstrate that all staff have been trained. Records must be maintained. This should be done for all staff upon hiring and updated if the changes in the ER plan impact them.

Protocol D8b – requires annual training for staff that have a specific role to play as defined in emergency response plan. These staff must be part of the annual test of the ER plan (Protocol G7). Records must be maintained.

Protocol D8c – requires information to be provided to contractors/site visitors on emergency procedures that pertain to them. This could be done upon signing in as a visitor to the site or during an orientation session for the contractors.

NO.	PROTOCOL	SCORE
<b>G7</b>	Using the site's ER Plan, the management of this facility has conducted at least one simulated exercise of the emergency response plan annually.	<b>MANDATORY</b>
<p>Auditor will inspect documentation on the last test of the ER Plan. What, if any, enhancements to the plan were made as a result of the test? Who was involved in the test?</p> <p>Using one of the examples in the ER plan that would initiate the ER plan, which may include a major product spill, mock fire, medical emergency or flood. A response to a false alarm or an actual incident will not be considered an E/R drill.</p>		

Annually a test of the emergency response plan must be conducted. This test can be a physical drill involving first responders, a physical drill involving all staff or a table top exercise. This test must involve using the emergency response plan as a step by step guide to deal with incident. The test must be documented and if warranted amendment made to the emergency response plan.

The attached template serves as a guide to recording an emergency response exercise using the ER plan.

## Sample Emergency Response Drill Report

AWSA WAREHOUSE PROTOCOL G7 OR SEED TREATING PROTOCOL G5

At least once per year an emergency drill must be held using the ER plan to ensure the plan is current and staff are aware of the operations of the ER plan. The test also tests the effectiveness of the plan, the emergency exit routes and procedures, and a record of the drills must be kept

### PROJECT DETAILS

DATE (MM/DD/YYYY):	TIME: <input type="checkbox"/> AM <input type="checkbox"/> PM	MANAGER:
LOCATION:		
METHOD OF ALARM NOTIFICATION:		<input type="checkbox"/> TABLETOP DRILL <input type="checkbox"/> ERP DRILL
EMERGENCY SCENARIO	<input type="checkbox"/> FIRE	<input type="checkbox"/> MEDICAL
	<input type="checkbox"/> SPILL	<input type="checkbox"/> NATURAL DISASTER
	<input type="checkbox"/> VIOLENCE	<input type="checkbox"/>

### PARTICIPANTS

1.	5.	9.
2.	6.	10.
3.	7.	11.
4.	8.	12.

<b>TABLETOP DRILL</b> <ol style="list-style-type: none"> <li>Provide Emergency Scenario</li> <li>Workers VERBALLY respond to "emergency" through discussion</li> <li>Designated person verifies the verbal responses against ER plan procedures and ensure phone numbers are current.</li> <li>Check that equipment to be used is in proper working condition</li> </ol>	<b>ERP DRILL(MOCK)</b> <ol style="list-style-type: none"> <li>Provide Emergency Scenario</li> <li>Workers Physically respond by following procedures properly</li> <li>Designated person evaluates response against ER plan</li> <li>Check that the equipment being used is in proper working condition.</li> <li>The exercise could be a fire department visit, fire, spill, evacuation, weather conditions</li> </ol>
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<b>Equipment checks:</b>	<input type="checkbox"/> Emergency equipment	<input type="checkbox"/> First Aid/AED	<input type="checkbox"/> Spill kits	<input type="checkbox"/> PPE
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DRILL SCENARIO (STEP BY STEP DESCRIPTION):

DEBRIEF – What worked well:

DEBRIEF – What needs improvement including amendments to the ER plan:

### DRILL DETAILS AND RESULTS

MITIGATIVE PLANS FOR IMPROVEMENT (CHECK APPLICABLE)	EXPLAIN CORRECTIVE ACTION/EFFORTS HERE
<input type="checkbox"/> ADDITIONAL STAFF TRAINING	
<input type="checkbox"/> ADDITIONAL EQUIPMENT REQUIRED	
<input type="checkbox"/> IMPROVED EMERGENCY SUPPLIES REQUIRED	
<input type="checkbox"/> COOPERATIVE PLANNING WITH RESPONDERS	
<input type="checkbox"/> REVISED EMERGENCY PROCEDURES	
<input type="checkbox"/> PROPER REPORTING & DOCUMENTATION	
<input type="checkbox"/> REVISED EMERGENCY PLAN	

THIS DRILL DEMONSTRATES POSITIVE RESULTS  YES  NO

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