

Definition (General Requirements)

Fuel Spillage – any spillage of fuel oil, petrol, general oil and lubricants. (Including hydraulic fluids).

Chemical Spillage – any spillage of caustic, acids, glycol, compressed gases, cleaning materials and any other substance that could have an impact on the environment.

Minor Spillage – low impact & no discharge into surface drains.

Major Spillage – possible discharge into drains (surface or sewage) then treat as major or if the spill is greater than 50 Litres.

SPILL RESPONSE PROCEDURE

Get away. The first person to notice the spill or leak should evaluate the situation without exposing him or herself to any danger. If unsure, stay away from the area, prevent others going near the spill or leak and report the incident to your manager.

Identify the spillage to the extent possible. Do so without being at risk. This includes identifying:

- a) The type of material spilled (e.g. from the label).
- b) The extent of the spill, and whether the leak has stopped.
- c) When two chemicals are involved these could react with each other.
- d) Any unusual features such as foaming, odour, fire, etc.

Is this an emergency? Spillages that can be cleaned up by personnel on the spot or by maintenance personnel are not emergencies. If you are not sure, treat it an emergency.

Get help for all but very minor spillages. In emergency situations, the amount of training determines the degree of participation in the clean-up. If necessary, seek additional personnel, and equipment for assistance. For large spillages, it may be necessary to contact the Emergency Services, Call 999.

Identify the material spilled. Is it flammable, combustible, toxic and volatile, toxic or corrosive and non-volatile, or an oxidizing agent? The label and Material Safety Data Sheet for the product should give information on safe clean up.

Plan how to clean up the spill or leak. Procedures for common types of spills and leaks are part of the organization's Emergency Response Plan and Training.

Obtain the proper spill control materials. This would include spill control materials, such as sorbents, spark-proof tools, skimmers, booms, pillows, etc.

Put on appropriate personal protective equipment. This can include respirators, gloves, goggles, etc., as needed.

Stop the source of the spill or leak. This can include turning off the valve, patching a leaky hose, draining a tank, or up righting a knocked over container of liquid.

Stop the spill from spreading. This can include use of appropriate absorbent / containment materials such as booms, shutting down ventilation systems to keep gases and vapours from spreading, and plugging drains to prevent contamination of the water supply.

Clean up the spill using the appropriate sorbent materials and equipment. Remember, sorbents are primarily suited for cleaning up small spills and the residues left over after a large spill.

Dispose of contaminated materials properly. Contaminated spill control materials and disposable personal protective clothing may have to be disposed of as hazardous waste. Contaminated tools and non-disposable personal protective equipment should be safely decontaminated.

File an incident report. The incident report is found online in '[Engage EHS](#)', this form should be filed with the HSQE team, for every spill, including non-emergency personal contaminations.

SPILL KIT LOCATIONS

Kit 1 is located at the _____ department

Kit 2 is located at the _____ department

Kit 3 is located in the _____ department

NOTE: Spill kits are for emergency spills only.

Photo of the spill and clean up procedure must be taken to show due diligence.

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