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| **Department:**  | **Purchasing** |  |
| **Subject:** | **Hazardous Material Spills** |

**PROCEDURE FOR MANAGING HAZARDOUS MATERIAL SPILLS**

**Background:**

Employees are qualified to clean up spills that are “incidental and/or minor”, since they are expected to be familiar with the hazards of the materials they normally work with. An “incidental and/or minor” spill is defined as a spill that does not pose a significant safety or health hazard to employees in the immediate vicinity, does not pose a significant threat to the environment and does not have the potential to become an emergency within a short time frame. If the spill exceeds the scope of the employee’s experience, training, equipment or willingness to respond, the employee should seek assistance from their supervisor.

Large spills or spills that pose an immediate threat to health, safety and environment are defined as those that have become an emergency situation. In an event of a large spill an employee should seek assistance form there supervisor who may initiate the evacuation plan or call for Emergency assistance (911).

It is very unlikely that a spill posing an immediate threat to health, safety and environment would occur at Purchasing.

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| **Hazards:** | * respiratory tract, skin and eye
 | * flammability or explosive properties
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| **PPE Required:** | * Safety boots
 | * Impervious gloves
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|  | * Eye, airway protection
 | * disposable coveralls (if required)
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**Pre Set-Up:**

* Ventilate by opening bay doors.
* Restrict access to the area affected by the spill. Notify staff, working in the vicinity of the spill, to stay clear.
* Put on all required PPE.

**Procedure**

* Stop the leak if it is safe to do so.
* Contain the spill, using stocked absorbent material or absorbent socks and pillows from the spill kit.
* Be aware of flammable materials for example lacquer thinner. Also compatibility issues may arise in the case of multiple spills. MSDS sheets may provide further information regarding spills, compatibility, PPE etc.
* Collect spilled and clean-up materials in the bags supplied with the spill kit. Dispose of according to local regulations. The city of Nanaimo landfill is a good source of information regarding hazardous material disposal
* Remnants of the spill can be cleaned up with cold water. If material is flammable allow vapours to dissipate before initiating the remnant clean up. Clean area by working from the periphery to the centre of the spill or from the edge of the room to the centre

**Post Procedure/Take Down**

* Determine cause of the spill and take corrective action to eliminate or reduce the risk of a future spill.

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| **Revised: 10/20/2010** | **Approved by: Kurtis Felker** |