

<b>Section:</b> Emergency Planning Manual	<b>Subsection:</b> Code Brown Chemical Spill	<b>Policy Number:</b> EPP-1075
<b>Subject:</b> Spills		<b>Review Date:</b> June 2022, August 2013
<b>Standard:</b>	<b>Authority:</b> CEO	<b>Supercedes:</b> New
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### Policy

Employer shall take all measures reasonably necessary in the circumstances to protect workers from exposure to a hazardous biological or chemical agent regarding of the storage, handling, processing or use of such agent in the workplace. Exposure means by inhalation, skin contact (absorption), through mucous membranes (e.g. eyes), ingestion and injection.

### Procedure

#### Handling Chemicals Safely

- Review and understand hazards **before** using a chemical (MSDS)
- Follow standard operating procedures (SOPs).
- Control your exposure through engineering, administrative and personal protective equipment (PPE)
- Precautions:
  - Know the location of and how to use eye wash station
  - Order sufficient quantities to eliminate unnecessary storage and/or disposal (i.e. smaller amounts)
  - Ensure enough spill kits are available to contain all of the chemical(s) you are working with in case of a spill
  - Ensure you are trained on how to use the appropriate spill kit(s)
  - After handling chemicals and removing gloves, thoroughly wash hands

#### When a Spill Occurs

- Move away from spill
  - Determine type of spill: minor or complex
    - Minor spill may be cleaned up
    - Complex spill: follow Standard Operating Procedure (SOP)
- Refer to Material Safety Data Sheet (MSDS)  
Notify Supervisor immediately

#### **How to Identify a Minor or Complex Spill:**

##### **What is:**

- The hazard(s) posed by chemical?
- The potential impact to health and environment?
- Spill size?
  - Type of chemical(s)
  - The amount
  - The location
  - Proper method for cleaning up spill
  - The Personal Protective Equipment (PPE) available

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- Training of the personnel

**Minor Spill**

- Any amount that is safe to clean up
- Easily contained (away from drains, ignition sources, and incompatible chemicals)
- Not immediately dangerous to life or health (DLH)
- No likelihood of fire or explosion
- Proper PPE is immediately available and worker has been fit tested/trained
- Appropriate spill kit is available and worker has been trained to use

**Complex Spill**

- Any amount that is not safe to clean up
- Potential for release to atmosphere, discharge to sewer, leak directly into soils or surface water (environmental threat)
- Dangerous to life or health
- Likelihood of fire or explosion
- No PPE is available or worker has not been fit tested or trained
- Appropriate spill kit is not available
- Contact Dept Manager during week days /RN in charge or maintenance after hours.
- Be prepared to provide details of chemical spill (location, amount, MSDS, and any other potential hazards/chemical mixtures)
- Call a Code Brown

**General Guidelines for Spill Cleanup**

- MSDS Labels and precautions should be on all chemicals for reference during a clean up.
- Ventilate area if required
- Wear appropriate PPE before starting clean up, Obtain Spills Kit
- Place pads working from the outer edge of spilled liquid towards the centre of the spill and /or
- Sprinkle absorbent from the outer edges toward the centre of the spill
- Collect and contain the clean-up residues using tools to reduce contact with spilled material
- Place waste including gloves into a double poly bag, label with chemical waste label
- Complete Incident Form
- Replace Spills Kit

**Chemical Spill Kit**

A Spills Kit will contain:

- Chemical goggles, face shield
- Gloves suitable for the chemical / shoe covers /aprons
- Bags to place hazardous waste / absorbent pads

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Basic equipment must be in a visible location and known to workers

### **Complex CHEMICAL SPILL PROCEDURES**

Definition of a SPILL from the Ministry of the Environment (MOE)'s Environment (MOE)'s Environmental Protection Act, 1990.

“spill”, when used with reference to a pollutant, means a discharge,

- (a) Into the natural environment,
- (b) From or out of a structure, vehicle or other container, and
- (c) That is abnormal in quality or quantity in light of all the circumstances of the discharge, and when used as a verb has a corresponding meaning: (“deversement”, “deverser”)

Therefore, a spill can be a discharge of anything from a container or building which enters the natural environment (Air, Water & Land). The following are examples:

- Major Spills of gasoline in parking area
- Freon leak from chiller
- Leaking storage gasoline tank

Some of these NEED to be reported to the MOE Spill Action Center and some don't so report all Spills to your department manager who will advise the CEO and the Joint Health and Safety Committee so we can document it and report to the MOE if necessary.

### **Major Chemical Spill**

1. Contact your department manager during weekdays, the RN in charge or maintenance after hours and weekend. State your name, location, chemical(s) involved, and the amount spilled.
2. Attend to any persons who may have been contaminated. Consult the Material Safety Data Sheet for first aid information
3. Wait for manager, RN or maintenance to arrive. Your knowledge of the area will assist the team.
4. Do not allow unauthorized personnel to enter the contaminated area.
5. Complete an incident report.

### **Minor Chemical Spills Indoors**

1. **STOP – THINK! Do not rush. Carefully plan cleanup.**  
**ENSURE the SAFETY of RESIDENTS AT ALL TIMES Remove from Area**
  - **Refer to Safe Operating Procedures for instructions.**

The effects of a spill can be minimized with proper planning. The size as well as the resultant hazard from a spill, partially determine the extent of the required precautions. Planning for emergencies such as spills must be an integral part of department procedures.

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2. Decide if you can safely handle the spill; **IF UNSURE, CALL Department Manager, Maintenance , RN in charge**
3. If vapours are generated from the chemical spill which can be spread outside the local area contact individuals in charge who will contact Fire Dept or local authorities.
4. Eliminate all ignition sources if flammable material is involved.
5. Confine the spill to a small area. Do not allow the material to spread. Dike, block or contain the size of spread of liquid spill by using appropriate absorbing material (vermiculite, commercial absorbent, etc).
6. Carefully remove other materials, containers, equipment from path of the spill.
7. Sweep solids of low toxicity into a dust pan and place into container for disposal.
8. Dispose of all cleanup materials as hazardous waste. Waste must be properly packaged in leak proof container, sealed and labeled with a hazardous waste label. Contact Maintenance for disposal.
9. After removal of spilled material, if the chemical is soluble in water, the area should be washed with warm, soapy water to remove any remaining residue.
10. Report the incident to manager.
11. Complete Incident report and Debrief Tool. Results to be shared with Resident council, Family council and JOH&S Coommitte
12. Manager to Order more supplies to replace kit used to clean up spill.

### **Chemical Spill Outdoors**

1. Contain spill rapidly by diking with suitable material (kitty litter, vermiculite, etc.). Attempt to prevent chemical from contaminating ground water and sewer system. Cover opening to sewer if able to do so.
2. Immediately call Maintenance Personnel and manager.
3. Do not leave spill site unattended. Wait until assistance arrives.
4. Report the incident to supervisor and complete an incident report.

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**Chemical Locations in Belvedere**

Laundry

- Chemicals for Laundry in Bins – considered minor will not harm atmosphere , mixes with water . Keep large amounts from going into drain using kits provided in department. Rinse area thoroughly with water to clear.

Housekeeping Closets

- Cleaning chemicals – considered minor will not harm atmosphere Used to clean, mixes with water goes into the drain. Use kits where no drains present. Rinse area thoroughly with water to clear.

Dietary; Kitchen and Servery

- Cleaning chemicals – considered minor will not harm atmosphere, used to clean dishes goes in drain. Small amounts can be cleaned with kits using protective equipment. Use kits where no drains present. Rinse area thoroughly with water to clear.

Nursing: Arjo Tubs and Showers, Dirty Utility Rooms

- Cleaning chemicals – considered minor will not harm atmosphere, used to clean dishes goes in drain. Small amounts can be clean with kits using protective equipment. Used to clean tubs and mixes with water that goes into the drain.

Maintenance: Generator Rooms

- Diesel gas tank double lined and alarmed the possibility of a leak is minimal. If tank leaks contact MOE and use kit to contain, ventilate room and do not use any ignition source. Contact Fire Department. Secure work area with caution tape.

Related Documents:

Ministry of the Environment Spills Reporting – A Guide to Reporting Spills and Discharges  
Ontario Regulation 675/98 – Spills Action Centre 1-800-268-6060

Ministry of the Environment Responding To Spills and Emergencies

Safe Operating Procedures Department

\_\_\_\_\_  
Authorized Signing Authority

\_\_\_\_\_  
Date

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