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| **CAL-HS-PD-2301** |
| **Spill Control** |
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| **Procedure** |
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| Revision History | | | | | |
| This document should be reviewed at least every 12 months to maintain its effectiveness.  Record the details of any changes made as a result of these reviews in the table below: | | | | | |
| Rev: | Date: | Reason for Review: | Nature of Changes: | Prepared by: | Checked by: |
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# PURPOSE

1. The purpose of this procedure is to protect persons from the following hazards which may result from a spill;

* Fire
* Slips, Trips & Falls
* Environmental Hazard
* Fumes
* Contact with Skin

# ASSESSMENT

1. The company must, under the “Management” Regulations, make a suitable and sufficient assessment of the task to identify the risks to employees.
2. Consideration should be given to special category employees, such as young persons, as well as to the physical and mental ability of the individual.
3. The significant findings of the assessment must be recorded.
4. The findings of the assessment must be communicated in a comprehensible form to those who may be affected.

# RESPONSE PROCEDURE

1. If a spill Occurs

* Contact Management.
* Locate the material safety sheets / MSDS / COSHH
* Review information given on risks, safety & environment.
* Put on recommended PPE egg. Gloves, apron, goggles.

# SPILL RESPONSE KITS

1. Locate the Spill Response Kits.
2. A list of items should be contained.
3. All kits should have sufficient stock at all times and should be checked every 3 months by management/supervisors.

# STOP THE LEAK / SPILL

1. Stop the leak/spill. (E.g. turn off the valve, stand up knocked over container etc)
2. Ensure that surface water drains are protected by covering with rubber mats and spillage containment item provided.
3. Absorb spilled liquid chemicals with absorbent material from response kit.
4. Spills of dry materials must be swept up and not washed down the drain.

# CONTAMINATED MATERIAL

1. Place contaminated absorbent material in a container suitable for storage on site and await pick up and disposal by a third-party contractor.
2. Wash any equipment or floors so that no traces of the chemical remain.
3. Absorb the water and place it in the same container with the contaminated absorbent materials.
4. Label the container stating the contents.

# REPORTING SPILL

1. In the event of a spillage the management will complete the Spill Response that measures can be put place to prevent it happening again.
2. In the case of a major spillage, the surface water/foul water drains, the manager/supervisor must inform the water authority & SEPA.

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