

Spill Kit Procedure

Scope:

To ensure all spill kits are ready for use when needed.

Responsibility:

All employees are responsible to replenish spill kit if items are removed.

Frequency:

Maintenance is responsible to check the spill kits monthly.

When spill kit is opened:

- 1) Open spill kit by breaking seal
- 2) Remove needed item from spill kit
- 3) Once spill is contained and cleaned, replace used item in the spill kit.
 - a) Stock of all items in spill kit is kept in the parts room. Follow parts room procedure #WI09-202 to check out items
- 4) Once items are replaced, record the following on side 2 of the Spill Kit Monthly Inspection #QF09-042
 - a) Date
 - b) Name (Person who replaced items)
 - c) Task Details (Include changed/replaced items and reason spill kit was opened)
- 5) When all items above are complete a second party will initial in the 2nd party Verify section.
 - a) 2nd party is responsible to ensure the correct quantity of all items on side 1 of the Spill Kit monthly Inspection #QF09-042 are included.
- 6) Once 2nd party initials the Spill Kit Monthly Inspection #QF09-042 the spill kit seal needs to be replaced.
 - a) Spill kit seals are kept inside the spill kit
- 7) Responsible person and 2nd party will initial the seal once its in place.
 - a) Initialing the seal indicates that the responsible person and the 2nd party verifier agree the spill kit is properly stocked.

Monthly Inspections:

- 1) Maintenance will check to see if the unbroken seal is initialed by the last responsible person and 2nd party verifier
 - a) Seal in place w/ initials - Maintenance will put a check mark to indicate seal was in place and all the following items are presumed ok.
 - b) Seal Broken - Maintenance will put a X to indicate the seal was broken and proceed to open the spill kit to check each item on the list.
 - i) Maintenance will put a X if any items are missing and follow steps 4) - 7) in previous section.