



Manual: Emergency Measures	Policy Number: EM-MP-20
Section:	Policy Name: Chemical Spill - Code Brown
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Effective Date: February 1, 2017	Revised: October 10 2024

## **FINLANDIA VILLAGE CHEMICAL SPILL POLICY**

### **PURPOSE:**

This policy outlines the steps to manage a chemical spill in order to minimize the potential for injury to residents, staff and to the environment as well as for the preservation of property and limitation of damages.

In the unlikely event of a large environmental emergency or risk, the Sudbury Fire Department and the City of Sudbury should be notified immediately.

Potential health impacts should be considered, such as inhalation and/or skin contact hazards prior to approaching the area. Determine if there is an immediate health threat to you or anyone in the area and act accordingly. Approach any spill with the utmost of care! Many harmful chemicals can lack colour or offensive odours. NEVER assume a spill is harmless.

All spills shall be contained and removed/cleaned immediately by properly trained employees.

**CHEMICAL SPILL KIT** is located in the Chemical Storage Room by the maintenance shop.

### **INCIDENT REPORTING**

Alert others in the immediate area of potential hazard.

Notify maintenance/management of the location of the building and room or area and give a description of the chemical/spill if known. They will determine if outside responders are required.

Secure the area by preventing persons from entering until Maintenance or Management arrive.

### **DEFINITIONS & PROCEDURES:**

“Major Spill” and “Minor Spill”: The severity of the spill is determined by the risk from the spilled substance and the containment of the spill (not necessarily the volume of spilled material). **Regardless of the size or nature of the spill, the MSDS should be reviewed BEFORE proceeding.**



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### **MAJOR SPILL**

Consider the immediate danger to persons and ensure effective containment and clean up, appropriate disposal of waste material and notification to all relevant bodies (i.e. – maintenance department staff, management, co-workers).

DO NOT touch or come into contact with any unknown/potentially harmful substance. Take precautions to protect yourself if necessary.

Notify anyone present in the area and evacuate persons not involved in contamination/clean up from the area. Secure the area to keep others away from potential danger. Consult MSDS to determine the severity of the spill. Act accordingly based on the volatility of the substance spilled. In conjunction with expert assistance, minimise the spread of contamination and commence decontamination/clean up procedures.

### **MINOR SPILL**

Containment: spills must be cleaned up **PROMPTLY AND THOROUGHLY**.

Identify the chemicals/hazards involved – check Material Safety Data sheet. Use the information on the physical and chemical properties of the material to judge response and/or evacuation procedures. Decontaminate equipment, clothing and personnel, including any victims, on site if necessary. Protect floor drains with barriers or absorbents.

Dispose of contaminated equipment and materials **ONLY** after receiving specific instruction to do so, and under the direction of a specifically trained individual or representative (or as specified on MSDS).

### **DEFINITIONS & PROCEDURES**

#### **SPILL CLEAN-UP – MINOR SPILL CONT'D:**

**DO NOT attempt to clean up a spill if any of the following conditions apply:**

More than one chemical has spilled.

The chemical is flammable or reactive.

The substance is unknown or you are uncertain of the hazards of the substance.



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A secondary emergency situation exists (i.e. - fire)  
 You are unsure/uncomfortable in the situation or you lack the necessary protection or equipment to do the job safely.  
 The spill is too large to contain or highly toxic.

**IF YOU ARE ABLE** to clean up the spill without assistance, adhere to the following steps:

If the spill is a **liquid**, respond as follows:

1. Identify the chemical spilled to determine if you are capable of cleaning up the spill safely.
2. Refer to the container label and Material Safety Data Sheet (MSDS)
3. Don the appropriate personal protective equipment before cleaning up the spill
4. Apply absorbent material as follows;
  - a. Encircle the spill with absorbent material
  - b. Once spill has been encircled, apply absorbing material to centre of spill
  - c. Sweep/shovel up spilled material
5. Dispose of all materials (i.e. – gloves, brooms, paper towels) used to clean up the spill inside a sealed, leak proof bag or container. **CAUTION: IF THE SPILLED SUBSTANCE IS OF FLAMIBLE IN NATURE, REFER TO PROPER DISPOSAL OF FLAMIBLE SUBTANCES. WHEN SUCH MATERIALS ARE PLACED IN SEALED CONTAINERS THEY MAY COMBUST.**
6. Label and dispose of all bags or containers as hazardous waste



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## **DEFINITIONS & PROCEDURES**

### **SPILL CLEAN-UP – MINOR SPILL CONT'D:**

If the spill is a **powder**, respond as follows:

1. Identify the chemical spilled to determine if you are capable of cleaning up the spill safely.
2. Refer to the container label and MSDS
3. Don the appropriate personal protective equipment before cleaning up the spill.
4. Sweep up spilled material carefully to prevent the generation of dust
5. Place in sealed container (zip lock bag, taped plastic bag) and label container with its contents
6. Dispose of all materials (i.e. gloves, brooms, paper towels) used to clean up the spill inside a sealed, leak proof bag or container (zip lock bag or taped plastic bag)
7. Label and dispose of all bags or containers as hazardous waste.

### **REPORT ALL SPILLS, MAJOR OR MINOR TO YOUR SUPERVISOR.**

### **ADMINISTRATIVE/MANAGEMENT RESPONSIBILITIES**

On call manager should co-ordinate both internal and external responders in the event of a major spill. A major spill of pollutants (e.g.- oil/dangerous chemicals), should be reported to the Spills Action Centre by calling 1-800-268-6060. Manager on call should also provide consultation and assistance in the management of spills when requested.

Manager on call is responsible for the completion and submission of an Incident Hazard Report.



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Management shall maintain a current listing of all external resources available to assist with spill response.

Management must provide reports of all spills/releases, including follow-up measures to the Emergency Measures Committee within 30 days.

**SUPERVISORS SHALL** ensure that all personnel under their supervision receive appropriate and adequate information and training to be able to respond safely to a spill or release within their area.

“Hazardous Chemicals: SDS” and “Emergencies & Disaster’s – What You Need to Know” is included in annual mandatory training for all staff. Records of employee training are recorded in Relias Learning.