



# **BCIT Safety Manual**

## **SPILLS**



## Contents

1. Purpose .....	2
2. Definitions .....	2
2.1 Spill .....	2
2.2 Major Spill .....	2
2.3 Minor Spill .....	3
2.4 Hot Zone .....	3
2.5 Cold Zone .....	3
2.6 Highly Toxic .....	3
2.7 Supervisor .....	3
2.8 Employee .....	4
2.9 Student .....	4
2.10 Contractor .....	4
3. Applicable Legislation and Reference Materials.....	4
4. Roles & Responsibilities .....	4
4.1 BCIT .....	5
4.2 Joint Occupational Health and Safety (OHS) Committee .....	5
4.3 Director of Safety, Security & Emergency Management .....	5
4.4 OHS Group .....	5
4.5 Supervisor/Laboratory and Warehouse Manager .....	5
4.6 School & Department WHMIS Coordinator .....	6
4.7 Central Storage/Supply Management .....	7
4.8 BCIT Employees and Students .....	7
4.9 Contractor .....	7
5. Response Procedures .....	8
5.1 Spill Prevention.....	8
5.2 General Response Procedures for Major Spills .....	9
5.3 General Response Procedures for Minor Spills .....	11
5.4 Spill Investigation .....	13
6. Education & Training .....	13
7. Documentation .....	13
8. Program Review .....	14
Appendix A- .....	15
Flow Diagram for Spill Responses .....	15
Appendix B- .....	17
Posters for Spill Responses.....	17



## 1. Purpose

Spills of chemicals and hazardous materials can be very serious. The consequences of a spill depends upon variables such as the location, quantity, the physical, chemical, and biological properties of the spilled material, the number of people affected, and on how people respond. This program provides general principles and guidance for spill prevention and response for major and minor spills, enabling schools, departments and programs at BCIT to develop their task/job specific spill response procedures.

This program has been developed to ensure compliance with federal, provincial, and WorkSafeBC Occupational Health and Safety (*OH&S*) Regulations, environmental protection legislation and best practices related to the prevention, mitigation, control and disposal of spills of hazardous materials.

This program applies to all employees, students and contractors of BCIT who purchase, dispense, store, or handle materials that, if spilled, could pose health and/or safety risk to humans and/or pollute the environment.

## 2. Definitions

### 2.1 *Spill*

A direct or indirect discharge of a material, substance or mixture into the workplace or environment from a container, vehicle, or structure, that is abnormal in quality or quantity in light of the circumstances of the discharge. The material, substance or mixture can be a:

- 1) Hazardous Material, including:
  - a) A controlled product regulated by federal, provincial and territorial government WHMIS regulatory authorities in Canada; or
  - b) An unregulated material, substance or mixture, which may be hazardous due to its known or reasonably believed ability to cause acute or chronic health effects for exposed personnel (e.g. unknown chemical mixtures or biological materials)
- 2) A material, substance or mixture, which due to its properties, state, quantity or location can:
  - a) Jeopardize the safety of any person (e.g. bulk oil spilled on a passage); or
  - b) Impair or endanger property, the workplace, environment, plant or animal life; or
  - c) Interfere with the normal operation of the campus.

### 2.2 *Major Spill*

A major spill is defined as one of the following conditions:

- 1) A spill greater than 500 gm or 500 ml and, due to its quantity, property, location or state, is reasonably expected to be able to impair employees/students health or safety, the environment, or properties; or
- 2) Ongoing/uncontrollable accidental release of a hazardous gas; or
- 3) The material is highly toxic (defined below) or infectious (required biosafety level 3 or



- higher) or radioactive (> 1 microcurie); or
- 4) Class I Flammable Substances or Class II Combustible Substances; or
  - 5) The material spilled is unknown; or
  - 6) Defined by Health Canada as an Environmental Contaminant; or
  - 7) Advanced personal protective equipment (PPE) such as self-contained breathing apparatus (SCBA) is required to respond to the spill; or
  - 8) On-site personnel are not trained or not equipped to respond to the spill; or
  - 9) A responder is unsure whether the spill should be considered “Major” or “Minor”.

### **2.3 Minor Spill**

A minor spill is one which does not meet any of the criteria for a major spill.

### **2.4 Hot Zone**

In the event of a spill, the hot zone (or isolation zone) is the working area in which only those personnel participating in spill cleanup activities may enter.

### **2.5 Cold Zone**

In the event of a spill, the cold zone is upwind, upstream or upland of the spill where possibility of contamination is minimal.

### **2.6 Highly Toxic**

A highly toxic material is defined as a chemical that falls in any of the following four categories:

- 1) A chemical that has a median lethal dose (LD50) of 50 milligrams or less per kilogram of body weight when administered orally to albino rats weighing between 200 and 300 grams each.
- 2) A chemical that has a median lethal dose (LD50) of 200 milligrams or less per kilogram of body weight when administered by continuous contact for 24 hours (or less if death occurs within 24 hours) with the bare skin of albino rabbits weighing between two and three kilograms each.
- 3) A chemical that has a median lethal concentration (LC50) in air of 200 parts per million by volume or less of gas or vapor, or 2 milligrams per liter or less of mist, fume, or dust, when administered by continuous inhalation for one hour (or less if death occurs within one hour) to albino rats weighing between 200 and 300 grams each.
- 4) A material that is indicated as highly toxic by its Material Safety Data Sheet (MSDS) and must be reviewed before working with or cleaning up.

### **2.7 Supervisor**

A BCIT employee who instructs, directs, and controls employees and/or students in the performance of their duties and activities.



### **2.8 Employee**

A person employed at BCIT fulltime, part time or auxiliary.

### **2.9 Student**

A person who is enrolled in a full-time or part-time program or any course at BCIT (including students in practicum and apprenticeships).

### **2.10 Contractor**

A person, business or corporation which provides goods or services to BCIT under terms specified in the contract. For the sake of this document this applies to all non-BCIT personnel performing work at, or for BCIT.

*Note: For definitions of major blood spills and minor blood spills, please refer to the BCIT Bloodborne Pathogens Exposure Control Plan.*

## **3. Applicable Legislation and Reference Materials**

WorkSafeBC [OHS Regulation Part 5 – Section 5.101](#) – Emergency Procedures for Spill Cleanup and Re-entry

WorkSafeBC [OHS Regulation Part 30 – Section 30.18](#) – Laboratory Spills and Other Emergencies

BCIT [Emergency Planning](#)

BCIT [Occupational Health and Safety Manual Part 2– Section 20](#) – Incident Investigation

BCIT Occupational Health and Safety Manual Part 3– Section 36 – WHMIS

BCIT Occupational Health and Safety Manual Part 3– Section 37 – Chemical Storage

BCIT Occupational Health and Safety Manual Part 3– Section 38 – Chemical Handling

BCIT Occupational Health and Safety Manual Part 3– Section 42 - Personal Protective Equipment

## **4. Roles & Responsibilities**

BCIT is committed to protecting the environment and ensuring the health and safety of employees, students, contractors and visitors. Employees, students, and contractors must be aware of the hazards of spills and know how to protect themselves and the environment.



#### **4.1 BCIT**

- Approve and authorize the assignment of the responsibilities and duties for spill prevention, control, cleanup and investigation.
- Support this program by ensuring:
  - 1) Adequate training is provided for employees and students who handle hazardous materials.
  - 2) Spill kits, personal protective equipment (PPE), and other facilities and equipment required for spill control, containment, cleanup, decontamination, and disposal are readily available where required.
  - 3) Emergency facilities, personnel and first aid are available.
  - 4) Effective means of communication with manufacturers, Fire Departments, Hospitals, Environmental Protection Departments, pertinent jurisdictions/authorities, and spill cleanup companies.

#### **4.2 Joint Occupational Health and Safety (OHS) Committee**

- Review spill investigation reports.
- Provide guidance on spill prevention, control, cleanup, and disposal.
- Improve communication, education and awareness of spill prevention and response across the institute.

#### **4.3 Director of Safety, Security & Emergency Management**

- Direct and coordinate emergency response activities for major spills.

#### **4.4 OHS Group**

- Develop and maintain an effective Spill Prevention and Response Program.
- Audit the effectiveness of the program and review the program on an annual basis.
- Act as an advisory resource for spill prevention and response.
- Conduct risk assessment of the spill scenes for major spills when necessary.
- Contact contracted companies for major spill cleanup where necessary.
- Provide assistance in the coordination of major spill response.
- Arrange training and education for employees and students
- Take part in major spill investigations with recommendations on reoccurrence avoidance.
- Ensure that all major spills are investigated and that reports are forwarded to the Director of Safety, Security & Emergency Management and WorkSafeBC, as required.
- Keep copies of reports on major spill investigations.
- Review spill investigation reports with Joint OHS Committee.

#### **4.5 Supervisor/Laboratory and Warehouse Manager**

- Obtain Material Safety Data Sheets (MSDSs) of the hazardous materials that are being used, stored, were received as donation, or brought into BCIT and forward the MSDSs to

School/Department WHMIS Coordinator who will maintain and update the area/departmental MSDS inventory.

- Consult manufacturers, OHS Group, WHMIS Coordinator and other personnel to develop job/task specific safe work procedures for spill response.
- Consult manufacturers, OHS Group, WHMIS Coordinator and other personnel to determine the categories and numbers as well as the contents of spill kits according to the hazard classes, properties and quantities of hazardous materials handled/stored.
- Maintain adequate management/supervision and conduct regular inspections to ensure:
  - 1) Proper containments are used, storage of hazardous materials is minimized and appropriate, safe work procedures are followed, good housekeeping is maintained, containers are labeled and checked regularly, and materials are safely and ergonomically placed or stored for spill prevention purposes.
  - 2) Themselves and those employees and students who are expected to handle hazardous materials have attended up-to-date training and education on WHMIS and spill response and are knowledgeable in the hazards involved.
  - 3) Equipment, emergency facilities (eye washes, emergency showers, and extinguishers), spill kits, and PPE for spill response are in place and effectively maintained.
- Notify affected people when necessary.
- Report spills immediately to
  - 1) Safety, Security & Emergency Management and the OHS Group (for major spills).
  - 2) School/Department WHMIS Coordinator (for minor spills).
  - 3) First Aid or call 911, if necessary.
- Ensure that nobody enters and/or re-enters the Hot Zone before a spill is properly cleaned and the air in the area has been confirmed to be safe by OHS Group. Ensure that people contaminated with, or injured by, a spill are adequately decontaminated and seek medical attention as soon as possible.
- Ensure that only those people who have been trained and are knowledgeable of the hazards involved can conduct cleanup for minor spills.
- During any spill cleanup, ensure that proper PPE is used and safe procedures for spill cleanup, decontamination, and waste disposal are followed.
- Participate in spill investigation and prepare investigation reports in accordance with the investigation procedures prescribed in Section 20 of the BCIT Safety Manual.

#### **4.6 School & Department**

- Designate a school/department WHMIS Coordinator, whose functions are as follows:
  - Maintain an updated departmental inventory of the MSDS for hazardous materials and forward it to the OHS Group when required.
  - Ensure that containers of controlled products are correctly labeled.
  - Assist Supervisors in spill kit planning, ordering and replacement.
  - Work with OHS Group to arrange relevant training and education.

- Assist Supervisors in minor spill response.
- Keep records of training, spills and other pertinent information.

#### **4.7 Central Storage/Supply Management**

- Coordinate the receipt, shipment and transport of hazardous materials according to federal and provincial regulations in WHMIS and Transportation of Dangerous Goods (TDG) as well as the requirements in Section 37 and 38 of the BCIT Safety Manual.
- Provide assistance in contacting companies for major spill cleanup.

#### **4.8 BCIT Employees and Students**

- Attend training and education on spill prevention and response, as required.
- Attend respirator fit-testing, as required.
- Understand this program and the spill response procedures for their work areas and tasks.
- Read the MSDS of the materials being handled and be knowledgeable of the hazards involved.
- Maintain good housekeeping and safety practice to prevent spills (see Section 5.1).
- Report major spills immediately to the Safety, Security & Emergency Management, Supervisor and OHS Group, and, if necessary, call BCIT First Aid and 911.
- For a major spill, leave the hot zone immediately, as necessary, and do not reenter the spill area until permission is granted by BCIT Safety and Security.
- Report a minor spill to the Supervisor immediately.
- Notify affected people nearby immediately after a spill.
- Strictly follow the guidelines in Section 5 of this program and the lab or task specific spill response procedures.
- Use the provided facilities and assigned PPE for minor spill cleanup. Comply with regulations and policies regarding disposal of waste and hazardous materials.
- Cooperate with OHS Group and other relevant personnel for spill investigations.

#### **4.9 Contractors**

- Ensure MSDS are readily available and notify the Safety and Security Department if a controlled product is brought onto a campus and the product, due to its property, quantity and /or location or manners for handling, may pose a hazard.
- Have a task specific spill response plan per WorkSafeBC regulations.
- Maintain good housekeeping and safe practice to prevent spills.
- Clean-up any minor spills in accordance with their spill response plan and BCIT's policies and procedures for waste disposal.
- Report a major spill to the BCIT Safety, Security & Emergency Management and BCIT Contractor Contact immediately.



- Notify affected people nearby immediately after a spill and take measures to protect BCIT employees, students, visitors, properties and the environment from the hazards caused by the spill.
- Cooperate with BCIT Safety, Security & Emergency Management, OHS Group and other relevant personnel for spill response, cleanup and investigations.

## 5. Response Procedures

### 5.1 Spill Prevention

BCIT management, employees, students, contractors, and visitors must make every effort to prevent spills of hazardous materials.

#### Engineering Controls

Engineering controls involve installation and use of spill prevention devices and structures.

- Whenever practical, the following facilities should be used to prevent spills:
  - 1) Appropriate secondary containment or diversionary structures, which can hold the leakage of hazardous materials (i.e. berm/ dyke)
  - 2) Facility drainages
  - 3) Spill alarms
  - 4) Liquid transfer devices
  - 5) Portable spill prevention devices

*Note: Take into account the characteristics of chemicals. Sewer drain cannot be used for hazardous chemicals.*

#### Administrative Controls

Administrative controls play important roles in the prevention of spills and spill-related exposures and injuries. The following are some examples of administrative controls that should be performed:

- Make sure that all employees and students concerned have received WHMIS and other necessary safety training and education.
- Keep chemical inventory up to date and all MSDS readily available.
- Review MSDS or other references for spill cleanup methods, materials and PPE.
- Choose appropriate contents for spill kits according to the hazard classes, properties and quantities of hazardous materials to be handled or stored. A typical spill kit may include:
  - 1) Flagging tape to seal the Hot Zone
  - 2) Disposable gloves (Refer to MSDS for appropriate gloves)
  - 3) Chemical Goggles
  - 4) Coveralls
  - 5) Absorbent pillows for specific solvents/liquids
  - 6) Absorbents for radioactive materials
  - 7) Neutralizers for acids and bases
  - 8) Detergents/disinfectants for biohazardous materials
  - 9) Shovel, brush and mop (Non-sparking shovel and brush for flammable material)

- 10) Waste disposal bags
  - 11) Decontamination pool (for washing)
- Place spill kits and control materials in a conspicuous and readily accessible location.
  - Post Spill Response Procedures in a conspicuous place
  - Check emergency facilities (such as eye washes, emergency showers) regularly to ensure that they are operational.
  - Plan before ordering in order to minimize the storage of chemicals and hazardous materials.
  - Follow safe work procedures for material handling.
  - Keep floors, platforms, ramps, stairs and walkways in a state of good repair and free of slipping and tripping hazards.
  - Maintain good housekeeping to prevent spills due to falling, knocking, or tripping over.
  - Check containers regularly for leakage.
  - Properly and promptly dispose of extra or obsolete materials that are corrosive or have a potential of pressure buildup.
  - Place/store materials in accordance with safety and ergonomics principles and regulations. For example, environmental temperature and its change must be considered while storing a chemical to avoid pressure buildup, volume expansion or explosion

*Note: For more information, please refer to Section 36, 37, and 38 of the BCIT Safety Manual.*

### Personal Protective Equipment

Appropriate PPE can prevent spills from happening and exposures to spilled hazardous materials.

- PPE for spill prevention include:
  - 1) Slip-proof gloves
  - 2) Slip-proof safety footwear
- PPE for cleanup of minor spills may include:
  - 1) Disposable polyethylene foot covers
  - 2) Disposable Nitrile/polyethylene gloves
  - 3) Chemical splash goggles
  - 4) Disposable polyethylene coveralls
  - 5) Coveralls
  - 6) Protective apron for radiation
  - 7) Fit-tested respirator with suitable chemical cartridges (only for trained personnel)

*Note: For more information, please refer to Section 42 of the BCIT Safety Manual.*

### 5.2 General Response Procedures for Major Spills

In the event of a major spill (including a major blood spill) at BCIT, all employees, students and contractors will implement the following response plan:

#### De-ignition/De-energization

- 1) For spills of flammable materials, turn off ignition sources and de-energize hazardous energy sources immediately if reasonably accessible and safe to do so.
- 2) Turn on emergency ventilation if applicable and safe to do so.



- 3) Cover drainages to protect the environment if necessary and time is allowable.

### Evacuation

- 1) Leave the spill area and avoid being contaminated with the spill or breathing vapor, mists, gases, or dusts of the spilled material.
- 2) Evacuate room and close the door or keep people away from the spill area by barriers or by sealing the area with flagging tape.
- 3) Stay in the Cold Zone.

### Notification

- 1) Notify persons in the immediate area that a spill has occurred.
- 2) Notify the Safety, Security & Emergency Management at 6856, OHS Group at 8044, 8042 or 8011, and your Supervisor that a spill has occurred. If Emergency Services (e.g. fire or urgent medical attention) are required, call the BCIT First Aid Attendant and 911.

*Note 1: request help from others in the area if injured or contaminated with hazardous materials.*

*Note 2: avoid using cell phone in a highly explosive spill area*

*Note 3: the reporter must provide the following information and remain on the telephone for further instructions:*

- Name and call back number
- The location of the spill (campus, street, building, room number, and routes to come)
- Number of casualties (for emergency medical help)
- Type of injury and casualty's condition (for emergency medical help)
- Type of material spilled (with the MSDS at hand)
- The amount of material spilled

### Personal Decontamination

- 1) Immediately proceed with personal decontamination procedures if contaminated with a hazardous material. Contaminated clothing must be removed immediately and the skin must be flushed thoroughly with water or a more appropriate agent for a sufficiently long period of time (refer to MSDS). If contaminated or injured by an unknown substance or mixture, flush for at least 15 minutes.
- 2) If necessary, seek first aid or medical help immediately before/during/after decontamination.

### Contact for Help

- 1) Either the Safety, Security & Emergency Management, OHS Group, or Supervisor, whoever first receives a major spill report, will call 911 if emergency services or urgent medical attention are required and the reporter has not made such a call.

*Note: For emergency medical help, the reporter should provide the following information:*

- Name and call back number
- The location of the scene (campus, street, building, room number, and routes to come)
- Number of casualties
- Type of injury and casualty's condition
- Type of treatments that have given



- 2) The Director of Safety, Security & Emergency Management or the Manager, Occupational Health and Safety will send delegate(s) to assess the spill scene.
- 3) The Director of Safety, Security & Emergency Management will determine whether the spill scene needs to be preserved for accident/event investigation before calling for cleanup.
- 4) The Director of Safety, Security & Emergency Management or Manager, Occupational Health and Safety will contact the following designated cleanup company for spill response (Supply Management Department will provide assistance).

<b>Campus</b>	<b>Company</b>	<b>Telephone</b>
Burnaby	Sybertech Waste Reduction Ltd.	604-536-0624; 604-808-4084
Down Town	Sybertech Waste Reduction Ltd.	604-536-0624; 604-808-4084
Marine	Sybertech Waste Reduction Ltd.	604-536-0624; 604-808-4084
ATC	Sybertech Waste Reduction Ltd.	604-536-0624; 604-808-4084
Great Northern Way	Sybertech Waste Reduction Ltd.	604-536-0624; 604-808-4084

*Note: For spill cleanup, the reporter should provide the following information:*

- Name and call back number
- The location of the spill (campus, street, building, room number, and routes to come)
- Type of material spilled (with the MSDS at hand)
- The amount of material spilled
- Surroundings of the spill scene

- 5) The reporter must be available for contact to receive further instructions or information as the case requires.

### **Cleanup**

- 1) The cleanup company will be responsible for conducting spill cleanup.

### **Disposal and Decontamination**

- 1) The cleanup company will perform decontamination and waste disposal in accordance with relevant OHS policies and federal and provincial environment protection regulations.

### **Restoration**

- 1) Damages that are caused by the spill will be repaired and routine operations will be resumed.

### **5.3 General Response Procedures for Minor Spills**

In the event of a minor spill, employees, students, and contractors should implement the following response plan:

#### **De-ignition/De-energization**

- 1) For spills of flammable materials, turn off ignition sources and de-energize hazardous energy



sources near the spill.

### Notification

- 1) Notify persons in the immediate area that a spill has occurred.
- 2) Notify Supervisor and/or School/Department WHMIS Coordinator that a minor spill has occurred (ask someone in the immediate area to notify supervisor if contaminated with hazardous materials and decontamination is necessary).

### Evacuation

- 1) Those people who are affected or are not responsible for minor spill cleanup must leave the spill area and stay in the Cold Zone.
- 2) Use flagging tape to seal the Hot Zone.

### Personal Decontamination

- 1) If contaminated with a hazardous material, immediately proceed with personal decontamination procedures. Contaminated clothing must be removed immediately and the skin must be flushed thoroughly with water or a more appropriate agent for a sufficiently long period of time (refer to MSDS).
- 2) Seek medical help if necessary.

### Preparation for Cleanup

- 1) Restrict access to the Hot Zone.
- 2) The Supervisor or School/Department WHMIS Coordinator will determine whether the spill scene needs to be preserved for accident/event investigation before cleanup.
- 3) For a minor blood spill, follow the procedures described in the BCIT Bloodborne Pathogens Exposure Control Plan
- 4) Trained personnel will be responsible for the containment and cleanup of a minor spill.
- 5) Know the chemical name, hazards, and volume spilled (with the MSDS at hand).
- 6) Wear proper PPE before cleaning-up the spill.
- 7) Prevent environmental release by covering floor drains or by other appropriate means.

*Note: Never enter a contaminated atmosphere without proper protection. The use of a respirator requires specialized training. Never use a respirator without training and a fit test.*

### Cleanup

- 1) Where applicable, apply neutralizers, absorbent or detergent from edges of a spill or follow the guidance in MSDS.
- 2) Use appropriate tools (refer to MSDS) to mix the spill with cleanup media and work from the perimeter of spill inwards to prevent spreading.
- 3) If applicable, use a pH indicator to ensure mixture is neutralized.
- 4) Brush/shovel mixture into a spill pan.

*Note 1: An assistant stays outside the Hot Zone to offer help and maintain effective communication.*

*Note 2: Whenever possible stay in the upwind side during cleanup.*

## Disposal

- 1) Transfer the mixture to a disposal container.
- 2) Identify chemicals involved in the mixture.
- 3) Seal and label the container.
- 4) Place the container in a designated ventilated area (e.g. the labeled bunkers located in the southeast of SW01) until the next chemical waste pick-up.

*Note 1: After neutralization, some liquids produce a mixture which can go the landfill and other liquids retain toxic properties and must be handled as special waste. Refer to the MSDS or consult pertinent professionals for disposal method and location if necessary.*

*Note 2: Contact the Central Stores or the Safety and Security Department for accessing the bunker.*

## Decontamination

- 1) Once the mixture has been removed, clean-up the spill area with a mild detergent and/or water, as appropriate (refer to MSDS).
- 2) Properly decontaminate reusable PPE and other equipment.
- 3) Properly dispose contaminated and non-reusable PPE

*Note: Cover drains to protect the environment if necessary.*

## Restoration

- 1) Check PPE used for any damage and refill spill kits before storage.
- 2) Repair damages caused by the spill and resume routine operations.

### 5.4 Spill Investigation

An investigation should be conducted after a spill incident. The investigation should be performed in accordance with the procedures and requirement prescribed in Section 20 of the BCIT Safety Manual.

## 6. Education & Training

Employees and students involved in the handling of hazardous materials must be adequately trained and educated on WHMIS, safe work procedures, spill prevention and response procedures. They must be able to answer three key questions:

- 1) What spill hazard you may encounter in your work/experiment/practicum?
- 2) What precautions are required to prevent spills?
- 3) What must you do in case of a spill?

People who are responsible for the cleanup of minor spills must be further trained on spill cleanup procedures, PPE (a fit test is required for respirator users), decontamination and waste disposal.

## 7. Documentation

School/Department will keep an inventory of MSDS, records of training and education, spills and other pertinent information. Copies of MSDS inventory will be forwarded to the OHS Group when



required as described in Section 36 of the BCIT Safety Manual.

Reports on spill investigation will be completed in accordance with the requirements in Section 20 of the Safety Manual.

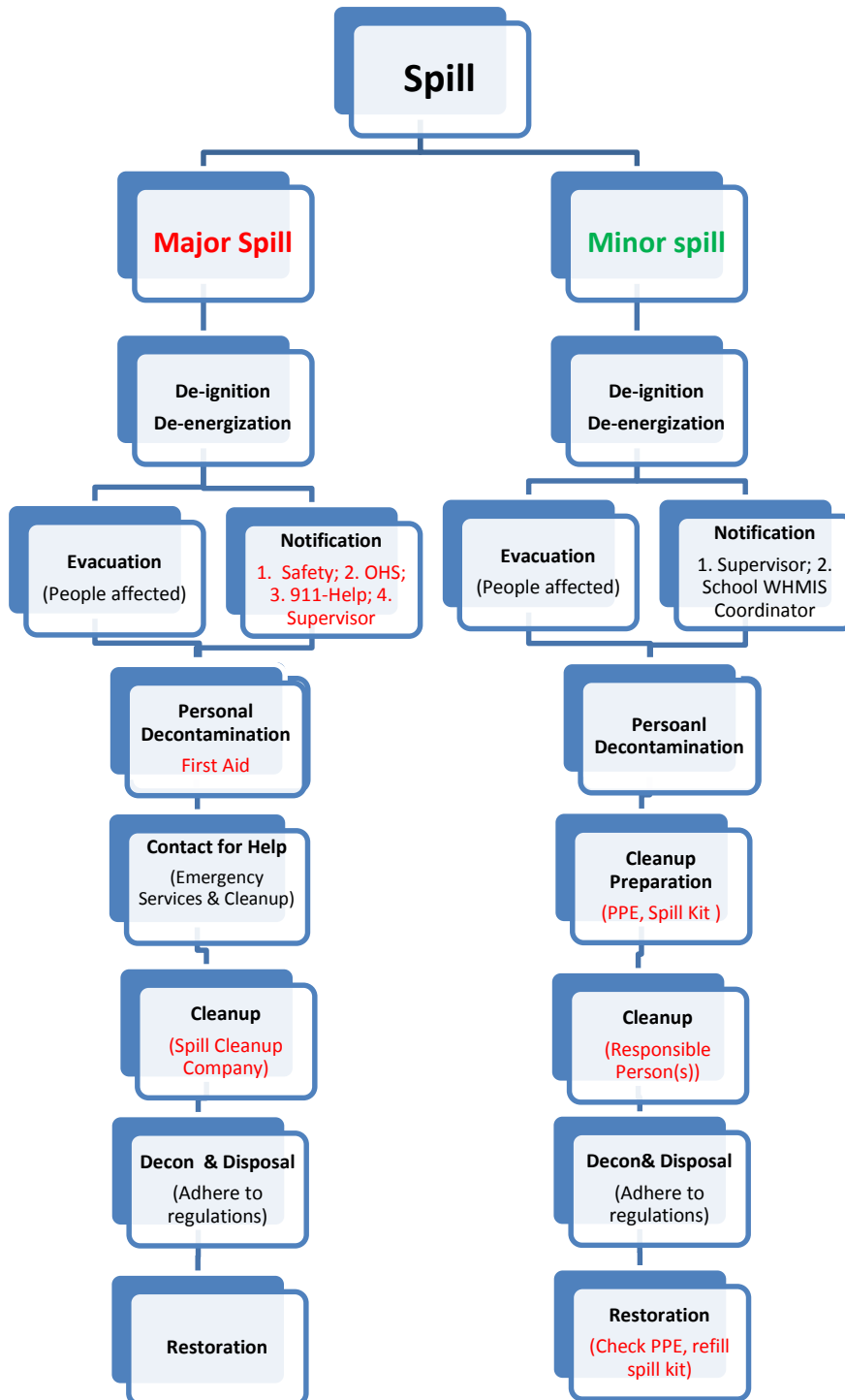
## **8. Program Review**

This Spill Response Program will be reviewed annually in consultation with the Joint OH&S Committee for the following:

- The effectiveness of the program and the procedures involved.
- First aid reports related to spill accidents.
- Documentation for training and education.

# Appendix A- Flow Diagram for Spill Responses







# Appendix B- Posters for Spill Responses

## (Burnaby Campus) Major Spill Response Procedures

- 1. De-ignition/De-energization IF SAFE to do so**
- 2. Evacuate ALL affected people – Restrict Access**
- 3. Call Safety & Security – 604.451.6856; 2248 (Internal Only)  
Call 911 for a fire  
Call First Aid if necessary – 604.432.8872/604.432.8820  
Call Supervisor**
- 4. Personal Decontamination**
- 5. Call for Cleanup & Disposal**
- 6. Restoration**

## Minor Spill Response Procedures

- 1. De-ignition/De-energization IF SAFE to do so**
- 2. Evacuate ALL affected people – Restrict Access**
- 3. Call Supervisor  
Call First Aid if necessary – 604.432.8872/604.432.8820**
- 4. Personal Decontamination**
- 5. Cleanup & Disposal (Trained Persons)**
- 6. Restoration**

## (Downtown Campus) Major Spill Response Procedures

- 1. De-ignition/De-energization IF SAFE to do so**
- 2. Evacuate ALL affected people – Restrict Access**
- 3. Call Safety & Security – 604.412.7600**  
Call 911 for a fire  
Call First Aid if necessary – 604.412.7635/604.412.7600  
Call Supervisor
- 4. Personal Decontamination**
- 5. Call for Cleanup & Disposal**
- 6. Restoration**

## Minor Spill Response Procedures

- 1. De-ignition/De-energization IF SAFE to do so**
- 2. Evacuate ALL affected people – Restrict Access**
- 3. Call Supervisor**  
Call First Aid if necessary – 604.412.7635/604.412.7600
- 4. Personal Decontamination**
- 5. Cleanup & Disposal (Trained Persons)**
- 6. Restoration**

## (ATC Campus) Major Spill Response Procedures

- 1. De-ignition/De-energization IF SAFE to do so**
- 2. Evacuate ALL affected people – Restrict Access**
- 3. Call Security – 604.419.3704/778.928.2348/778.928.2324  
Call 911 for a fire  
Call First Aid if necessary – 604.419.3768/778.813.4725  
Call Supervisor**
- 4. Personal Decontamination**
- 5. Call for Cleanup & Disposal**
- 6. Restoration**

## Minor Spill Response Procedures

- 1. De-ignition/De-energization IF SAFE to do so**
- 2. Evacuate ALL affected people – Restrict Access**
- 3. Call Supervisor  
Call First Aid if necessary – 604.419.3768/778.813.4725**
- 4. Personal Decontamination**
- 5. Cleanup & Disposal (Trained Persons)**
- 6. Restoration**

## (Marine Campus) Major Spill Response Procedures

- 1. De-ignition/De-energization IF SAFE to do so**
- 2. Evacuate ALL affected people – Restrict Access**
- 3. Call Safety & Security – 778.928.2330/778.928.2329**  
**Call 911 for a fire**  
**Call First Aid if necessary – 778.928.2481/604.812.5383**  
**Call Supervisor**
- 4. Personal Decontamination**
- 5. Call for Cleanup & Disposal**
- 6. Restoration**

## Minor Spill Response Procedures

- 1. De-ignition/De-energization IF SAFE to do so**
- 2. Evacuate ALL affected people – Restrict Access**
- 3. Call Supervisor**  
**Call First Aid if necessary – 778.928.2481/604.812.5383**
- 4. Personal Decontamination**
- 5. Cleanup & Disposal (Trained Persons)**
- 6. Restoration**