
 <p><b>HEALTH, SAFETY &amp; ENVIRONMENTAL MANUAL</b></p>	<b>4.1 Safe Work Program – Spills Program</b>				
	Initial HIRA Score:	<b>10</b>	Residual HIRA Score:	<b>4</b>	Critical Task: <b>No</b>
	Procedure(s): <b>5.4.1</b>				
	Revision Number: <b>R0</b>		Number of Pages: <b>4</b>		
	Revision Date:	Approval Date: 10/01/2024	Effective Date: 10/01/2024	SIGNATURE: 	

## SPILLS PROGRAM

### DEFINITIONS

According to the Ministry of the Environment, Conservation and Parks a **'spill' means a discharge:**

- into the natural environment
- from or out of a structure, vehicle, or other container
- that is abnormal in quality or quantity considering the circumstances of the discharge.

### SCOPE

**You must report a spill if it:**

- causes harm or material discomfort to any person.
- injures or damages property or animal life.
- impairs the quality of the natural environment air, water, or land.
- causes adverse health effects.
- presents a safety risk.
- renders property, plant, or animal life unfit for use.
- leads to the loss of enjoyment of the normal use of property.
- interferes with the normal conduct of business.

In some cases, you do not have to report a spill. O. Reg. 675/98 under the EPA classifies 11 types of spills, circumstances, industry type or activities that exempt you from reporting. If you are unsure, it's best to contact the Spills Action Centre.

### PROCEDURE

Spills don't have to be chemical in nature. Any material that is abnormal in quality or quantity discharged into the natural environment is classified as a spill (i.e. silt into a body of water). In order to prevent spills and conduct proper clean-up and disposal, the following procedures will be used:



**Prevention of Spills/Leaks/Discharges**

Appropriate storage containers must be used for all hazardous substances and stored in a manner to prevent contact with incompatible materials and to prevent damage. Use the SDS as required.

Daily circle checks of vehicles, equipment and machinery must be conducted by the operator.

**Containment of Spills/Leaks/Discharges**

Workers must be careful when dispensing oils, greases, or other chemical materials. Use caution when handling products to prevent overfilling or spills. Spill containment equipment (kits) must be maintained on site by J-AAR or

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subcontractors, in case of emergencies. Supervisors must be familiar with the use and limitations of equipment. Spill kits will typically be located in J-AAR supervisor vehicles or in the site trailer.

### IN CASE OF A SPILL

1. If equipment/machinery is involved, shut it off if able.
2. Contain spill immediately if safe to do so.
3. Notify supervisor and workers in vicinity.
4. Participate in reporting the incident.

All spills/leaks or discharges must be cleaned up recognizing worker and public safety first.

Proper protective and clean-up equipment must be readily available and used.

Always refer to the SDS for proper clean-up and disposal procedures.

Time is of the essence when cleaning up a spill.

### Options to Reduce Spill Area:



1. Use absorption materials in the spill kit.
2. Use earth berms.
3. Eliminate any pressures or flows if safe to do so. (i.e., turn off machine).

### Disposal of Waste Material

The supervisor must contact management and arrange for proper disposal. This may include a truck(s) transporting larger quantities of waste material to an approved facility (i.e., landfill, soil remediation facility).

### Reporting of Spills/Leaks/Discharges:

- Workers must report all incidents of spills, leaks, or discharges to their supervisor.
- The supervisor will immediately notify management to discuss if a spill incident report needs to be completed. The spill will be cleaned-up regardless.
- Management will determine if the spill must be reported to the MECP as per the legislative requirements.

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### Who to Notify of a Spill?

It shall be the responsibility of management to ensure that the notification requirements established under section 92 of the Environmental Protection Act are fulfilled. Notification must be made as soon and as quickly as possible under the circumstances.

#### **Management shall ensure that the following notification occurs:**

- the 24-hour Ministry of the Environment, Conservation and Parks (SAC) - Spills Action Centre, 1-800-268-6060.
- the regional or local municipality where the spill occurs.
- the owner of the pollutant if it is known or can easily be ascertained.
- the person having control of the pollutant where the identity of that person is known or may be easily determined; and
- where necessary, the local police or public authorities.

#### **Provide the following information, if available:**



- Name of company or individual responsible.
- Location of the spill.
- Your name and telephone number.
- Time of the spill.
- Type and approximate quantity of material discharged and any associated hazards.
- Status, including corrective actions being taken to control the spill.

#### **What is Spiller's Responsibility?**

- Notify the municipality and MECP SAC.
- Ensure public safety and protection of the environment.
- Stop, contain, and clean up the spill.
- Dispose of the spilled material appropriately.
- Remediate the site, if necessary.
- Cooperate with affected parties and enforcement groups.
- Prepare a written report.
- Investigate and implement a corrective / preventative action plan, if necessary.

#### **Preparation of an Incident Report**

An incident report shall be prepared by management. The report shall be made available to an MECP inspector only upon request.

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**The Incident Report Shall Include:**

1. the date, time, location, and duration of the release of the pollutant.
2. type of pollutant released.
3. approximate quantity released.
4. the circumstances and cause of spill.
5. details of the contaminant and clean-up efforts and the names of all those involved in the cleanup.
6. an assessment of the effectiveness of the containment and cleanup efforts.
7. the method used to dispose of the pollutant.
8. details relating to any matter, thing, plant or animal or any part of the natural environment that is affected.
9. location of the disposal site.
10. any potential adverse effects caused by the spill.