
 <p>HEALTH, SAFETY & ENVIRONMENTAL MANUAL</p>	5.4.1 Safe Work Procedure – Spills				
	Initial HIRA Score:	10	Residual HIRA Score:	4	Critical Task: No
	Program: 4.1				
	Revision Number: R0		Number of Pages: 3		
	Revision Date:	Approval Date: 10/01/2024	Effective Date: 10/01/2024	SIGNATURE: 	

SPILLS PROCEDURE

Procedure

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).

Hazardous spills of propane or a natural gas line rupture:



- If a leak is severe, evacuate the building using evacuation procedure and contact authorities.
- If the leak is minor, such as a lift truck or cutting torch propane tank, get the tank outside and a minimum of 20 feet from the building.
- Supervisor shall contact the proper authorities.

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.

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- Management will determine if the spill must be reported to the MECP as per the legislative requirements.

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



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SPILLS PROCEDURE

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

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.

Initial HIRA Score	Associated Task	Hazards	Controls	Residual HIRA Score
10	Cleaning up Spills	<ul style="list-style-type: none"> • Exposure to chemicals • Environmental damage • Occupational illness • Eye/Skin Irritation • Risk of Fire 	<ul style="list-style-type: none"> • The location of spill kits must be reviewed at the worker's orientation on their first day on site • Spills must be reported to J-AAR supervision immediately upon discovery • SDS's must be consulted before chemical use for safe clean up procedures 	5
12	Transportation of Dangerous Goods	<ul style="list-style-type: none"> • Occupational Illness • Property Damage • Environmental Damage • Fire Explosion 	<ul style="list-style-type: none"> • Specialized training is required for TGD • The shipper is responsible for ensuring that all packaging meets all UN standards. The carrier is responsible for refusing transportation if packaging is incorrect • All driver's must adhere to J-AAR's driver's fatigue policy/procedure • For further information see J-AAR's TGD policy 	4
12	Fueling	<ul style="list-style-type: none"> • Exposure to chemicals/vapour • Risk of spills 	<ul style="list-style-type: none"> • Ensure proper PPE is being used while fueling • Check SDS's for safe handling/required PPE before fueling • Make sure fuel is stored in a well vented area in a proper flammables container/jerry cans. 	4