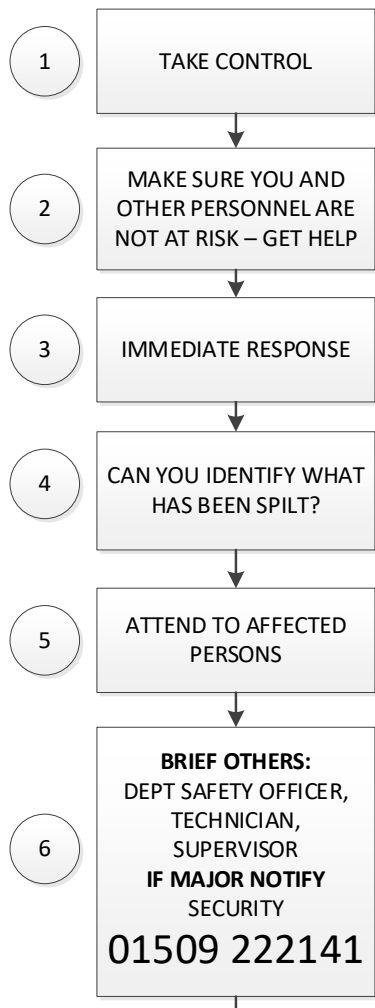


**SPILL DISCOVERED**

**QUICK REFERENCE EMERGENCY PROCEDURE FOR INTERNAL SPILLS**



- THE FIRST TRAINED PERSON ON THE SCENE SHOULD TAKE CONTROL, DELEGATE TASKS AS REQUIRED
- DON'T RELINQUISH THAT CONTROL UNTIL RELIEVED BY SENIOR MANAGEMENT OR AN INCIDENT SPECIALIST
- DO NOT LEAVE UNTIL THE INCIDENT REPORT HAS BEEN COMPLETED

- CONSIDER THE RISK OF VAPOURS, FIRE OR EXPLOSION. CONTROL SOURCES OF IGNITION & VENTILATE IF POSSIBLE.
- EVACUATE THE AREA IF REQUIRED – THE FIRE ALARM CAN BE USED TO EVACUATE THE WHOLE BUILDING IF REQUIRED
- ASK COLLEAGUES TO PREVENT ANYONE OTHER THAN TRAINED PERSONNEL ENTERING THE AREA
- ASSESS & MANAGE FIRST AID REQUIREMENTS – **THESE TAKE PRIORITY OVER ENVIRONMENTAL & PROPERTY RISKS**

- REDUCE FURTHER RISK OF INJURY AND SPILL BY AN IMMEDIATE RESPONSE (E.G. RIGHTING AN OVERTURNED CONTAINER) IF YOU CAN IMMEDIATELY IDENTIFY THE SPILL, IT IS SAFE TO DO SO AND YOU ARE NOT PUTTING YOURSELF AT RISK.

- DID YOU SPILL IT (YOU SHOULD KNOW WHAT IT IS), IS THE PERSON PRESENT WHO SPILT IT? CAN ANYONE ELSE TELL YOU WHAT IT IS? (WITH SIGNIFICANT CONFIDENCE), IS THERE A CLEAR LABEL ON THE CONTAINER?
- CAN YOU GET HOLD OF A COSHH ASSESSMENT OR MSDS FOR THE PRODUCT?
- IF IT IS NOT IMMEDIATELY IDENTIFIABLE ISOLATE AND SEEK EXPERIENCED TECHNICIAN TO ATTEMPT IDENTIFICATION

- IN ACCORDANCE WITH THE MSDS / COSHH
- REMOVE CONTAMINATED CLOTHING IF APPROPRIATE
- USE THE EMERGENCY WASHING IF REQUIRED

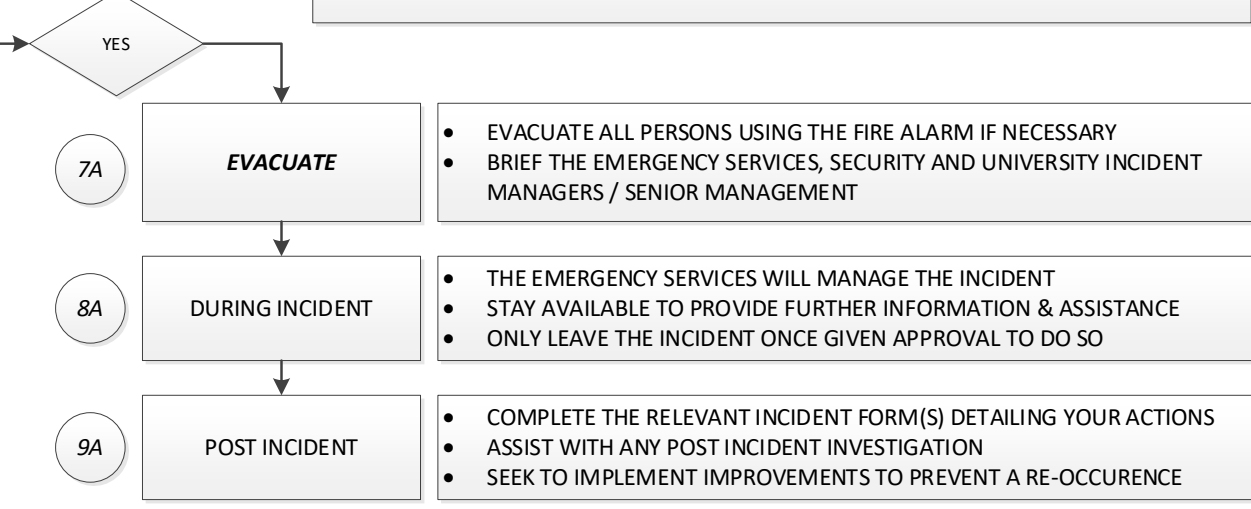
- THE EMERGENCY SHOWER / DRENCH HOSE IS LOCATED
- \_\_\_\_\_
- \_\_\_\_\_

**REPORT THE FOLLOWING:**

**L – LOCATION:** WHERE IS THE INCIDENT?  
**I – INCIDENT:** WHAT'S HAPPENED, WHAT'S BEEN SPILT, ARE THERE INJURIES, OTHER RISKS\*?  
**O – OTHER SERVICES:** ARE AMBULANCE / FIRE OR OTHER UNIVERSITY SERVICES REQUIRED?  
**N – NUMBER OF STAFF INVOLVED** ARE YOU ON YOUR OWN OR ARE THERE OTHER STAFF PRESENT?  
**E – EXTENT OF SPILL / INJURIES** HOW BIG IS THE SPILL? HOW MANY PEOPLE ARE INJURED – TO WHAT EXTENT?  
**L – LOCATION** REPEAT WHERE THE INCIDENT IS, BE SPECIFIC.  
 \*RISK – TO HUMANS, THE ENVIRONMENT AND PROPERTY  
 SECURITY WILL NOTIFY OTHERS (F.M. DEPT, HEALTH & SAFETY MANAGER, ENVIRONMENTAL MANAGER) AS REQUIRED

**IS IT A MAJOR OR SIGNIFICANTLY HAZARDOUS SPILL?**

**MAJOR OR SIGNIFICANT = THESE SHOULD BE DEFINED AS PART OF WORK AREA INDUCTIONS**



- EVACUATE ALL PERSONS USING THE FIRE ALARM IF NECESSARY
- BRIEF THE EMERGENCY SERVICES, SECURITY AND UNIVERSITY INCIDENT MANAGERS / SENIOR MANAGEMENT

- THE EMERGENCY SERVICES WILL MANAGE THE INCIDENT
- STAY AVAILABLE TO PROVIDE FURTHER INFORMATION & ASSISTANCE
- ONLY LEAVE THE INCIDENT ONCE GIVEN APPROVAL TO DO SO

- COMPLETE THE RELEVANT INCIDENT FORM(S) DETAILING YOUR ACTIONS
- ASSIST WITH ANY POST INCIDENT INVESTIGATION
- SEEK TO IMPLEMENT IMPROVEMENTS TO PREVENT A RE-OCCURENCE

- DO YOU HAVE SUFFICIENT ASSISTANCE TO DEAL WITH THE SIZE OF SPILL? NEVER ATTEMPT THIS ON YOUR OWN
- REFER TO THE MSDS / COSHH
- HAVE YOU GOT THE APPROPRIATE PPE? THINK ABOUT GLOVES, GOGGLES, OVERALLS AND FOOTWEAR.
- DO YOU HAVE THE RELEVANT SPILL KIT?
- DO YOU HAVE SUFFICIENT SPILL KIT?

GREY – GENERAL PURPOSE    WHITE – OIL ONLY    **YELLOW - CHEMICALS**

THE NEAREST SPILL KIT TO THIS LOCATION IS LOCATED AT \_\_\_\_\_

- DO NOT WASH ANYTHING DOWN ANY SURFACE WATER DRAINS. ANYTHING TO BE WASHED DOWN A FOUL DRAIN (SINK) MUST BE RENDERED NON HAZARDOUS, SOME ITEMS MUST NEVER GO DOWN DRAINS. IF IN DOUBT ASK FOR GUIDANCE BEFORE DISPOSAL.

- ENSURE ANY USED SPILL KIT MATERIALS ARE DISPOSED OF AS HAZARDOUS WASTE

- ONCE THE SPILL HAS BEEN CLEANED UP
- THAT IT IS SAFE TO RETURN TO THE AREA AND/OR CONTINUE OPERATIONS
- ONLY LEAVE THE INCIDENT ONCE GIVEN APPROVAL TO DO SO BY THE DEPT SAFETY OFFICER OR A SENIOR MANAGER

- COMPLETE THE RELEVANT INCIDENT FORM(S) DETAILING YOUR ACTIONS
- ENSURE SPILL KITS ARE REPLENISHED
- ASSIST WITH ANY POST INCIDENT INVESTIGATION
- SEEK TO IMPLEMENT IMPROVEMENTS TO PREVENT A RE-OCCURENCE

**Forms for accidents / near miss are on H&S website and Environmental Incident Forms are on the sustainability website**