CHEMICAL SPILL EMERGENCY PROCEDURE

ALWAYS CONSIDER YOUR OWN SAFETY FIRST!

1. ASSESS THE SCENE
   • Is there any respiratory hazard?  \textit{If YES – EVACUATE immediately, see Lab staff}
   • Is the spill safe from ignition?  \textit{If NO - Turn off ignition sources only if safe to do so}
   • Are others safe from the spill?  \textit{If NO – EVACUATE others & provide first aid}
   • Is the substance highly hazardous?  \textit{If YES – seek Lab staff immediately}
   • Can the substance be identified?  \textit{If YES, get MSDS; if NO, see Lab staff}
   • Is the spill small enough to handle yourself (see over page)?  \textit{If NO, see Lab staff}
   • Do you have the correct training, expertise and equipment?  \textit{If NO, see Lab staff}

If you decide to EVACUATE;
   • Evacuate all personnel in labs
   • Call 1-111
   • Tend to victims (copy of the MSDS must accompany the victim)
   • Secure the scene
   • Consider building evacuation for gas leaks or uncontrolled fire
   • Take a copy of the MSDS for the Emergency Services
   • Do not re-enter the spill site until advised that it is safe to do so

2. ALERT
   • Alert technical staff or Lab Managers
   • Alert all co-workers and neighbouring labs
   • Isolate and manage the site – do not let others approach the spill area

3. PREPARE
   • Consult MSDS (esp Sections 6 & 8)
   • Get appropriate protective equipment
   • Get appropriate spill containment kit
   • Get plastic disposal bag with hazardous substances label

4. CONTAIN
   • For dry chemicals, gently brush into a dustpan and place into disposal bag
   • For wet chemicals, use absorbent material to protect drains
   • Isolate spill area. Place absorbent material around margin of spill
   • Place absorbent material over top of spill

5. COLLECT
   • Using tongs, pick up any broken glassware and place into disposal bag
   • Pick up all absorbent pads and place into disposal bag

6. CLEAN
   • Use detergent spray and absorbent pads to clean spill site
   • Dispose of pads into disposal bag
   • Place disposal bag into fumehood until disposal

7. DISPOSE
   • Ensure disposal bag is clearly labelled with nature of chemical
   • Tech staff will dispose of the bag through the appropriate disposal agents

8. REPORT
   • Ensure an incident report form is completed and submitted to the Technical Manager