**Spill or Release of Hazardous Substance Emergency Response Plan**

**Purpose**

Spill or Release of Hazardous Substance Emergency Response addresses the procedures to be followed in the event of a spill/release involving a hazardous substance and ensure the safety and security of staff, patients//residents/clients and visitors.

**Policy**

[Organization name] is committed to preparing for all types of foreseeable emergencies. All staff are required to follow Code Brown in response to a spill/release of a hazardous or toxic substance.

**Definitions**

* **Controlled Incident:** A small or larger spill that does not present an imminent danger to people, property, or the environment (Low hazard and / or easily contained spill / release using available resources).
* **Hazardous Substance:** A chemical, biological or radioactive substance that has the potential to pose a threat to human health or the environment.
* **Spill / Release:** Used to define either a material spill or a gaseous release.
* **Uncontrolled Incident:** A very large spill or acutely toxic spill that presents an imminent danger to people, property, or the environment.

**Responsibilities**

Spill or Release of Hazardous Substance Emergency applies to all personnel.

**Procedure**

1. **ACTIVATION**

The Emergency Response can be initiated by any member of staff who encounters a chemical spill or hazardous substance release. Every spill / release is a serious matter and requires an immediate response by following the algorithm above. Everyone working with a chemical / hazardous substance must be trained or be supervised by someone that is trained.[[1]](#footnote-1) This means that if a chemical / hazardous substance is being used, the person using the substance must be familiar with the required clean up procedures, and therefore the responsibility for safe use, handling, storage, and clean up remains with the Department.

If advised of an **UNCONTROLLED** incident with **KNOWN or UNKNOWN** substance, the Fire Department may respond. Once on-site, the Fire Department should be briefed by the Supervisor of the affected area. If possible, relevant floor plans, a copy of this Emergency Response Plan, and the sites WHMIS Chemical Inventory Worksheetor the attached completed Chemical / Hazardous Substance Inventory **(APPENDIX 2)** and relevant SDS from your sites WHMIS resources should be made available to assist the First Responders. Costs associated with the Fire Department’s response may be billed to Site or Department.

1. **POST INCIDENT ACTIONS**

For a facility impacted by a Spill or Release of Hazardous Substance Emergency, the person in charge is to:

* Assess for injuries and facility damage.
* Implement subsequent emergency response plans as appropriate.
* Complete incident documentation as follows:
* Reportable Incident Form
* Other site or zone-specific documentation as appropriate.

**Forms/Appendixes**

APPENDIX 1: INCIDENT CLEAN-UP GUIDANCE

APPENDIX 2: DEPARTMENT CHEMICAL / HAZARDOUS SUBSTANCE INVENTORY

**Add any additional site-specific forms used to document and/or record the incident, such as incident investigation, drill record forms, first aid records,**

**References**

WHS-SWP-02 – Workplace Hazardous Materials Information System

**Cross Reference:**

* ERP-Evacuation; ERP-Fire; ERP-Shelter in Place; Lockdown Emergency Response Procedure

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| **Spill or Release of Hazardous Substance ALGORITHM** | |
| **Staff Member Discovering a Spill / Release** | **A chemical spill or hazardous substance release has occurred**  **Immediate Actions (All Chemical Spills or Hazardous Substance Releases)**   * Clear all individuals from the affected area, if it is safe for yourself and those involved in the incident to move away from the spill / release * Notify other individuals in close proximity to the spill / release      * If you, or other individuals have been injured or potentially exposed, initiate first aid and clean up procedures (as identified in the product’s SDS), if resources are available and required, and if it is safe to do so * Notify your Supervisor of the spill / release and indicate whether staff, patients, residents/clients or other individuals have been injured or potentially exposed * If your Supervisor cannot be reached immediately (in the Department, or by telephone), assume the duties of the Supervisor (see **Supervisor algorithm**), until relieved * Announce: **“Emergency / Location”** * Site specific variations to overhead announcements and internal activations * Conduct Risk Assessment: * Identify released substance, obtain the relevant Safety Data Sheet (SDS) * Estimate the quantity / volume released * Evaluate the hazards and risks of the substance (flammability, toxicity, corrosiveness, etc.)   **If the spill / release is of a KNOWN substance**, isolate the spill / release as appropriate to the substance, if it is safe to do so  **If the spill / release is of an UNKNOWN substance**, isolate the vicinity of the spill / release as best you can achieve, if it is safe to do so  Clean-up is dependent on whether the spill / release is of a **KNOWN** **or** **UNKNOWN** substance and whether the Risk Assessment indicates the spill / release is of a **CONTROLLED or UNCONTROLLED** nature. Refer to **APPENDIX 1** for guidance on the clean-up steps required to manage the spill release. |
| **Staff of Unaffected**  **Areas** | When hearing the Emergency announcement:   * Stay clear of the spill / release affected area until advised that the incident has been resolved and the ‘**All Clear**’ is announced. |

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| **Spill or Release of Hazardous Substance ALGORITHM** | |
| **Supervisor / Person In Charge** | **IMMEDIATELY UPON RECEIPT OF NOTIFICATION OF THE INCIDENT**   * Assess whether an exposure has occurred and if and what clean up is required, considering: * First Aid * Emergency shower / eye wash * Notification of **911** for EMS response * Evaluate the immediate impact of the spill / release to the work area and Department * Initiate and coordinate response and cleanup of the spill / release ensuring that the SDS information is available to all responding to the incident (see **APX. 1**). * Escalate the response if it is required; considering evacuation of the area (**Code Green**)   **CONTROL AND RESPONSE**   * If not already done by the staff reporting the incident, Announce: **“Emergency / Location”** * If the incident is **CONTROLLED** with a **KNOWN** or **UNKNOWN** substance, support and advise the staff in the clean-up of the spill / release (see **APX. 1**) * If the incident is **UNCONTROLLED** with a **KNOWN** or **UNKNOWN** substance (see **APX. 1**) * Provide Department’s **WHMIS Chemical Inventory Worksheet** or the attached completed **Chemical / Hazardous Substance Inventory** (**APPENDIX 2**) and product’s SDS (if known) upon Fire Department’s arrival * Notify insert site specific leadership job title and advise of the incident and the intended response plan which may include calling Emergency Services **911**. * Ensure notification of, and speak with, Facilities, (insert site specific designate ie: Infection Prevention Control and WHS representatives on-site or remotely / on-call)   **RESOLUTION OF THE INCIDENT**   * As appropriate to the impact of the incident, consult with (insert site specific designate ie: Infection Prevention Control and WHS representatives on-site or remotely / on-call) Fire Department (if engaged) determine when the incident has resolved * Advise Switchboard / Designate to announce the incident’s **“All Clear”** (to be announced three times) * Site specific variations to overhead announcements and internal activations * Ensure all site incident documentation is completed, and arrange for staff support, as required |

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| **Spill or Release of Hazardous Substance ALGORITHM** | |
| **Facilities Staff** | Upon receiving notification of a Spill or Release of Hazardous Substance:   * Respond to or speak directly with the affected work area * Evaluate the need for modifications to the air handling systems to minimize or prevent the dispersion of odours and airborne irritants / substances * Assist with the securing of the area, including the use of hoarding, as necessary   Remain engaged with the Supervisor of the affected area for possible escalation of the incident and when to declare the incident resolved |

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| **Spill or Release of Hazardous Substance ALGORITHM** | |
| **Site Administration / Designate (on-site) /**  **Insert Site specific Leadership Job Title** | * Consult with Supervisor of affected area (insert site specific designate ie: Infection Prevention Control and WHS representatives on-site or remotely / on-call) Fire Department (if engaged) to determine actions, based on risk * Measures to minimize / prevent expansion of the incident, including alterations to the air handling and air movement throughout the building (refer to **ERP-Shelter in Place**) * Access / egress (**Lockdown**) * Evacuation (refer to **Code Green**) * Determine need to establish a Site Command Post to coordinate actions and communications to staff / site * Ensure notification to Manager On-Call (**Insert Zone Specific Contact**) * In consultation with engaged parties determine when incident has concluded and ensure the Supervisor / Designate of the Affected Area has advised the Switchboard / Designate to announce the ‘**All Clear**’ * Coordinate area’s remediation, final (terminal) cleanup, and waste disposal, if not already initiated. * Determine when recovery of the area / site is able to begin   Complete incident documentation as follows:   * Reportable Incident Form * Other site or zone-specific documentation as appropriate |

**APPENDIX 1: INCIDENT CLEAN-UP GUIDANCE**

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| **CONTROLLED INCIDENT**   * **If the spill / release is of a KNOWN substance,** proceed with the Department substance-specific spill / release response and clean-up, including the use of required PPE for the clean-up, containerization, and decontamination of the affected area. This is to be in accordance with the product’s SDS information * **If the spill / release is of an UNKNOWN substance,** consult with the on how best to proceed with the management of the spill / release * Once the spill / release is cleaned up, coordinate final (terminal) cleanup of the affected area with Environmental Services and IPC * Notify the Manager On-Call (**Zone Specific Contact**) * Complete site incident documentation as required * If spill / release impacts patients, complete incident documentation on the Site specific Reportable Incident Form   **UNCONTROLLED INCIDENT**   * If the necessary resources and equipment to clean up the spill / release are not available, or the substance involved in the spill / release is undetermined: * Update the Supervisor of the inability to complete the clean-up. The Supervisor is to notify (Site specific designate) of the incident and the intended response plan which may include calling Emergency Services 911. * Notify the Manager On-Call (**Zone Specific Contact**) * Complete site incident documentation as required * If spill / release impacts patients, complete incident documentation on the Alberta Health Reportable Incident Form |

**APPENDIX 2**: **DEPARTMENT CHEMICAL / HAZARDOUS SUBSTANCE INVENTORY**

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| **Product** | **WHMIS Classification** | **Product**  **Location in Department** | **Spill Kit Location** | **Volume of Single Largest Container** | **PPE (as required by SDS) is in Department** |
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This Inventory is to be completed and maintained, if a WHMIS Chemical Inventory Worksheet is not maintained by the Department. Completion of this Inventory may be delegated to the Department WHMIS Rep.

Instructions:

1. Enter the required information for each identified chemical and hazardous substance, maintained within the Department, including the presence of the required PPE as identified in the product’s SDS.
2. Strikethrough any product no longer maintained within the Department.
3. Provide this inventory, along with the SDS (if the substance is known), to First Responders.

1. *OHS Code explanation Guide (Code of Practice, Section 26),* published by Alberta Queen’s Printer for the Alberta Government. [↑](#footnote-ref-1)