

# Spill Response Procedure

CEN-HSE-PRO-842

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## 1. INTRODUCTION AND PURPOSE

### 1.1. Purpose

The purpose of this spill response procedure is to outline the actions to be taken in the event of a spill of material occurring at a Centurion Depot.

### 1.2. Introduction

It is important that workers use spill kits effectively and safely; and respond to and manage an uncontrolled release of material, to eliminate harm to people and/or damage to the environment.

When a spill occurs, the below steps are to be followed:



## 2. APPLICATION AND SCOPE

This procedure applies to all Centurion Branches and workers.

Spills in transit shall be managed in accordance with *CEN-HSE-PLN-284 - Transport Emergency Response Plan*.

## 3. APPLICABLE STANDARDS/ LEGISLATION

- Environmental Protection Act (Various)
- Work Health and Safety Act (Various)/ Occupational Health and Safety Act (VIC)
- AS/NZS ISO 14001:2016

## 4. ROLES AND RESPONSIBILITIES

The GM – HSEQ, in conjunction with the relevant Managers, is responsible for ensuring this procedure is reviewed on a three yearly basis or where a spill event identifies the need to amend the procedure at an earlier interval.

<b>Branch/Operations Manager/Supervisor</b>	<ul style="list-style-type: none"> <li>• Ensure that spills are responded to in accordance with this Spill Response Procedure and compliance with the requirements is met</li> <li>• Ensure workers are aware of and understand their obligations under this Spill Response Procedure</li> <li>• Workers are provided with adequate information, training and supervision in the use, handling and storage of chemicals to prevent spills</li> <li>• Report all spill incidents in Myosh and to the HSEQ Department</li> <li>• Investigate spill incidents, as required and ensure that corrective and preventative actions are put in place</li> <li>• Schedule training in spill response requirements as per the Training Matrix</li> <li>• Ensure Safety Data Sheets are available and current (must be less than 5 years old).</li> </ul>
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	<ul style="list-style-type: none"> <li>Advise the HSEQ Team where new chemicals are to be used, handled or stored</li> <li>Ensure SDSs are easily accessible where chemicals are used and stored</li> <li>Maintain and ensure appropriate PPE and spill response equipment is available/ stocked</li> </ul>
<b>HSEQ Team</b>	<ul style="list-style-type: none"> <li>Update Chemical Registers as required</li> <li>Complete chemical risk assessments in ChemAlert for hazardous materials that are used, handled and stored (i.e. are not in transit and are not consumer quantities)</li> <li>Report spills to external authorities, where required</li> </ul>
<b>Workers</b>	<ul style="list-style-type: none"> <li>Adhere to this Spill Response Procedure</li> <li>Participate in spill response awareness training as required</li> <li>Report all spills to Supervisor/Manager</li> </ul>

**5. TRAINING AND COMPETENCIES**

- The Induction for all workers includes awareness of the actions to take in the event of a spill on site.
- Nominated workers shall be trained in emergency spill response.
- As per the requirements outlined in the Centurion Emergency Response Plan, one emergency drill must be conducted annually. This could include a spill response emergency such as a release of chemicals.

**6. SPILL KITS AND BUNDS**

Spill kits are used to control, contain and clean up spills. Spill kits are located throughout all Centurion Depots, spill kit types include:

- Hydrocarbon
- Hazchem
- General Purpose

All areas using and/or storing chemicals must have spill kits and bunds available and strategically located, in fixed locations so they can be easily accessed. Spill kits and bunds should be placed in locations where a spill is likely to occur, so that in the event of a spill, workers can easily access them. For large Depots, it is recommended spill kits be no more than 50 metres apart.

A ‘Spill Control Station’ sign should be installed above the designated location of the spill kit and be clearly visible, so that in an emergency, it can be easily located.

Spill kits and emergency response equipment are to be inspected monthly, as per *CEN-HSE-FRM-767 - Monthly Workplace HSE Inspection*.

**6.1. Spill Kit Types**

**6.1.1. Hydrocarbon (Oil/Fuel)**

Hydrocarbon spill kits are used to absorb Hydrocarbons only (oils, fuel, diesel etc.)

### 6.1.2. Hazchem

Hazchem spill kits are used to absorb hazardous chemicals and are designed specifically for reactive chemicals such as acids and bases.

### 6.1.3. General Purpose

General Purpose spill kits will absorb (non-hazardous) water-based fluids, as well all hydrocarbon-based fluids, meaning they absorb most liquids (paint, pesticides etc.).

## 6.2. Spill Kit Contents

There is a range of products that are required when responding to a spill, that should be kept inside the kit. Tamper evident seals should be used to indicate if a spill kit has been opened and/or used. The broken tag indicates the kit has been used and requires restocking, refer to Appendix C – Restock Checklist.

### Spill Kits should include:

- Relevant PPE
- Broom/shovel/dustpan
- Disposable bags and ties
- Booms
- Pads
  - White pads are used for Hydrocarbons (do not absorb water).
  - Coloured pads are used for most liquids (especially chemicals).
- Granules
  - Mineral based granules are used for most liquids especially Class 5 & 8 dangerous goods.
  - Organic granules are ideal for hydrocarbons and water-based liquids. Not suitable for corrosive or oxidizing chemicals



*Spill kit contents*

## 6.3. Bunds

Prior to the use of bunds, the below must be checked:

- Bund not damaged e.g. holes, cracks, plugs are intact.
- Bund is empty. If the bund contains any liquid it must not be used.

Bunds must be stored undercover to prevent weathering and water retention and to ensure easily accessible in the event of a spill.



*Bund*

## 7. PPE

The appropriate personal protective equipment (e.g. rubber gloves, safety glasses, etc – see SDS) shall be worn when responding to a spill.

## 8. EMERGENCY SPILL RESPONSE STEPS

These steps are to be followed to safely and effectively respond to and manage an uncontrolled release of material. Refer to *Appendix A* for the Emergency Spill Response Flowchart.

### 8.1. Initial Response

#### 8.1.1. Assess

Ensure the following requirements are met prior to attempting to clean up the spill:

- Check for danger; do not put yourself at risk of chemical exposure.
- Assist any injured personnel/ notify the nominated First Aider. For chemical contact remove any contaminated clothing and flush skin/eyes for a minimum of 20 minutes. For inhalation move the worker to an area with fresh air. Additional first aid actions shall be as per the Safety Data Sheet (SDS) and/ or the Emergency Response Plan.
- Advise a Supervisor/Manager or other workers so that they can assist with incident response, if necessary.
- Supervisor/Manager to advise Chief Warden if assistance is required, if chemical is unknown or if there is a potential loss of containment.
- Determine emergency response, inclusive of evacuation, and PPE requirements, by referring to any of the below resources: (identify by using product name/ number, supplier name or UN number)
  - Safety Data Sheet (SDS)
  - ChemAlert
- Australian and New Zealand Emergency Response Guide - ANZ-ERG2021 Evaluate the spill to determine if it can be dealt with internally or if outside assistance is required i.e., police, fire brigade or a specialist company.

Depending on the nature of the spill external assistance and/or evacuation may be required, in this case refer to the relevant Emergency Response Plan, and the above listed resources, ensuring the below requirements are met where relevant:

- If flammable material involved, evacuate to at least 200 metres.
- If there is a possibility of an explosion, evacuate to at least 500 metres.
- For other hazardous chemical spills/leaks, evacuate uphill and upwind of incident area (minimum of 50 metres).

#### 8.1.2. Secure

Access needs to be strictly controlled to prevent workers from being exposed and to ensure the spill is contained and not spread by traffic movement.

- Immediately evacuate unnecessary workers from the area.
- Post worker to guard the area.
- Erect barricading to prevent unauthorised access.

## 8.2. The Three C's

The steps outlined below are to be actioned when directly managing a spill of material. Refer to *Appendix B* for the Three C's Flowchart.

### 8.2.1. Control

Take immediate measures to stop the leakage, if possible and control or reduce the impact of the spill. Isolate the source of the spill e.g. close valves, turn off pumps, plug the hole, shut down machinery. The spill may require the use of a bund to capture the liquid. Where a bund is used the container must remain on the bund until both the container and the material within the bund are disposed, to ensure that the material is identifiable

For spills involving flammable materials shut down heat sources or any potential sources of ignition.

Where fumes are present increase ventilation to the area of concern to diffuse the fumes or where the fumes are hazardous isolate the area. This can be done by shutting vents, windows and doors (after evacuation).

### 8.2.2. Contain

Prevent loss of containment e.g. into drains, unsealed surfaces, waterways etc., and contain the spill to as small an area as possible to ensure it doesn't impact neighbouring areas.

- Locate the appropriate spill kit and use appropriate absorbent materials to soak up spill.
- The boom is to be used in the blocking or directing of the spillage. (If the spill is adjacent to a drain or has potential to enter the waterways, place a boom in its path, all efforts shall be made to prevent spills from entering the stormwater runoff).
- Use absorbents to soak up the spill; the preferred absorbent will depend on the location of the spill, in general the following is recommended:
  - For small spills e.g. 20 litres or less place absorbent pads over the liquid to soak up the spillage.
  - For larger spill use the loose granules. The granules shall initially be placed around the perimeter of the spill, then used to fill in the spill area. Sweep through the granules using a broom until the surface appears dry.

When absorbents are "full" they are to be replaced. If spill still remains, repeat application of absorbents until spill is cleared.

### 8.2.3. Clean Up

When the absorbents have soaked up the entire spill, remove the contaminated materials and place into contaminated waste disposal bags.

If it is a hazardous material that is being disposed of, ensure the materials are double bagged and labelled with the contaminant details. Sometimes the nature of the spill will mean that brooms, PPE or other equipment used to clean-up is to be disposed of.



Where there is no specific storage area for controlled waste, contaminated materials waiting for disposal offsite shall remain in the area where the spill occurred and be placed in an appropriate location and segregated.

### 8.3. Post Spill Response

#### 8.3.1. Dispose

The removal of contaminated material (including liquid in bunds) shall be organised as soon as possible through a licensed waste service provider. Contact the Centurion Plant & Asset Administrator or Branch Manager for assistance with the removal of waste offsite. Complete *CEN-AMM-FRM-841 - Request for Waste Disposal* and email the Form to the relevant contact for waste disposal.

#### 8.3.2. Report

All spills, regardless of quantity, shall be recorded and reported as incidents in accordance with *CEN-HSE-PRO-011 Incident Management and Investigation Procedure*.

All spills that have the potential to cause environmental harm or impact the water quality of the surrounding areas may need to be reported to Environmental Protection Authority and/or other external authorities e.g PAPL (Perth Airport Pty Ltd). The Branch/Operations Manager is to engage the HSE Team where a loss of containment has occurred. The HSEQ team will ensure that external reporting occurs, where required.

#### 8.3.3. Restock

Spill kits must be restocked after each use to allow for maximum capacity for future incidents. The Branch/Operations Manager is to order and replace used PPE and absorption materials in line with the contents checklist which can be found inside the spill kit.

Note: Where possible spill kit products should be ordered through Absorb Environmental Solutions.

## 9. REFERENCED DOCUMENTS

Document Reference
CEN-HSE-PLN-284 - Transport Emergency Response Plan
CEN-HSE-PRO-011 - Incident Management and Investigation Procedure
CEN-HSE-FRM-767 - Monthly Workplace HSE Inspection
CEN-AMM-FRM-841 - Request for Waste Disposal
Centurion Emergency Response Plans

## 10. TERMS AND DEFINITIONS

Term	Definition
<b>Branch/Operations Manager</b>	Senior person responsible for management of a Site/Area.
<b>Bund:</b>	A bund is an impervious material, which forms the perimeter and floor of a compound and provides a barrier to retain liquid. It is a containment system which is designed to capture any leaks or spillages from a primary containment.

Term	Definition
<b>Hazardous material (HAZMAT):</b>	A substance or material in a quantity or form that may pose an unreasonable risk to health, safety or property when stored, transported and used in commerce
<b>Loss of Containment:</b>	Spill resulting in environmental impact due to e.g. spilled material entering a drain, waterway or unsealed surface
<b>Safety Data Sheet (SDS):</b>	Is a document that provides information on the properties of hazardous chemicals and how they affect health and safety in the workplace. An SDS includes information on: <ul style="list-style-type: none"> <li>• the identity of the chemical,</li> <li>• health and physicochemical hazards,</li> <li>• safe handling and storage procedures,</li> <li>• emergency procedures, and</li> <li>• disposal considerations.</li> </ul>

## 11. DOCUMENT CONTROL

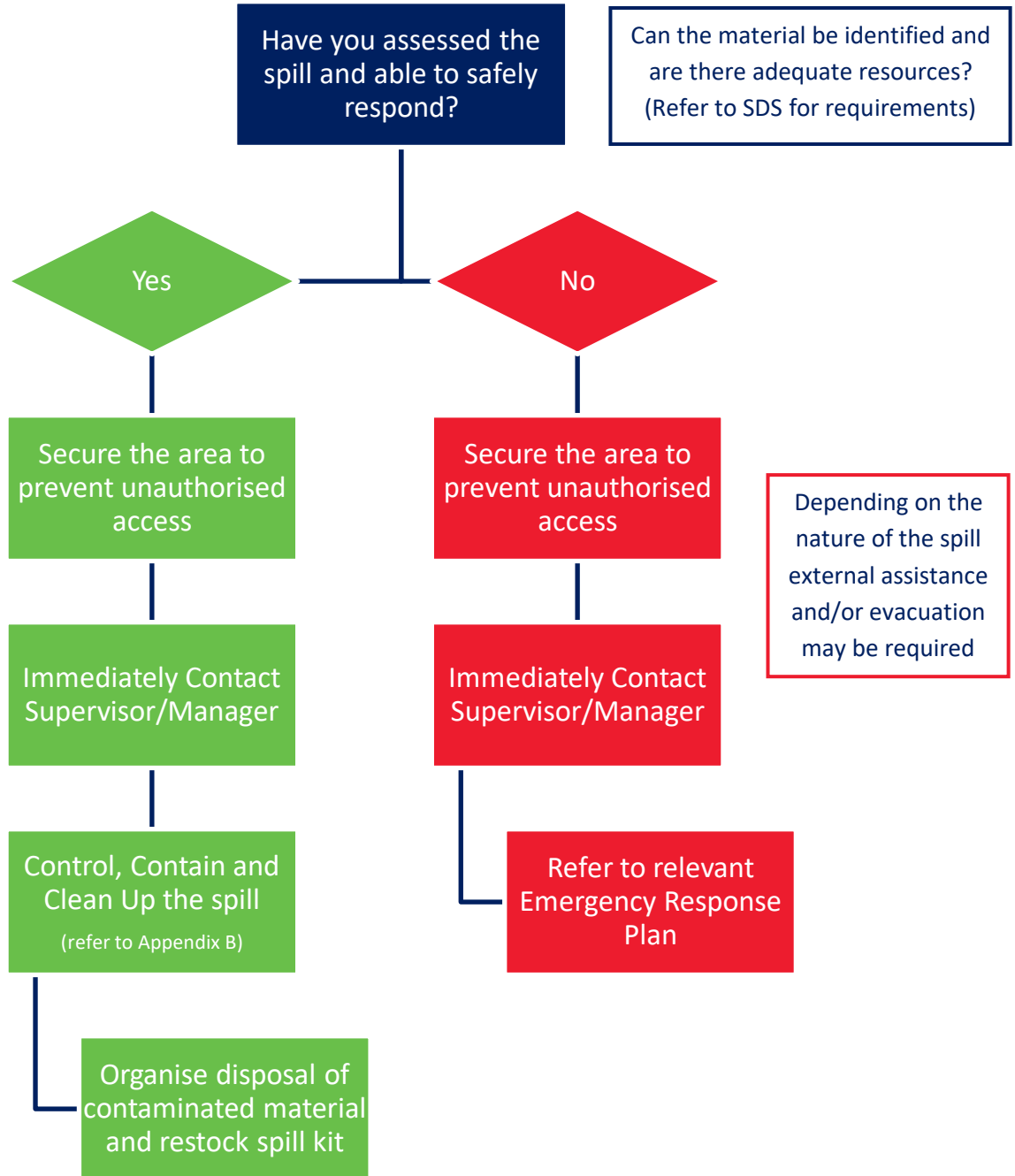
### 11.1. Summary Information

Aspect	Details
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### 11.2. Revision History

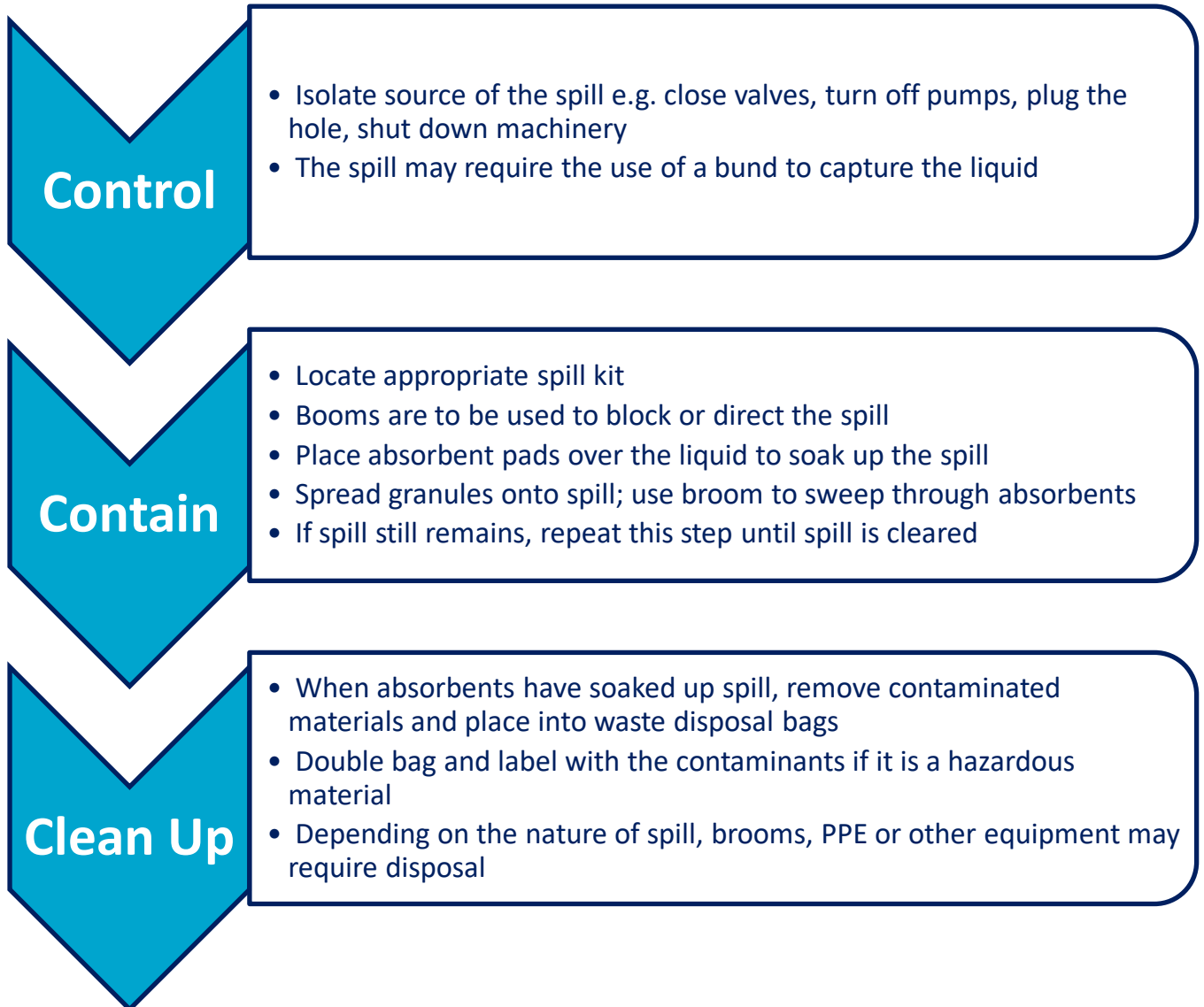
Revision	Date	Changes
1.0	29/11/2022	Document created
2.0	19/12/2023	Updated initial emergency response actions and Appendix C added

APPENDIX A - EMERGENCY SPILL RESPONSE FLOWCHART



**APPENDIX B - THREE C'S FLOWCHART**

## Three C's Flowchart



**APPENDIX C – RESTOCK CHECKLIST**

<b>ABSORB GENERAL PURPOSE SPILL KIT</b>			
<b>Code</b>	<b>Description</b>	<b>Size</b>	<b>Quantity (240L)</b>
PAD 115	Absorb Grey General-Purpose Pads	460mm x 380mm Heavy Duty	x100
AUB 120	Bio Active Organic Booms	1.2m x 75mm	x4
AUB 300	Bio Active Organic Booms	3m x 75mm	x2
BIOBAT	Biodegradable Disposal Bags and Ties	40 litre capacity	x10
AES PFS	Absorb Granules Premium Bio-Active Absorbent	10kg bag	x3

<b>ABSORB OIL AND FUEL SPILL KIT</b>			
<b>Code</b>	<b>Description</b>	<b>Size</b>	<b>Quantity (240L)</b>
PAD 110	Absorb White Polypropylene Pads – Heavy Duty	460mm x 380mm Heavy Duty	x100
AWB 120	1.2 Metre Hydrocarbon Boom	1.2m x 75mm	x4
AWB 300	3 Metre Hydrocarbon Boom	3m x 75mm	x3
BIOBAT	Biodegradable Disposal Bags and Ties	40 litre capacity	x10
PFS	Absorb Granules Premium Bio-Active Absorbent	10kg bag	x3

<b>ABSORB HAZ CHEM</b>			
<b>Code</b>	<b>Description</b>	<b>Size</b>	<b>Quantity (240L)</b>
PAD 120	Absorb Hazchem Pads	460mm x 380mm Heavy Duty	x100
AHB 1275	Absorb Hazchem Mini Boom	1.2m x 75mm	x4
AHB 3075	Absorb Hazchem Boom	3m x 75mm	x3
BAT	Disposal Bags and Ties	40 litre capacity	x10
AES HAZ V30	Absorb Hazchem Granules	30 litre bag	x3

**Note: All spill kits must contain the below –**

- Relevant PPE i.e., rubber gloves,
- Disposable bags and zip ties
- Broom/ shovel/ dustpan