

# F & A SCARCELLA PTY LTD

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## Procedure – Control of Hazardous Substance Spills

### 1.0 Purpose

This procedure outlines the requirements for the management of all chemical and hazardous substance spills on all F & A Scarcella Pty Ltd sites and F & A Scarcella Pty Ltd fleet vehicles; to minimise effects to health and safety from exposure to hazardous substances and reduce the impact on the environment. The procedure applies to all F & A Scarcella Pty Ltd workers and contractors in all areas of operation where hazardous substances are transported, purchased, stored, handled, or used, including vehicles of visitors or suppliers who bring substances onto F & A Scarcella Pty Ltd sites that are potentially hazardous.

### 2.0 Scope

This procedure shall be used for the control of hazardous substance spills from any source regardless of ownership.

### 3.0 Reference

NIL

### 4.0 Definitions

**HAZARDOUS SUBSTANCE** means a substance which has potential, through being stored, handled, transported or used at work, to harm the health or safety of any person and or environment. For the purpose of this procedure, chemicals include process materials; gases; water treatment chemicals; photographic chemicals; oils; greases or solvents; pressure packs; paints; cleaners or detergents; sealers; anti-seize or adhesives; refractory's or insulation; laboratory chemicals; fertilizer or insecticide; or miscellaneous material designed to react with another.

**MINOR SPILL** - May be less than 205 litres or 200 kilograms by weight (1 x 44 gallon drum).

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**MAJOR SPILL** - May be greater than 205 litres or 200 kilograms in weight.

**Bund** – is an embankment or wall of brick, stone, concrete, or other impervious material, which may form part of or the entire perimeter of a compound and provides a barrier to retain liquid. The bund is designed to contain spillages and leaks from liquids used, stored or processed above ground and to facilitate cleanup operations.

**Material Safety Data Sheet (MSDS)** – information sheets that provide technical information in relation to substances. These sheets are obtained directly from the manufacturer or through the ChemWatch MSDS database. Be aware of the possible differences between the manufacturer's and generic MSDS's.

### 5.0 Requirements

#### Workers:

- Immediately report a hazardous substance spill promptly to management
- Do not place themselves or others at risk of injury
  - Place personal safety first - keep clear of a spill unless trained in spill control and clean up
  - Know where MSDS's are kept, or how they can be accessed
  - Ensures equipment is stored and maintained as appropriate

#### Yard Manager/Supervisor:

- Ensures there are no persons at risk
  - Notes time, date, specific location and obtains accurate identification of hazardous substance/s spill.
- Ensures written procedures provided for spill control are followed
  - Determines the approximate volume of leaking material from container/s or equipment to determine major/minor classification

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- Ensures that a risk assessment is completed.
  - If appropriate, contacts the Fire and/or Emergency Response to visit site to determine spill category,
  - Dispatches appropriate pollution control equipment to scene of spillage
- Ensures spill control equipment is used in the proper manner
  - Arranges for relevant drains to be checked for Hazardous Substance contamination.
  - Notifies the respective senior manager.
  - Completes "Incident Report" Form.

### **Fleet Vehicle Drivers:**

- Ensures there are no persons at risk;
- Ensures there is an adequate, fully functioning spill kit contained within the vehicle;

## **6.0 Risk Assessment**

The risk assessment is to include the following factors:

- The nature of the spilled substance (high/low hazard material)
- The quantity spilled (large/small amounts)
- The location of the spill (difficult access, public area / bunded area)

When evaluating risks associated with chemical spills, the following points need to be considered:

- is special training required to handle the situation?

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- is special equipment required to clean up the spill? (i.e. Self Contained Breathing Apparatus (SCBA), Personal Protective Equipment (PPE) etc)
- are special procedures required to clean up the spill? e.g. pumps, hoses etc

Where the response is HIGH to any of the above factors then the spill must be considered as HIGH RISK.

All HIGH RISK spills should be managed by the Yard Manager. Low Risk spills may be handled by workers under the direction of the yard supervisor.

### 6.0 General Yard Spill Kits

The contents of the spill kit will vary depending upon the type of material that has been spilled and the size of the spill. Due to the type of materials found in transport depots, the general spill kit will be for oil, fuel, diesel, petrol, solvents & other petroleum products spills.

A spill kit should contain at least the following elements:

- Gloves;
- disposable overalls
- Sorbent; and □ A container to collect and store the clean-up material.

It should also contain a broom, a dust pan, and a heavy duty plastic bag to line your collection container. By keeping the container clean it may be possible to re-use it.

The kits should be contained in a covered, plastic wheelie-bin type container. It should be labelled so everyone can clearly identify it as a spill kit. The location of the spill kits should be clearly marked on a site map, displayed in a prominent position.

If spills into secondary containment are likely, a pump might be needed to suck it dry. Plugs and patching material may also be included in the event of a forklift accidentally puncturing a drum of oil. A sufficient number, type and size of sorbents should be available to clean up the size of spill that is likely to occur in most yards.

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- Absorbent boom - this can be used to contain and encircle small spills.
- Minibooms - for placing around the base of leaking machinery/equipment to contain and absorb oils and cutting fluids.
- Pillows – to be placed at the source of the leak.
- Sorbent Pads, Sheet, Rolls - to be used in and around the work area to catch leaks and drips.

### *Packing the Spill Kit*

Spill kits should be packed with plastic bags in the bottom, sorbents in the middle, and protective clothing (i.e. gloves and safety glasses) on top. The first thing that will be needed is the protective clothing so make sure it can be seen and accessed quickly, as soon as the kit is opened.

Put sorbents and tools in large, sturdy, plastic bags so that the top of each bag can be reached without dumping the kit on its side or reaching way into the drum. Sorbent socks will be needed first to stop the flow of oil, so they should be packed right under the PPE. The remaining sorbents, whether pads, pillows, or loose should be packed next. Any shovels, brooms and extra plastic bags should be packed toward the bottom of the kit.

## 7.0 Chemical Spills

Workers that use or manage chemical substances must have an understanding of the Material Safety Data Sheet including the special requirements for spill control such as the type of fire extinguisher required, incompatible substances, and reactivity with substances such as water or air.

**Where a substance is unknown, or is an experimental substance that does not have an MSDS always treat as HIGH RISK.**

Wherever practicable, the storage and use of the chemicals should be in an area which can contain or restrict the flow from a spill site. On benches, this can be assisted by a raised lip at the front of the bench, or by the use of spill trays.

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### 8.0 Chemical Spill Kits

Spill kits should be available for use where assessed as required. The contents of the spill kit should be relevant to the area and the potential spill; this may include such things as:

- Nitrile gloves
  
- an amount of vermiculite sufficient to deal with a spillage of the largest container of non corrosive liquids used in the immediate area;
- A similar amount of Sodium Hydrogen Carbonate for spills of corrosive liquids;
  
- A couple of bags of kitty litter, saw dust or sand to absorb spilt liquids;
- Brooms, dustpans and a square mouth shovel to sweep up the absorbent material;
  
- Absorbent pillows or booms to contain larger liquid spills and prevent spills entering drains;
  
- Heavy duty plastic bags or plastic drums (with a lid) to contain hazardous material prior to disposal;
  
- Appropriate personal protective clothing (such as chemical resistant gloves, safety glasses);
  
- A wheelie bin to contain all the above equipment and store hazardous material prior to disposal;

Ensure that the spill kit is clearly labelled and located in an easily accessible position for all staff.

Ensure that all staff are aware of the spill management procedure and know how to use the spill kit in case of an emergency.

Spill kits should be restocked following use and the contents should be checked on a monthly basis.

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### 9.0 Cleaning up a Chemical Spill

In the event of a chemical spill the following immediate actions are required to be taken:

#### Immediate Actions

- Clear the affected area
- Check for any persons involved
  - Personnel contaminated with chemicals must be decontaminated for at least 15 minutes (emergency shower) and taken for medical examination
  - Administer first aid
- Isolate the spill (if safe to do so)
  - Contact the Yard Manager for high risk spills
  - Gather any information possible, ie identify the material and quantity, gather relevant MSDS and assess any immediate risks.

The primary concern is to protect health and safety - no action should be taken during an emergency response that directly or indirectly puts human health and safety at risk.

Note: Area workers are not to attempt to clean up HIGH RISK spills unless they have had specific training in HIGH RISK spill clean up. Specific personnel with training or external contractors will manage the spills.

#### Low Risk Spills

- At least two workers should be trained to handle the spill.
  - Yard supervisor is to supervise the clean-up of the spilled chemical substance.
- Use the proper protective equipment.
- Ensure fire protection is available for flammable spills.
  - Isolate the area

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- Control the source.
  - Establish exhaust ventilation. Vent vapours to outside of building only
  - Contain free liquids by damming, cover with absorbent material if appropriate.
- Place all spill residues in an appropriate sealable container.
  - Decontaminate the affected area using an appropriate material.
  - Decontaminate the clean up equipment. Put all contaminated items (gloves, clothing, etc.) into a sealed container or plastic bag
  - Analyse the area to ensure proper decontamination has taken place.
  - Examine walkways, floors, stairs equipment etc for other hazards or damage
- Return spill kit to storage location
  - Arrange to have the spill kit replaced

### **PPE**

The minimum personal protective equipment for low risk spills shall include:

- Disposable overalls
- Rubber gloves
- Rubber boots and
- Goggles

### **Circumstances Requiring Evacuation**

- Uncontrolled open flame

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- Uncontrolled compressed gas release

- Any situation which poses imminent threat to human health or safety

When an evacuation alarm sounds, all persons should immediately exit the building and report to their assigned assembly area. Attempting to control potential sources of ignition should only occur if it can be accomplished without personal risk.

### 10.0 Cleaning up a Mercury Spill

- Use the special mercury spill kit

- Use aspirator bulb or suction device to collect mercury beads (DO NOT USE A VACUUM CLEANER).
- Mop up mercury with mercury decontaminating powder.
- Label waste in a sealed waste container

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### 11.0 Vehicle Spill Kits

Fleet spill kits shall be required to contain everything needed to handle small spills on the road, packed in a small, portable, carrying bag which fits behind the seat of a truck or car for quick response.

Kits shall be capable of absorbing up to 30 litres of oil, coolants, solvents and water, as well as hazardous fluids.

The kit should contain:

- Twenty pads,

