

SPILL CONTROL PROCEDURES

For a Minor Spill of Flammable or Combustible Liquids

The following are procedures to use in the event of a minor sized spill involving flammable or combustible liquids.

A **minor spill** is small enough it can be safely cleaned up using the Emergency Spill Kit.

A **major spill** is one that cannot be safely contained with the materials on the site and/or threatens to enter the sewer system or travel beyond the boundaries of the plant to endanger the environment.

Employees who work with flammable or combustible liquids must be fully acquainted with these procedures and know the location of the Material Safety Data Sheet Binder. The Material Safety Data Sheet for a spilled chemical shall be obtained and quickly reviewed before spill cleanup.

Flammable and combustible liquids are used in the following areas: Science, Woodworking, Graphic Arts and Transportation Technology. Custodians may also store and handle flammable liquids like gasoline. The goal of the spill cleanup is the protection of people and the protection and preservation of the environment.

Emergency Spill Co-ordinators

Each Secondary School has three Emergency Spill Coordinators. One of these people shall be notified immediately after a spill has occurred and shall respond to the spill site to take charge of containing the spill, cleanup and waste disposal.

The Emergency Co-ordinators are:

- Science Department Head or Designate
- Technological Education Department Head
- Head custodian

In an Elementary school, the Emergency Co-ordinators are:

- Principal
- Vice Principal
- Head Custodian

One of these people shall be notified immediately after a spill has occurred and shall respond to the spill site to take charge of containing the spill, cleanup and waste disposal.

Emergency Spill Kits

The Emergency Spill Kits provided to all schools shall be used to cleanup minor spills. These are located in an area that is accessible. A kit has the capacity to handle a spill of 5 gallons of liquid. All site employees should know the storage location of the Emergency Spill Kit.

In an Elementary school the kit shall be stored in the custodian's area.

In a Secondary school, there will be a kit in the Custodian's area and Science Department. Where a Transportation Technology program exists, there will be a kit located in these areas. The contents of the kit are as follows:

- Clean up procedures
- Granular all Purpose Absorbent
- Sorbent pads
- Sorbent socks
- Sorbent pillows
- Nitrile gloves
- Splash goggles
- Hand wipes
- Disposal bags

Plastic Drum (provided)

Training

All Emergency Co-ordinators shall be trained in these procedures. New staff shall be trained within 3 months of their being hired and for experienced staff this shall occur at the beginning of each school year. Additionally staff such as teachers who work with flammable and combustible liquids shall be trained on how to assess and contain a minor spill.

PROCEDURES

For a **major spill**, or one that cannot be contained, the area and the school shall be evacuated.

The Principal or Designate is to call 911 to report the spill to the Fire Department.

The Principal or Designate shall then contact the Superintendent of the Family of Schools, the Health and Safety Department and the Controller of Plant.

In the event that a Teacher working in the area discovers a minor spill and is unable to contact the Emergency Co-ordinator, then he or she shall evacuate the area, access the spill kit and contain the spill until one of the Emergency Co-ordinators is located.

The Emergency Co-ordinator shall be contacted in the event of a **minor spill** and shall use the following procedures:

1. Advise all persons in the immediate area to evacuate except those involved in the cleanup.
2. Notify the Main Office/Administration
3. Eliminate all ignition sources. Flammable and combustible liquids are hazardous because their vapors will easily ignite on contact with an ignition source. Sources of ignition are welding torches, static electricity, Bunsen burners, electrical switches, motors, etc
4. Ventilation that is exhausted to the outdoors such as fumehoods and local exhaust in the autoshops etc. should be turned on.
5. Extra ventilation should be provided to the area if possible. This would include opening windows and doors.
6. Don the protective equipment provided in the Emergency Spill Kit.
7. Confine the spill by diking or blocking it. This is done by using the absorbent material in the spill kit. Prevent the spill from entering the drains or sewer system.

8. Cover the spill with absorbent and then place contaminated material into the drum provided.
9. Dispose of contaminated equipment including personal protective equipment into the drum containing waste material. Seal and label as **flammable hazardous waste**.
10. Store the waste in a safe and secure location until pickup by a licensed hazardous waste disposal company.

IMPORTANT TELEPHONE NUMBERS

Emergency: 911

Cleanup Contractor:

Ministry of the Environment 24hr 1-800-268-6060

Region of Peel 24hr. 905-791-7800

Waste Removal

All flammable and combustible waste generated by a school is required to be disposed of according to Ont. Reg. 347. This involves the waste to be picked up and disposed of by an approved waste removal contractor. This requires a waste generator number. For Secondary schools the waste generator number assigned to the school shall be used. For Elementary schools, the school shall contact the Board's Health and Safety Department for further instructions.

Reporting of a Spill.

If a spill is such that the chemical is likely to enter a sewer or watercourse then the Controller of Plant shall ensure that the Ministry of Environment Spills Action Centre (24 hrs) is notified at 1-800-268-6060. Additionally, the Region of Peel must also be notified, (24hr). The Controller of Plant shall arrange for pickup and disposal of waste material in consultation with the Health and Safety Department.