



Safe Work Procedure Chemical Spills

Department and Program: Physical Plant Maintenance

Date First Approved: October 2018

Date Reviewed: February 2023 Version 2.0 SWP-PP-GEN-003

This Safe Work Procedure must be reviewed any time the task, equipment, or materials change and at a minimum every three years.

DO NOT perform this procedure until you have been appropriately trained and authorized to do so.

Required Training

- WHMIS Training
- First Aid Training

Required Personal Protective Equipment and Devices



CSA Approved Safety Footwear Required



Vinyl/Nitrile Gloves Required



Eye Protection Required



Proper PPE Clothing



Long or loose hair must be tied back or contained

Potential Hazards

- Chemical exposure through inhalation, injection, absorption.

Pre-Operational Safety Checks

- Inspect required personal protective equipment and replace if required.

Safe Work Procedure

1. Announce to your co-workers in the immediate area that there has been a spill.
2. Clear the area of all individuals that are not required for clean-up.
3. Identify the content of the spill by reading the label from the spilled container and consulting the **MSDS**.
4. Determine if you can safely and effectively clean up the spill i.e. size of spill, vapors
5. **If you cannot clean up the spill yourself, contact your supervisor**
6. If proceeding to clean up spill, retrieve the spill kit.
7. Put on the appropriate PPE (personal protective clothing): apron, goggles and/or face shield, gloves
8. Create a barrier around the spill with the socks or sorbent particulate.
9. Cover the spill with pads to reduce the vapors.
10. Using the chart below, apply the appropriate sorbent particulate using a back and forth motion over spill (or around the edges of spill working your way into the middle) until it is completely saturated.

Type of Spill	Spill Pillows	Activated charcoal	Acid neutralizer	Caustic neutralizer	Mercury kit
Solvents	X	X			
Acids	X		X		
Caustics	X			X	
Other liquids	X				
Mercury					X

- 11 Agitate the sorbent particulate in circular motion.
12. Sweep up and dispose of in a polyethylene bag with a hazardous waste label that identifies the contents of the bag.
13. Remove PPE.
14. Wash hands.
15. Fill out incident report

CAUTION: Do not pick up broken glass or other sharp material with your fingers, use forceps

CAUTION: Large spills - Hold your breath and move away. Inform others in the room to leave for 10-30 minutes

REPORT ANY HAZARDOUS SITUATION TO YOUR SUPERVISOR IMMEDIATELY

Housekeeping

- Place all materials in their proper storage and waste disposal areas.
- Ensure the equipment is safe, clean and tidy before you leave it.

Guidance Documents/ Standards/ Applicable Legislation/ Other:

Guidance Documents:

- Operator's Manual
- CSMLS Safety Manual

CSA Standards:

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Manitoba Regulation 217/06:

- 2.1 Safe Work Procedures
- 6.1 Personal Protective Equipment

Date Written: 2017/08/09

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Date Revised:

Approved By: Michael McCormick, Director of Physical Plant

Signature: 

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