

SPILL MANAGEMENT Emergency Response Plan

- Only staff trained in **spill management** can conduct these procedures.
- Personal Protective Equipment (PPE) must be utilized as part of health and safety best practice.
- Refer to spill management Standard Operating Procedure (SOP) for detailed guidance.



- 1 Remain calm
- 2 Evacuate and quarantine the spill area
- 3 Assess the nature of the spill (see types in chart below)
- 4 Contact management and/or emergency services
- 5 Put on necessary PPE
- 6 Follow protocol for your type of spill
- 7 Work efficiently and carefully
- 8 Be aware of the surroundings at all times
- 9 Fill out internal incident form and submit to management

SPILL TYPES

INFECTIOUS WASTE

Dry Spill

- 1 Collect dry spill with brushes, pans or suitable equipment.
- 2 Place collected dry spill into a red bag.
- 3 Decontaminate spill area by carefully spraying with a sodium hypochlorite solution and wiping the area dry with cloths/paper towels. Repeat until all contaminants are visibly removed and the area is dry.
- 4 Place used cloths/paper towels into a red bag, close securely, and label correctly.
- 5 Take red bags to designated waste storage area.
- 6 Dispose of or decontaminate all PPE or equipment used.

INFECTIOUS WASTE

Wet Spill (Blood & Body Fluids)

- 1 Place cloths/paper towels or suitable absorbent on wet spill to absorb it (approximately 5 minutes).
- 2 Carefully collect saturated cloths/paper towels or absorbent material and place into a red bag.
- 3 Continue to carefully wipe the area with the cloths/paper towels until all visible contaminants are removed.
- 4 Place used cloths/paper towels into red bag.
- 5 Decontaminate spill area by carefully spraying with a sodium hypochlorite solution and wiping the area dry with a cloth/paper towel. Repeat until all contaminants are visibly removed and the area is dry.
- 6 Place used cloths/paper towels into the red bag, close securely, and label correctly.
- 7 Take red bags to designated waste storage area.
- 8 Dispose of or decontaminate all PPE or equipment used.

INFECTIOUS WASTE

Sharps Spill

- 1 Collect the sharps with a brush and long handled dust pan or other suitable equipment. NEVER PICK UP SHARPS WITH HANDS. Use forceps/tweezers where necessary.
- 2 Place collected sharps into a sharps container and close securely.
- 3 Decontaminate spill area by carefully spraying with a sodium hypochlorite solution and wiping the area dry with cloths/paper towels. Repeat until all contaminants are visibly removed and the area is dry.
- 4 Place used cloths/paper towels into a red bag, close securely, and label correctly.
- 5 Take the sharps container(s) and red bag to designated waste storage area.
- 6 Dispose of or decontaminate all PPE or equipment used.

CHEMICAL

General Spill

- 1 Consult the **Material Safety Data Sheet (MSDS)** issued with the chemical in question for guidance.
- 2 Collect chemical spill with suitable equipment, as directed by the **MSDS**.
- 3 Place contaminated materials into a green bag or container (where applicable), close securely, and label correctly, as per **MSDS**.
- 4 Once spill is cleared, decontaminate spill area as per **MSDS**.
- 5 Take green bag/container to designated waste storage area.
- 6 Dispose of or decontaminate all PPE or equipment used.

HEAVY METAL

Mercury Spill

- 1 Retrieve the **Mercury Spill Kit**.
- 2 Place any broken glass (i.e. broken thermometers or glass sphygmomanometer columns) into a heavy-duty self-sealing plastic bag. The bag must be clearly marked to indicate that the contents are contaminated with mercury.
- 3 Collect all visible drops of mercury using one of the following:
 - a. Aspirator with a narrow tube
 - b. Syringe (without a needle)
 - c. Pasteur pipette and a rubber bulb
 - d. Strips of adhesive tape
- 4 Place collected mercury in glass or hard plastic jar with enough water to cover the mercury, close the lid securely, and label correctly.
- 5 Use cardboard sheets or masking tape to capture any spilled beads, using your torch for optimal visibility.
- 6 Place disposable gloves and all cleaning aids used in the cleanup process into a self-sealing bag and label accordingly.
- 7 Make arrangements with responsible person with regards to storage and/or disposal procedures for mercury waste.
- 8 Wash protective visors with liquid soap and warm water, and dry with paper towel before returning to **Mercury Spill Kit**.
- 9 Wash hands thoroughly with soap and warm water.
- 10 Document details in the logbook/control sheet found in the **Mercury Spill Kit**.
- 11 Return the **Mercury Spill Kit** to the person. Replace any used items in the Spill Kit.



WHO TO CALL

Once the emergency has been identified contact the appropriate departments

Operations Management (Internal)

NAME AND NUMBER

Health & Safety or Infection Prevention Control (Internal)

NAME AND NUMBER

Emergency Services (External)

NAME AND NUMBER



SEEK IMMEDIATE MEDICAL ATTENTION IF EXPOSED TO HAZARDOUS SUBSTANCES



Ministry of Health
Produced by Environmental Health Department
and Health Education Unit

SCMS

