

A BASIC PROCEDURE FOR YOUR EMERGENCY AIR EMISSION KIT

Photocopy, laminate and put this near your spill kit for staff to read when they use it.

ACCIDENTAL AIR EMISSIONS WHAT TO DO

1 BE SAFE

- What is it?
- Do you need safety gear?
- Assemble in an agreed location
- Designate and train specific staff to do this

2 STOP THE SOURCE

- Turn off the tap or valve - if it is safe to do so

3 FIND THE SOURCE

- Repair if possible

IF UNKNOWN

- Shut down plant if necessary
- Action site emergency drill if necessary
- Evacuate

4 NOTIFY

- Tell your supervisor
- Call the Fire Service and the Police if necessary
- Environment Canterbury
- Tell your neighbours if necessary
- See your Air Pollution Emergency Telephone Contact Sheet.

5 CLEAN UP

- Stop wash water or sweepings getting into stormwater grates or soil
- Clean contaminated clothing or equipment
- Clean up within the contained area

6 DISPOSE RESPONSIBLY

- Call your approved waste disposal contractor to take away contaminated materials and clean up gear or clothing

7 RESTOCK AND REVIEW

- Replace materials and equipment
- Review the incident – what can be learnt?

