

A BASIC PROCEDURE FOR YOUR SPILL STATION

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

SPILLS - WHAT TO DO

1 BE SAFE

- What is it?
- Do you need safety gear?

2 STOP THE SOURCE

- Turn off the tap, plug the leak or roll the drum over
- if it is safe to do so

3 PROTECT STORM WATER

- Confine the spill with sandbags or booms
- Block off access to storm water drains with drain covers

4 NOTIFY

- Tell your supervisor
- Inform other organisations if needed

5 CLEAN UP

- Neutralise hazardous substances
- Pump or sweep into a safe container
- Clean up within the contained area
- Stop wash water or sweepings getting into storm water drains or soil

6 DISPOSE RESPONSIBLY

- Call your 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 and how can you stop it happening again?

