**Chemical Spill Management Guidelines**

The purpose of this Guidance sheet is to provide information on how to prevent chemical spills and/or manage and respond to spills in the event that they do occur. Appropriate spill containment procedures and equipment must be implemented to control or reduce the risk from any spill or leak of any chemical in your workplace. All spills should be cleaned up immediately. The cause of the spill should be investigated and appropriate measures implemented to prevent any recurrence.

**Spill Prevention**

Spills can be prevented in the workplace by:

* ensuring appropriate chemical containers are used with seals that are in good condition (i.e. glass containers for corrosive chemicals). It is prohibited to use drink or food containers (new or discarded) to store chemicals;
* ensuring all chemicals are stored appropriately. This may include:
* provision of locked cupboards and storage areas;
* provision of drip trays or purpose built chemical storage cupboards/cabinets with inbuilt spill retention; and
* storage of chemicals in their respective Dangerous Goods Classes taking into account incompatibilities within a class. Refer to Management of Hazardous Chemicals (19) section 5.10.5 for more detailed information.
* ensuring appropriate equipment and procedures are in place for decanting chemicals. This may include:
* provision of automated dispensing units;
* provision of appropriate equipment for decanting chemicals (i.e. easy pour funnels, trays, containers etc.);
* provision of Personal Protective Equipment (PPE) such as gloves, goggles, coats/aprons etc.; and
* development of local work instructions (WI) on how chemicals are decanted safely and how spills are cleaned up.
* ensuring workers, students or contractors have appropriate training in safe chemical handling/WI

**Spill Management**

Be prepared to respond to a spill by:

* keeping a fully stocked and regularly maintained;
* chemical spill response kit readily available;
* predetermining spill procedures and training relevant employees accordingly;
* ensuring appropriate PPE is provided and used;
* knowing the location and proper use of clean-up material;
* knowing how to turn equipment and energy sources off (i.e. air conditioning, gas, electricity etc.);
* maintaining and reviewing the relevant Safety Data Sheets (SDS) to ensure appropriate risk controls are in place. SDS must be no more than five years old from date of issue; and
* developing and maintaining chemical work instructions.

**Spill Response**

Dangerous goods or hazardous substance spills should be cleaned up immediately, taking appropriate precautions for the hazards of the material.

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| **Step 1 - Assess safety and stop the source of the spill**  Limit access to the immediate area where the spill has occurred and ensure that only personnel with the appropriate training and equipment deal with the spill (providing it is safe to do so). This may involve righting an overturned container or placing the source (e.g. cracked container) in a larger container to contain the spill. |
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| **Step 2 - Review safety precautions and risk controls**  Review relevant Safety Data Sheet (SDS) for the spilt chemical (SDS should be located where the chemicals are used and stored). The SDS will have specific instructions on how to deal with chemical spills as well as first aid information. Work Instructions should also be referred to (if developed). |
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| **Step 3 - Clean up the spill**  Using appropriate PPE promptly cover the spill with absorbent material taking care not to spread the spill further. Using a dust pan or spade, collect the absorbent material/waste and place into a thick walled, puncture proof chemical resistant bag/bin which is suitably labelled. The waste disposal method will depend on the amount and the type of chemical that was spilt and disposal should be in accordance with local and state regulations |
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| **Step 4 - Notify the appropriate authority**  The Workplace Manager should be notified immediately and the incident logged on Rapid. If there is a hazard to health or property, call 000. The escape, spillage or leakage into the environment of any substance including dangerous goods must be reported to SafeWork and the Environment Protection Authority. |
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| **Step 5 - Restock the chemical spill kit**  Restock the spill kit and return it to its designated storage location. |

Note: Certain types of chemicals must be prevented from entering the storm water system and appropriate procedures and or systems should be in place if you have chemicals of this nature