

## Health and Safety – Use of 205lt Spill Response Kits

### 1.0 **OBJECTIVE**

1.1 This instruction describes how to use the 205lt spill response kits.

### 2.0 **MATERIALS REQUIRED**

Not Applicable

### 3.0 **EQUIPMENT REQUIRED**

205lt Spill Response Kit

Drum Plug

Appropriate Personal Protective Equipment

### 4.0 **KIT CONTENTS**

- 4.1 **Personal Protective Equipment (PPE)** – a pair of goggles and a disposable coverall are provided in all kits. These are to be packed on the top of the kit. To be used to prevent contact with eyes or skin and contamination of clothing. Other PPE may be required dependant upon the material being handled.
- 4.2 **Disposal Bags & Ties** – Also at the top of the kit, all used absorbents should be placed in these bags.
- 4.3 **Absorbent Socks** – Used to form a temporary bund or dam to contain fluid. These must not be used as large mops.
- 4.4 **Pillows** – Used to stem the flow of fluid in confined areas or to block drains and gullies or to contain leaks from a weeping pipe prior to repair.
- 4.5 **Pads** – Used in the final absorption of a spill.
- 4.6 **Drum Plug** – Used to seal holes or leaks in containers to prevent further release of fluids.

### 5.0 **USE OF SPILL KIT**

- 5.1 Prior to starting any task which requires the movement of large quantities of fluid ensure that you have unimpeded access to the spill kit. Ensure that any doors between you and the kit are unlocked and opened (except doors to controlled areas such as clean rooms). In addition to the items contained in the kit you may need other PPE appropriate to the fluid being moved (gloves, respirator, etc); these should be placed where you have ready access to them.
- 5.2 Ensure that all persons not involved with dealing with the spill evacuate from the affected area to prevent them being exposed to or slipping on the spilled substance.
- 5.3 Always ensure that you are adequately protected, put on appropriate PPE before tackling a spillage. In the event that more than one person is involved they must also put on appropriate PPE (at least coveralls, nitrile gloves and eye protection) before they tackle the spillage.

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<b>AUTHORISED BY:</b> <b>QA MANAGER</b>	<b>PREPARED BY:</b> <b>M BOWLEY</b>	<b>Reviewed by:</b> <b>QA / ENG / PROD</b>	<b>ISSUE DATE:</b> <b>04/02/09</b>	<b>DR001 No:</b> <b>8327</b>

- 5.4 Contain the spill. Place the absorbent socks around the spill, where more than one sock is used in a continuous length they should be overlapped by approx 300mm and pressed together to ensure a complete seal. Where it is likely that the fluid could enter a drain or gully then the outlets should be blocked using the pillows.
- 5.5 Where the spill is the result of a leaking or punctured drum or barrel then the hole should be closed using the drum plug. A large quantity of the plug should be scooped out of the tub using your hand. This should then be placed over the hole and applied by pushing it into the hole downwards or away from the body. The plug should close the hole for approx 24 hours however the container should be emptied as soon as reasonably practicable. If the holed container needs to be stored then there must be sufficient secondary containment (bunded pallet or bunded store) to hold any further spillage. The container and anything emptied from it must be clearly identified that they must not be used. QA will determine whether any of the contents can subsequently be used.
- 5.6 Once the spill has been contained and the source stopped, it should be absorbed using the pads from the kit. Each pad will absorb up to approx 1lt of fluid. Each pad should be left in contact with the fluid until saturated at which point the pads should be placed in the disposal bags from the kit. When the spill has been lifted any socks or pillows used should also be placed into disposal bags.
- 5.7 Once full the disposal bags should be treated as hazardous waste and therefore must be disposed of accordingly via a properly licensed and approved waste disposal contractor.
- 5.8 All spillages which require the use of the spill kit must be reported to your Line Manager as soon as possible.

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