

**EP 8**  
**SPILLAGE PROCEDURE**

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| <b>Revision Schedule</b>     |                         |               |                    |                   |
|------------------------------|-------------------------|---------------|--------------------|-------------------|
| <b>Date</b>                  | <b>Description</b>      | <b>Rev No</b> | <b>Approved By</b> | <b>Issued By</b>  |
| 14 <sup>th</sup> Jan<br>2009 | Initial Release for use | 1             | M Murphy           | S Mac<br>Loughlin |
|                              |                         |               |                    |                   |
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## 1. Purpose

This procedure details the steps to be taken when any spillage occurs on site operated by Ormonde Organics.

### 1.1. Scope

This procedure covers the following size of spills.

#### (a) Small Spill

Not greater than one foot (1') in diameter and the source has a volume less than 25 litres.

#### (b) Medium Spill

Greater than one foot (1') in diameter, less than ten feet (10') in diameter and has a source not greater than 200 litres.

#### (c) Large Spill

Greater than ten feet (10') in diameter and having a source greater than 200 litres. The spillage may be of any type of substance that is acceptable within the waste Licence.

Dependent on the size of the spillage, the appropriate levels of Personal Protective Equipment (PPE) are included in this procedure.

Any Chemical or oil spillage will only be small as the quantity of chemicals/oil is small at any one time

#### Levels of PPE are as follows:

##### Level 1 for a small spill

Helmet, Safety Glasses, Tyvex Suit, PVC Gloves and Safety Boots.

##### Level 2 for a medium spill

Full PVC suit, PVC Gloves, Face Visor, Breathing Apparatus with Carbon Filter and Wellington Boots.

##### Level 3 for a large spill

Gas- Tight suit with Self-Contained Breathing Apparatus (SCBA).

In situations where the Emergency Services are contacted, the Emergency Response Team will co-operate fully with the Chief Fire Officer on arrival on site.

## **1.2. Responsibility**

It is the responsibility of every individual on site to report a spillage but only fully trained personnel may be called upon to clean up the spillage.

## **1.3. Related Documentation**

Material Safety Data Sheets

These sheets are essential for gathering correct information quickly on the hazards associated with the substance that is spilled.

## **1.4 Standard References**

ISO 14001;2004 4.4.7

# **5 Procedure**

## **5.1 Procedure for a Spillage**

1. Assess the situation.
2. Check for ignition sources.
3. Try to identify the substance
4. Consult relevant Material Safety Data Sheets.
5. Notify the main office giving as much information as possible.
6. If necessary, evacuate and seal off the area and initiate a roll call to identify if anyone is missing.
7. Locate the nearest available fire extinguishers – Powder and Foam.
8. Locate the nearest emergency shower/eye wash and first aid kit.
9. Locate the nearest spill kit.
10. Is there still a leak? Can the leak be stopped? Plug'n'dyke or equivalent.
11. Go to 5.3

## **5.3 Containing the Spillage**

1. Don the appropriate level of Personal Protective Equipment (PPE) – If risk is unknown then don the highest level of protection.

2. The atmosphere is checked for flammable gases using a Gas Monitor. If the area is deemed to be unsafe to enter, ventilate the area until the atmosphere is at a safe level.
3. Ensure that all personnel are upwind of the area.
4. Use a spill kit where applicable.
5. If possible, soak up any liquid spills with inert absorbent materials.
6. Do not dilute the spillage with water.

### **5.5 Reporting**

Report to the Local Authority immediately and document in the appropriate records.

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