

TOOL TYPE **PLAN**

GEOGRAPHY **ALL**

SOURCE:

CITY OF
MISSISSAUGA

MODEL SPILL RESPONSE PLAN

BENEFITS

Hazardous substances can be spilled or released in the workplace due to human error, leaks, mechanical failure, etc. When a spill occurs, it's critical that you respond quickly and appropriately to minimize any harm to the environment and danger to workers and others. That's why you should have a spill response plan for your workplace.

HOW TO USE THE TOOL

Adapt this model spill response plan for your company's operations and EHS program, and requirements in the environmental law in your jurisdiction. Then train all workers and supervisors on the plan and its requirements.

OTHER RESOURCES:

[City of Mississauga](#)

[Spill Response Compliance Centre](#)

[Model Spill Report Form](#)

[Model Spill Response and Reporting Policy](#)

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Always consult your legal counsel and management before implementing any new policies or procedures.

MODEL SPILL RESPONSE PLAN

SUGGESTED MINIMUM SPILL RESPONSE EQUIPMENT

- 25 kg of “Loose” Absorbent
- 2 Absorbent Booms
- 1 Shovel
- 1 Drain Cover
- 20 Absorbent Pads
- 1 Broom

The Spill Coordinator must ensure that kit quantity contents are maintained.

FOR SMALL SPILLS (LESS THAN 10L)

- Check for hazards (flammable material, noxious fumes, cause of spill). If flammable liquid is spilled, turn off engines and nearby electrical equipment. If serious hazards are present, leave the area and call 911. When in doubt, consult the applicable SDS/MSDS for hazards.
- Stop the source of the spill (plug hole, upright the container, shut off valve, etc.).
- Stop spill from entering any drain (use absorbent or other material as necessary, close valve to drain, cover or plug drain).
- If spilled material has entered a storm sewer, check oil/water interceptor or catch basins then notify *[insert appropriate agency and phone number]*.
- If spilled material has entered the sanitary sewer, check oil/water interceptor or catch basins then contact *[insert appropriate agency and phone number]*.
- Clean up spilled material/absorbent (don't flush area with water).
- Place cleaning material/absorbent into secure container for disposal as hazardous waste.
- Make sure cleaned area isn't slippery. If it's slippery, put down no-slip material or mark area with a “slippery when wet” sign.
- Notify supervisor.
- Complete a Spill Reporting Form and provide a copy to *[insert appropriate agency]*.

FOR MEDIUM SPILLS (10-100 LITRES)

- Check for hazards (flammable material, noxious fumes, cause of spill). If flammable liquid is spilled, turn off engines and nearby electrical equipment. If serious hazards are present, leave area and call 911. When in doubt, consult the SDS/MSDS for hazards.
- Stop the source of the spill (plug hole, upright the container, shut off valve, etc.).
- Call co-workers and supervisor for assistance and to make them aware of the spill and potential dangers.
- Stop spill from entering any drain (use absorbent or other material as necessary, close valve to drain, cover or plug drain).
- Stop spill from spreading (use absorbent or other material).
- If spilled material has entered a storm sewer, check oil/water interceptor or catch basins then notify *[insert appropriate agency and phone number]*.
- If spilled material has entered the sanitary sewer, check oil/water interceptor or catch basins then contact *[insert appropriate agency and phone number]*.
- Clean up spilled material/absorbent (don't flush area with water). If outside clean-up service is required, phone the emergency spill contractor at *[insert phone number]*
- Place cleaning material/absorbent into secure container for disposal as hazardous waste.

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- Make sure cleaned area isn't slippery. If it's slippery, put down no-slip material or mark area with a "slippery when wet" sign.
- Complete a Spill Reporting Form and provide a copy to *[insert appropriate agency]*.

FOR LARGE SPILLS (MORE THAN 100L)

- Check for hazards (flammable material, noxious fumes, cause of spill). If flammable liquid is spilled, turn off engines and nearby electrical equipment. If serious hazards are present, leave the area and call 911. **LARGE SPILLS ARE LIKELY TO PRESENT A HAZARD.**
- Stop the source of the spill (plug hole, upright the container, shut off valve, etc.).
- Call co-workers and supervisor for assistance and to make them aware of the spill and potential dangers.
- If possible, stop spill from entering any drain (use absorbent or other material as necessary, close valve to drain, cover or plug drain).
- Stop spill from spreading (use absorbent or other material).
- Report the spill to the *[insert appropriate agency and phone number]*.
- If spilled material has entered a storm sewer, check oil/water interceptor or catch basins then notify *[insert appropriate agency and phone number]*.
- If spilled material has entered the sanitary sewer, check oil/water interceptor or catch basins then contact *[insert appropriate agency and phone number]*.
- Clean up spilled material/absorbent (don't flush area with water). If outside clean-up service is required, phone your emergency spill contractor at *[insert phone number]*.
- Place cleaning material/absorbent into secure container for disposal as hazardous waste.
- Make sure cleaned area isn't slippery. If it's slippery, put down no-slip material or mark area with a "slippery when wet" sign.
- Complete a Spill Reporting Form and provide a copy to *[insert appropriate agency or agencies]*.

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