



Pannier Corporation

Health and Safety Handbook

Marking System Group



Spill Prevention/Response

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Purpose

This policy establishes how we will protect employees in the event of a hazardous substance spill or release. It will outline the emergency action plan as well as the roles employees are expected to take on. The policy is in place to keep our employees safe, but also to prevent environmental contamination and help comply with OSHA's Hazardous Waste Operations and Emergency Response (HAZWOPER) standard.

After reading this policy, employees will understand:

- How to identify a hazardous substance spill or release
- What immediate actions he/she should take
- How his/her actions fit within the larger scope of our emergency response plan

Scope

This policy applies to all employees who have the possibility of witnessing or accidentally causing a hazardous substance spill or release.

POLICY GUIDELINES

What Qualifies as an Emergency Spill

Not all spills are necessarily emergencies even if they involve hazardous substances. Incidental releases are spills that do not pose immediate or short-term safety/health hazards to employees in the vicinity or to those cleaning it up. However, the following will always constitute emergency situations and require adherence to our emergency response plan:

- The presence of high concentrations of toxic substance, as a result of a spill or leak
- Any situation involving hazardous substances that could cause injury or be life-threatening
- The presence of environments that present imminent danger to life and health
- Accidents that result in an oxygen-deficient atmosphere
- Conditions that pose a fire or explosion hazard
- Any situation that requires evacuation of an area or that requires immediate attention because of the danger posed to employees in that area

What Qualifies as a Hazardous Substance

Each employee and contractor performing work for the company will know what a hazardous substance is. The employee will understand that a hazardous substance, according to OSHA's HAZWOPER standard, is:

- Intended to encompass those substances deemed hazardous by the U.S. Environmental Protection Agency (EPA) and the U.S. Department of Transportation (DOT)
- A biological agent or any other disease-causing agent
- Able to cause, or reasonably anticipated/expected to cause after release into the environment, death, disease, behavioral abnormalities, cancer, genetic mutation, physiological malfunctions or physiological deformations in people or their offspring upon exposure, ingestion, inhalation and/or assimilation
- Released by deposit, injection, dumping, spilling, leaking or placing near a site where the substance could feasibly enter the environment. It could enter the environment by being emitted into the air or discharged into any water, including groundwater.



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How Hazardous Substance Will Be Identified

Each employee and contractor performing work for the company will understand how to identify a hazardous substance and:

- Use our labeling system and Safety Data Sheets (SDS) to recognize a hazardous substance emergency
- Assess the potential outcomes associated with the hazardous substance emergency
- Have the ability to realize the need for additional resources and make appropriate notifications

Spill Prevention

The following are general requirements for any hazardous substances stored or used at this facility:

- Ensure all hazardous substances are properly labeled.
- Store, dispense, and/or use hazardous substances in a way that prevents release.
- Provide secondary containment when storing hazardous substances in bulk quantities (>55g).
- Maintain good housekeeping practices for all chemical materials at the facility.
- Routinely check the hazardous substance storage area.
- Spill Kits must be adequate for any anticipated spills and placed strategically throughout the facility.
- **EMPLOYEE TRAINING**

Preventing Spills and Leaks and proper storage of chemicals

Know about the chemicals you work with and how to handle them

- Read the labels
- Read and understand the SDS and follow their instructions
- Use proper PPE to protect yourself
- Inspect chemical containers for damage or leaks
- Practice good housekeeping by keeping the area clean and accessible
- Report potential hazards to a supervisor
- Pay attention to all training

First Responder Awareness Level

Only specially trained employees should respond to an emergency spill, but every employee should:

- Report a spill or leak immediately.
- Provide as much information as possible to the emergency coordinator.



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Follow commonsense safety rules:

- Stay away from the spilled material.
- Evacuate the area.
- Warn others to leave the area.
- Stay away from the area until told it's safe to return.

Hazardous Materials Team

Members of the Hazardous Materials (hazmat) Team, who respond to releases with the purpose of actively and aggressively stopping them by patching, plugging or otherwise impeding, must demonstrate the following:

- Understanding and knowledge of all requirements of the Hazardous Materials Technician Level
- Understanding of the local, state and federal emergency response plans
- Ability to classify, identify and verify known and unknown materials using advanced survey equipment
- The ability to perform advanced control, containment and/or confinement operations with the resources and PPE available
- Ability to implement decontamination procedures
- Advanced knowledge of chemical, radiological and toxicological terminology and behavior
- Specially trained cleanup personnel need special protective equipment:

PPE (Gloves, Suits, Boots, Goggles, Respirators)

Equipment matched to the specific hazards (for example: nonmetals around flammable substances)

Spill Cleanup Procedures

- Purpose is to contain the spill quickly and protect workers.
- Stop the leak at the source – shut off valve, patch hole, etc.
- Cover or block drains to keep chemical out of the water supply.
- Remove or block off reactive materials.
- Contain a leaking vessel by putting it inside another, safe container.
- Soak up the spill with approved absorbent.
- Place saturated absorbent into approved container for proper disposal.

Decontamination Procedures

- Clothing and tools must be decontaminated to prevent spreading the hazardous substance into other areas:
- Remove contaminated clothing and shower.
- Decontaminate tools. Don't just put them back.
- Removed clothing should be put into specially approved containers, not mixed with other laundry.

First Aid for Chemical Exposure



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Exposure always requires medical attention. Summon medical help.

Read SDS for proper treatment. Some examples of treatment include:

- Inhalation – move victim to fresh air; give CPR if necessary.
- Swallowing – treatments differ depending on chemical. Read SDS.
- Skin Contact – remove clothing, wash affected area with soap and water for 15 minutes.
- Eye Contact – flush with water for 15 minutes.

Training

- Each level of employee will be properly trained for at least the time specified in the HAZWOPER standard.
- Additional training will be provided until each employee understands and is able to demonstrate the knowledge required for his or her position.
- Training shall be provided not only for employees, but also 's contractors who have the reasonable possibility of being present during a hazardous chemical release or spill.
- Staff will receive additional, refresher training annually.

EMERGENCY RESPONSE PLAN

Incidental Spills

In the event a spill presents no immediate danger to the health and safety of employees or the environment:

- Inform those in the immediate area that a spill has occurred.
- If the chemical is flammable, eliminate any possible sources of ignition that may be in the area.
- If anyone has come into direct contact with the chemical, a trained first responder must be contacted to assess the individual.
- Determine what personal protective equipment is required to handle the hazardous material using the appropriate Safety Data Sheet (SDS).
- Follow the cleanup and control methods listed in the appropriate SDS.
- Make sure the area is completely decontaminated before work in that location resumes.
- Notify your immediate supervisor of the incident so he may report it to **Plant Manager**.

Reporting

Under federal law, a report must be filed with the National Response Center (NRC) whenever the spill exceeds the established Superfund Reportable Quantity. Report all spills to **the Plant Manager** so they may contact the NRC if necessary.

Employee Knowledge

Both employees and hired contractors working with the reasonable possibility of being around a hazardous chemical release will be made aware of the HAZWOPER emergency response plan and understand each of its parts, which include vital information on:

- Pre-emergency planning, including recognition and prevention
- Personnel roles, lines of authority, training and communication standards



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- Safe distances and places of refuge in case of emergency
- Site security and control standards
- Evacuation routes and procedures
- Decontamination procedures
- Emergency medical treatment and first aid procedures
- Emergency alerting and response procedures