

Riverview Gardens - Municipality of Chatham-Kent
Emergency Response Plan
Chemical Spill – Annex AA

Policy Code: EME MIS

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Table of Contents

Introduction2

Staff Responsibility2

 Department Heads.....2

Procedures.....2

 Chemical Spill.....2

 Spill Kits.....2

Introduction

This Annex is for distribution amongst staff. The purpose of this Annex is to outline the steps taken when there is a chemical spill within in the home.

Staff Responsibility

Department Heads

Department Supervisors/Managers are to ensure any products used by their department in the home have the appropriate Safety Data Sheets (SDS) onsite and that if special tools or equipment (including spill kits) are required for spills they are readily available.

Supervisors/Managers are to ensure their staff are familiar with the location of SDS's of the products used and the appropriate clean-up methods for their products, including the appropriate Personal Protective Equipment (PPE).

Procedures

Chemical Spill

1. Notify fellow workers in the area of the spill. Secure the area by restricting access and posting signs.
2. Remove any potential ignition sources and unplug nearby electrical equipment, if safe to do so.
3. Prevent any chemical from entering any drains.
4. Notify Supervisor/Manager/Charge Nurse of spill.
5. Gather and review safety information on the spilled chemical. Review the SDS for a hazard assessment and other relevant information.
6. Locate any appropriate items for clean-up, such as a spill kit or products specified in the SDS.
7. Put on the necessary PPE as outlined in the SDS.
8. Confine and contain spill, cleaning up with the necessary absorbent material, disposing it in the appropriate disposal container.
9. Once the spill is cleaned up, do a secondary clean of the spill area with the specified product outlined in the SDS.
10. Remove PPE and thoroughly wash hands.
11. Report incident/near miss to Charge Nurse, including any solutions to prevent a re-occurrence.

Spill Kits

1. Spill kits are located in the following areas:
 - a. W257 – Housekeeping closet
 - b. W357 – Housekeeping Closet
 - c. W 457 – Housekeeping Closet
 - d. W557 – Housekeeping Closet
 - e. W657 – Housekeeping Closet

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- f. Penthouse
 - g. K101 Main Kitchen
2. Staff should report to their supervisor any time a spill kit is used to ensure it is adequately replenished as required.