

	EMERGENCY RESPONSE PROCEDURES	Doc No: QHSE DOCS-OSHMS-Feb-23 Rev.: 00 Issue Date: 00-00-2023
	Procedure for Chemical Spills	

EMERGENCY RESPONSE PROCEDURES FOR CHEMICAL SPILLS

	TITLE	SIGNATURE
Prepared by:		
Approved by:		

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Document Revision History

The revision and issue numbers done on this document with a description of changes shall be recorded on the “Document Revision History” specified on the cover page of this procedure. It is the responsibility of the HSE Officer to update these details, whenever changes and revisions are made to this document.

Revision No	Issue Date	Description of Changes	Pages	By

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1. PURPOSE

This plan outlines the details of response actions that must be followed to minimize potential EHS risks to client, employees, contractors, clinic patients, visitors, the general public, environment, and to the campus facilities whenever there is imminent or actual emergency.

2. SCOPE

This procedure applies to all General International's facilities and operations.

3. RESPONSIBILITIES

3.1. EHS Committee

- Ensures that this plan is fully developed, implemented, and approved by the Chief Operating Officer.
- Provides training to all employees for their roles in all emergency plans.
- Ensures that the necessary drills shall be conducted annually to measure the effectiveness of this emergency response procedure.

4. EHS Officer

- Determines the appropriate emergency response procedures specific to the nature of each emergency and local regulations. At the conclusion of the emergency, the EHS Officer must ensure that the appropriate notifications shall be made.
- Utilizes the required resources to carry out the measures set forth in this plan.
- If the EHS Officer is not available, an alternate must assume the role with all the responsibilities and authority of the primary emergency coordinator.
- Appraises the work environment conditions to establish the extent of exposure of stakeholders (if any), and the neighboring community to EHS hazards resulting from the emergency.
- Identifies the injured and confirms the hospitalization status.
- Reports serious accidents/ incidents to the Chief Operating Officer who will in turn request HR to notify the families of injured person as soon as possible after identification and disposition is known by telephone or in person in case of fatal accident.

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- Starts investigation with the help of EHS Coordinators and submits report of serious injury to the Chief Operating Officer within 24 hours.

5. Procedural steps for chemical Spills

5.1. Chemical spills onto surroundings

- 5.1.1. Identify the area of the chemical spill and inform laboratory co-workers.
- 5.1.2. Evacuate the location and areas surrounding the spill, when necessary.
- 5.1.3. Identify the spilled chemicals and the amount of chemical that has spilled.
- 5.1.4. Depending on the hazardous properties and quantities of the spilled chemicals, proper actions need to be taken.
- 5.1.5. Refer to the chemical's safety data sheet (SDS) for hazard assessments.

5.2. Minor spills

- 5.2.1. Spills of less than 2.5 liters of low-hazard chemicals or less than 20 mL of hazardous chemicals.
- 5.2.2. Wear proper personal protective equipment (PPE) first before taking any action.
- 5.2.3. If possible, modify the spill source to avoid further issues.
- 5.2.4. If possible, turn off any nearby heat or ignition source if the chemical is flammable.
- 5.2.5. Avoid breathing any vapors from spilled chemicals. This applies especially to chemicals that are toxic and volatile.
- 5.2.6. Locate the spill kit and use appropriate kit tools to confine and contain the spill area.
- 5.2.7. Use suitable adsorbent to cover the spill and neutralize the spill, if the chemicals are acidic or basic in nature.
- 5.2.8. Collect the residues and place them into in a suitable container.
- 5.2.9. Report to Office of EHS to arrange for proper disposal of any chemical spill waste.

5.3. Major spills

- 5.3.1. Spills of larger than 2.5 liters of low-hazard chemicals or larger than 20 mL of high hazardous chemicals. If a major spill occurs:
- 5.3.2. Secure and evacuate the spilled area immediately.
- 5.3.3. Make sure all nearby personnel are aware that a major spill has occurred.
- 5.3.4. Call emergency responders or EHS for help.
- 5.3.5. Never attempt to clean up a major spill even when wearing PPE.
- 5.3.6. If possible, without exposure to the spill, shut down the power to any heat source if the spilled chemical is flammable.
- 5.3.7. Help the emergency personnel identify the spilled area when they arrive.

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5.4. Chemical spills onto the body

- 5.4.1. Wash off all chemicals spilled on a body immediately using a safety shower for at least 15 min. If clothes are saturated with spilled chemical, remove clothing immediately.
- 5.4.2. If the spill splashed into eyes, use an eyewash right away for at least 15 min. Open the eyes to allow complete washing. Only attempt to remove contact lenses after eye washing has commenced.
- 5.4.3. If the spilled chemical is a strong acid, wipe out the residues first before washing to avoid excessive or painful burning.
- 5.4.4. Remove contaminated clothing immediately to avoid further exposure to chemicals.
- 5.4.5. Call local responders or EHS for emergency assistance and alert people near the spills.

TRAINING

This plan can only be effective if facility employees are adequately trained in its implementation. Training on the general provisions of this plan shall be conducted for all employees within one month of first hire and annually thereafter.

This training will include:

- A. Recognition of EHS hazards that may result in an emergency
- B. The location of fire alarms and how to activate them
- C. What different alarms sound like
- D. How to communicate emergency situations to other employees and students
- E. Initial defensive emergency response procedures
- F. Evacuation procedures

Additional function-specific training shall be given to students and employees that may be involved in emergency response activities. Pre-planned drills of the emergency evacuation procedure will be conducted at least annually on every shift to ensure the effectiveness of emergency response plan. The EHS Officer shall maintain the mock drill report.

PLAN AMENDMENTS

The information and procedures specified in this plan will be reviewed on an annual basis and up-dated whenever modifications are necessary as defined below. Whenever amendments are made, copies of the revised plan or the modified section(s) must be promptly distributed to all affected students and employees.

Amendments must be made whenever:

1. The plan fails in an emergency or during drills
2. There are changes in the facility operations, layout, equipment, hazardous materials inventory, or other factors affecting emergency response efforts
3. There is a change in response personnel
4. There are changes in regulatory requirements

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