

<b>Title:</b>	Spill Control	<b>Date of Original Board Approval:</b>	January 2016
<b>Approved by:</b>	Mark Runciman	<b>Revision Date(s):</b>	March 2016
<b>Reviewed By:</b>		<b>Date of Next Review:</b>	
<b>Location:</b>	All RBG Properties	<b>Ref. No:</b>	HS-022

### Objective & Goals

The purpose of this policy is to communicate Royal Botanical Gardens' (RBG) policies, practices and expectations of employees, volunteers and contractors regarding the safe procedure for dealing with leaks or spills in the workplace.

### Scope

This policy and procedure applies to all employees, volunteers and contractors working at RBG.

### Policy Statement

This procedure is intended to provide employees, volunteers and contractors of RBG of what actions to take if a chemical spill is identified.

***Note** – RBG does not expect that volunteers will be involved in workplace spills. However, there is always the possibility of a leak or spill happening which could be unsafe to anyone in the nearby area or which needs to be reported.*

### Responsibilities

#### Managers

- Comply with legislature regarding material spills
- Provide proper training of spill procedure and policy
- Provide employees, and contractors with proper PPE and stocked Spill Kits
- Complete a Hazardous Material Spill Report (Appendix C) and conduct an accident investigation which shall be provided to HR

#### Employees and Contractors:

- Complete training provided by RBG, as applicable.
- Report spills immediately to manager
- Wear proper PPE at all times and make proper usage of Spill Kits

#### Volunteers

- Report spills immediately to a manager or volunteer lead.

#### Definitions

- **Minor Spill:** A minor spill is one that usually presents little or no hazard to person or property, and is small enough to be safely cleaned up using the emergency spill kit.
- **Major Spill:** A major spill is one that cannot be contained safely with the materials on the site, threatens safety to life, and/or threatens to enter the sewer system or travel beyond the boundaries of building/property to endanger the environment. The Emergency Services shall be contacted.
- **Approved:** Approval from the Chief Fire Official.

- **Chief Fire Official:** Assistant to the Fire Marshal who is the Municipal Fire Chief or a member or members of the fire department appointed by the Municipal Fire Chief under Subsection 1.1.8. or a person appointed by the Fire Marshal under Subsection 1.1.8.
- **Combustible liquid:** Liquid having a flash point at or above 37.8 °C and below 93.3 °C.
- **Flammable liquid:** A liquid having a flash point below 37.8 °C and having a vapour pressure not more than 275.8 kPa (absolute) at 37.8 °C as determined by ASTM D 323, "Vapor Pressure of Petroleum Products (Reid Method)".
- **Flash point:** The minimum temperature at which a liquid within a container gives off vapour in sufficient concentration to form an ignitable mixture with air near the surface of the liquid.
- **SDS (Safety Data Sheets):** A compilation of information on the identity of hazardous chemicals, health, and physical hazards, exposure limits, and precautions
- **Vapour Pressure:** Means the pressure exerted by a liquid as determined by ASTM D 323, "Vapour Pressure of Petroleum Products (Reid Method)".

## Procedures

- The on-site manager (spill coordinator) will investigate any spill before evacuating the building and contacting the organizations listed in Exhibit A. The following criteria shall be used to determine the severity of the incident and if the spill or leak should warrant evacuation of the building.
- A minor spill is one that usually presents little or no hazard to person or property and is small enough to be safely cleaned up using the emergency spill kit.
- **Spill kits are located: Beside the fuel pumps, pesticide rooms, and custodian's room.**
- Minor leaks or spills are normally reported by individuals detecting:
  - An alarming or offensive odour,
  - A small pool of liquid on the ground.
- If the minor leak or spill is in an open area and the vapours are being dispersed it will not be considered a significant hazard.
- If the vapours from the minor leak or spill can collect in a confined space sufficiently to form an explosive mixture it will be considered a significant hazard and an evacuation must take place immediately.
- A major spill is one that cannot be contained safely with the materials on the site and/or threatens to enter the sewer system or travel beyond the boundaries of building/property to endanger the environment.
- Major leaks or spill may be detected by:
  - The existence of large vapour cloud,
  - A large pool or liquid on the ground.

## Emergency Procedure

- If a major spill is detected, an evacuation must take place immediately along with notifying the Burlington Fire and Emergency Services at 911, the Ministry of the Environment, local municipalities and the Environmental Cleaning Company (iTech). All notifications are to be made by the Spill Coordinator. Inquiries from the media are to be directed to the CEO or Manager, Communications.
- The site should be secured by the Spill Coordinator using caution tape and/or barricades. No access will be allowed into the area, except with permission from the spill coordinator. Remove possible sources of ignition and protect sensitive areas such as storm drains.

## Disposal

- The disposal of waste material resulting from a spill or leak of flammable and combustible liquid is of extreme importance. All disposal actions must be in accordance with Part 10 of the Environmental Protection Act. The following steps should be followed in an attempt to clean up a spill or leak in a safe and secure manner.
- The following will be done once the spill has been contained:
- Apply absorbent material found within the spill kits to the entire spilled areas



- Using a large tool (i.e. Non-sparking shovel) ensuring all the liquid has been exposed and mixed with the absorbent material
- Place the used absorbent into a disposable bag and then a non-combustible container. Dispose of material in conformance with the SDS sheet.
- If the spill is major, Call the Environment Cleaning Company (*iTech Environment Cleaning Company 1-877-324-4402*) to clean the exposed area and for disposal of the waste material.

Appendix A

EMERGENCY CONTACTS

Contact	Number
Royal Botanical Gardens	905-527-1158
<b>On-site Manager/Spill Coordinator</b> Joe Tavares (Manager)	Ext. 235 Cell: 289-439-5593
<b>Alternate Spill Coordinator</b> Neil Parle	Ext. 250 Cell: 905-308-4696
<b>Fire/Police/Ambulance</b>	911
<b>Burlington Fire and Emergency Services Fire Prevention (Non-emergency day time)</b>	905-637-8253
<b>Ministry of Environment</b>	416-325-3000 or 1-800-268-6060
<b>Environment Cleaning Company - iTech</b>	1-877-324-4402
<b>Halton Region</b>	905-825-6000 or 1-866-442-5866
<b>City of Hamilton</b>	905-546-2489

**Current Spill Kit Supplier**

SpilKleen (Division of Agra Mac Inc.)  
2395 Drew Road, Unit 1  
Mississauga ON  
L5S 1A1

Telephone (905) 293-9995  
Fax (905) 293-9996  
www.spilkleen.com

**NOTE:** The spill kits are only to be used by the Spill Coordinator and/or the Acting Spill Coordinator. Regular inventory will take place to ensure sufficient supplies within the spill kits. After a spill, all used items will promptly be replaced. If contents must be replaced please contact:

**Compliance**

Article I.  
**ONTARIO FIRE CODE, Reg. 213/07**

- A spill control procedure shall be approved and implemented for any occupancy where flammable or combustible liquids are stored, handled, processed or used.
- The spill control procedure referred to in Sentence (1) shall include:
  - Suitable operating procedures to prevent leaks and spills from piping, pumps, storage tanks or process vessels
  - Ventilation
  - Control of ignition sources,
  - Spill containment and cleanup (such as dikes and spill control agents such as sand)
  - Personal protective clothing or equipment that should be used (such as rubber gloves, rubber boots and self-contained breathing apparatus)
  - Chain of command including notification of affected agencies and management
  - A preventive maintenance program
  - Training for new staff within 3 months of their being hired and for experienced staff every 6 months
  - Spill control procedures shall be prominently posted and maintained where flammable or combustible liquids are stored, handled, processed or used.



**Appendix B**

# EMERGENCY SPILL PROCEDURES FOR FLAMMABLE AND COMBUSTIBLE LIQUIDS

**NAME OF COMPANY:** Royal Botanical Gardens

**IF THE SPILL CANNOT BE SAFELY CONTAINED USING THE SPILL KIT OR IF THE SPILL IS CAUSING A THREAT TO LIFE, EVACUATE THE BUILDING AND CONTACT BURLINGTON FIRE AND EMERGENCY SERVICES AT 911**

## **UPON DISCOVERY OF A MINOR SPILL:**

### **1. ENSURE THE SAFETY OF ALL STAFF AND BUILDING OCCUPANTS**

- Warn all surrounding staff and building occupants
- Notify the On-Site Manager (Spill Coordinator). Act as the Spill Coordinator until his/her arrival
- If unsure of the product, consult the SDS sheets
- Wear proper Personal Protective Equipment (PPE) contained in the spill kit
- Attempt to stop the leak or eliminate the source of the spill if safe to do so.
- Eliminate ignition sources and provide natural ventilation

### **2. CONTAIN THE SPILL: (If safe to do so)**

- Use contents of the provided spill kit
- If necessary, ensure all drains are covered to prevent run-off
- Attempt to stop the spread of the spill/leak by using absorbent socks to surround the spill
- Once the spill is contained, attempt to soak it up using an absorbent material
- Place the absorbent material in an approved container and dispose of it in accordance with the SDS sheet.
- If any leak/spill reaches the drainage system, contact the appropriate authorities as listed in the Emergency Contact section of the procedures

Location of SDS sheets: MSDSONline e-binder (link from ADP/WFN or SharePoint)

Appendix C

Hazardous Material Spill Report

<b>Report Date:</b>		<b>Spill Reported By:</b>	
<b>Date of Spill:</b>		<b>Spill Reported To:</b>	
<b>Location:</b>		<b>Cause of Spill:</b>	
<b>Party Responsible:</b>			
<b>Material(s) Spilled:</b>			
<b>Approximate Quantity:</b>			
<b>Has the spill been terminated?</b>	<input type="checkbox"/> Yes	<input type="checkbox"/> No	
<b>Is further containment required?</b>	<input type="checkbox"/> Yes	<input type="checkbox"/> No	
<b>The spill has affected the following:</b>			
<input type="checkbox"/> Sewers/drainage systems	<input type="checkbox"/> Private property		
<input type="checkbox"/> Public access to any location	<input type="checkbox"/> Waterways		
<input type="checkbox"/> Wildlife	<input type="checkbox"/> Other:		
<b>Weather conditions experienced during cleanup operations:</b>			
<b>Brief description of areas affected by spill:</b>			
<b>Describe measures, equipment, and actions taken to control the spill/release:</b>			
<b>Describe actions taken to contain, clean up, or dispose of the spill/release:</b>			
<b>Was assistance required? (Indicate man power/equipment/etc.)</b>			



<b>Who was notified of the spill/release?</b>	
<b>Additional Information:</b>	
<b>Report Conducted By:</b>	<b>Signature:</b>