

DEARNESS HOME POLICIES AND PROCEDURES

MANUAL: Emergency Management Plan	INDEX NO: EMP08-001		
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SUBJECT: Code Brown – Chemical Spill Emergency Response Plan	Implemented M / D / Y 07 01 22	Reviewed M / D / Y	Revised M / D / Y
APPROVED BY:			
DOCUMENT APPLIES TO: All Staff			
<i>A printed copy of this document may not reflect the current policy. Refer to the electronic version located in the Emergency Management Plan on Surge Learning.</i>			

POLICY

To ensure the safety and continued provision of services for residents a LTCH will follow the Code Brown Chemical Spill Emergency Response Plan procedures located below and in Appendix 'B' if a LTCH experiences a chemical spill. The chemical spill response will meet current standards as defined by the Ministry of Environment and any other current legislation.

DESCRIPTION

Chemical spills are the uncontrolled release of a hazardous chemical, either as a solid, liquid or a gas.

These spills need to be minimized as much as possible. If a chemical spill should occur, a quick response with a stocked chemical spill kit will help minimize potential harm to personnel, equipment and laboratory space.

EMERGENCY SPILL KITS

Each home will maintain at least one emergency chemical spill kit to manage and control a spill.

The chemical spill kit will contain the following:

1. Instructions for the use of the spill kit.
2. Personal protective equipment including; 2 sets of goggles (eye protection), an apron, 2 sets of chemical resistant gloves.
3. At least 5 - 3 inch x 4 foot absorbent socks
4. At least 1 – 3 inch x 8 foot absorbent sock
5. At least 50 – 15 inch x 19 inch absorbent pads
6. Rubber sheeting large enough to cover a catch basin or storm sewer gate
7. A quantity of 4 millimetre disposable bags to collect and dispose of contaminated materials.
8. 1 roll of caution tape

The Administrator will ensure the location(s) of the emergency chemical spill kit(s) will be in a place determined by the home that allows easy access for staff in a Code Brown Chemical Spill. The location(s) of the emergency spill kit(s) will be communicated to the Joint Health and Safety Committee (JHSC) of the home and all other staff.

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The JHSC will inspect the emergency chemical spill kit(s) as part of their regular inspection cycle.

Building Services will be responsible for maintaining the contents of the emergency chemical spill kit(s). All staff will be responsible to report to the Maintenance Coordinator any materials and quantities that have been used from the kit(s).

If the spill is a “major spill” and affects the health or safety of any occupants in the home EMS and Fire Services will be notified to respond by calling 911.

If the spill requires additional resources for remediation (spills that require the assistance from a qualified contractor for containment and clean up) see Call In List, Appendix ‘C’.

Note: Proper personal protective equipment (PPE) shall be worn by all staff when handling any contaminated material in any of the above situations and according to Safety Data Sheet (SDS) requirements.

MINOR CHEMICAL SPILL INDOORS

1. The Safety Data Sheets must be consulted prior to handling any contaminated material.
2. Eliminate all ignition sources if the spill is flammable.
3. If possible, stop the flow at the source.
4. Contain the spill and do not allow the spill to spread or migrate. This can be done by:
 - i. Placing “absorbent socks”, obtained from the emergency spill kit, around the spill.
 - ii. Placing the rubber sheeting, obtained from the emergency spill kit, over floor drains or storm drains etc.
5. Remove other materials, or equipment from the path of the spill.
6. Soak up spill with absorbent padding, obtained from the emergency spill kit.
7. Place all contaminated materials in the bags provided in the emergency spill kit.
8. If the spill is water soluble, wash the area with warm soapy water to remove any residue.
9. Contact Maintenance for disposal of contaminated materials and to replenish the emergency spill kit.
10. Complete an Employee Incident Report.

MAJOR CHEMICAL SPILL INDOORS

1. Evacuate the affected area.
2. Notify the Chief Warden
3. Wait in a safe area for the Chief Warden to report to the scene.
4. Do not allow unauthorized persons to enter the contaminated area.

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CHEMICAL SPILL OUTDOORS

1. Notify the Chief Warden
2. The Material Safety Data Sheets must be consulted prior to handling any contaminated material.
3. Eliminate all ignition sources if spill is flammable liquids
4. If possible, stop the flow at the source.
5. Contain the spill and do not allow the spill to spread or migrate. This can be done by:
 - a. Placing “socks”, obtained from the emergency spill kit, around the spill.
 - b. Diking with earth/soil or other material.
 - c. Placing the rubber sheeting, obtained from the emergency spill kit, over storm drains, sewer manholes etc. to prevent contaminating ground water or sewer system.
6. Remove other materials, or equipment from the path of the spill.
7. Soak up spill with absorbent padding, obtained from the emergency spill kit.
8. Place all contaminated materials in the bags provided in the emergency spill kit.

FIRST AID – ALWAYS CONSULT SDS

Eye Contact:

If a chemical has been splashed into the eyes, immediately wash the eye and inner surface of the eyelid with copious amounts of water for 15 minutes. Check for and remove any contact lenses at once. Seek medical attention immediately.

Ingestion:

Consult SDS or call Ontario Poison Center (OPC) 24/7 at 1-800-268-9017
Follow directions and seek medical attention immediately.

Minor Skin Contact:

Promptly flush the affected area with water and remove any contaminated clothing. If symptoms persist after washing, seek medical attention.

Major Skin Contact:

If chemicals have been spilled over a large area of the body, quickly remove all contaminated clothing and rinse body with water. Seek medical attention immediately.

Note: Remember that for some chemicals, effects resulting from exposure may not become apparent until hours or days later. Consult the SDS for any chemical to which someone has been exposed, even if no immediate injury is apparent.

DOCUMENTATION

All real and simulated emergency events shall be documented on the Emergency Drill Report located in Appendix 'A'.

All formal activations of Emergency Response Plans shall include a formal debrief and review of the response plans within 30 days of the conclusion of the emergency. This debrief shall be documented separately from the original emergency response.

Completed Emergency Drill Reports shall be logged in the Testing of Emergency Plans binder for a period of 2 years.

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REPORTING

If the spill is not exempt from the reporting guidelines as noted in Appendix 'A', owners of pollutants reporting spills are required to contact the Spills Action Centre by telephone:

- 416-325-3000
- Toll-free: 1-800-268-6060
- TTY: 1-855-889-5775

Owners should be prepared with the following information;

- their name and phone number
- name and phone number of the person or company in control of the product spilled
- date, time and location of the spill
- duration of the spill (if known) and whether the spill is ongoing
- type and quantity of pollutant spilled, including hazard level or toxicity information
- source of the spill and information on the cause
- description of adverse effects
- Environmental conditions that affect the spill (weather, traffic, etc.)
- actions being taken to respond
- other agencies and parties responding

Every licensee of a LTCH shall ensure that the Director is informed in as much detail as is possible under the following timelines and in the associated circumstances;

No Later than One Business Day

1. An environmental hazard that affects the provision of care or the safety, security or well-being of one or more residents for a period greater than six hours, including;
 - a. a breakdown or failure of the security system,
 - b. a breakdown of major equipment or a system in the home,
 - c. a loss of essential services, or
 - d. flooding.

Report Submission

Where a licensee is required to make a report immediately as identified above and it is after normal business hours, the licensee shall make the report using the Ministry's method for after-hours emergency contact. Contact information can be found in Appendix 'C' Communication Plan – Call in List