**SPILL REPORTING PROCEDURE**

Spill Occurs or discovered

- Notify Supervisor/ others in area.
  - Cordon off area.

  Are there Injuries?

  Yes

  Call for First Aid
  - Local 5800 and state a spill has occurred and give details

  Is it body fluids?

  No

  House keeping 604-418-1369

  Yes

  Is it body fluids?

  No

  Spill Identity known?

  Yes

  Obtain MSDS

  No

  Assess nature and extent of hazard

  MINOR SPILL
  - Identity of substance **IS known**
  - No chemical reaction present
  - Manageable volume
  - Clean up is **not time sensitive**

  Department responsible for clean up

  Call Security – Local 5800.
  Call a CODE BROWN and provide details of spill

INTERMEDIATE SPILL
  - Identity of substance **IS known**
  - NO chemical reaction present
  - Unmanageable volume
  - Clean up is **not time sensitive**

MAJOR SPILL
  - Active gas release
  - Identity of substance **NOT known**
  - Chemical reaction **PRESENT**
  - Unmanageable volume
  - Clean up is **time sensitive**

  Call 911 Request HAZMAT and give details

  Call Security – Local 88.
  Call a code brown and inform them 911 have been notified

  Complete an Incident Form