



Chemical Spills Policy

Policy Number:	BO-018		
Date Approved:	27/05/2014	Approved By:	Board of Governance
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Version 1			

1. Aim

The purpose of this document is to ensure that, should a chemical be spilled in the service that it is cleaned up immediately in a safe manner.

2. Scope

This policy applies to employees, volunteers, campers, children and families attending Breakaway services.

3. Policy

In the event that a chemical is spilled, the following procedure will be followed:

- 3.1 Remove people from the area.
- 3.2 Contain the spill. Ensure that it is cleaned up thoroughly and promptly.
- 3.3 Approach with care when cleaning. Be aware that some chemicals may lack colour or odour
- 3.4 Identify chemicals and potential hazards by using the appropriate Material Safety Data Sheet.
- 3.5 Use the manufacturer's recommendations to clean up the spill appropriately.
- 3.6 Decontaminate any equipment or clothing associated with the spill.
- 3.7 Dispose of any equipment should the spill have made it unsafe for further use.
- 3.8 Reflect on procedures to analyse how this incident occurred and how the incident could be prevented in the future.

This policy must be read in conjunction with the Procedure/s which supports this policy.

Related Policies

Emergency Management and Evacuation Policy
Emergency Service Contact Policy
Incident Reporting Policy
Work Health and Safety Policy

4 References

NSW Disability Service Standard 6

Work Health and Safety Act 2011
Work Health and Safety Regulations 2011

5 Persons Responsible

All employees and volunteers are responsible for:

- Following the procedures outlined in this policy.
- Completing Incident or Hazard forms as required

Supervisors are responsible for:

- Ensuring that an up to date Material Safety Data Sheet for chemicals used at a service are available for reference by staff, volunteers, campers and families/carers.

Managers are responsible for:

- Reviewing Incident forms and Hazard forms and providing feedback to staff and volunteers about any additional incident/hazard prevention strategies required.

Board of Governance are responsible for:

- Approval of this policy.

6 Definitions

Breakaway – all Breakaway Incorporated services and programs

Board of Governance – the governing body of Breakaway, comprised of elected or appointed members who jointly oversee the activities and legal responsibilities of the organisation

Manager – refers to the GENERAL MANAGER

Supervisor – refers to all senior staff who are responsible for supervising one or more staff members

Staff – refers to employees of the organisation

Volunteers – refers to volunteers of the organisation

Family – refers to the parents/caregivers of the campers that receive support from Breakaway

Visitor – any person who is visiting a Breakaway service who is not a staff member, volunteer, client or family

Document review history

<i>Date</i>	<i>Section</i>	<i>Change</i>