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**Spill Management**

**1. Introduction**

This document outlines the procedures for managing spills of various materials within a food manufacturing facility (NIC Code: 10101). Effective spill management is crucial for maintaining hygiene, preventing contamination of food products, protecting employee health and safety, and complying with environmental regulations. This procedure applies to all spills, regardless of size or substance, including but not limited to food products, cleaning agents, oils, lubricants, and hazardous materials.

**2. Spill Response Procedure**

**2.1 Immediate Actions:**

* Safety First: Prioritize the safety of personnel. Evacuate the immediate area if necessary and prevent further spread of the spill. Wear appropriate Personal Protective Equipment (PPE) as per the Safety Data Sheet (SDS) of the spilled material (e.g., gloves, eye protection, boots).
* Contain the Spill: Use absorbent materials (spill kits, absorbent pads, sand) to contain the spill and prevent its spread. Create a perimeter around the spill to restrict access.
* Notify Supervisor: Immediately report the spill to your supervisor or designated emergency contact.
* Prevent Further Contamination: If the spill involves food products, prevent cross-contamination by isolating the affected area.

**2.2 Spill Cleanup:**

* Assess the Spill: Determine the type and volume of the spilled material. Refer to the SDS for specific cleanup instructions.
* Cleanup Method: Use appropriate cleaning methods and materials as per the SDS. This may involve absorption, washing, or neutralization. For hazardous materials, specialized cleanup procedures may be required.
* Waste Disposal: Dispose of contaminated materials and cleaning supplies according to the relevant waste management procedures (see section on Proper Disposal of Paints and Thinners).
* Documentation: Complete a spill report form documenting the type of spill, location, date, time, volume, cleanup method, and any injuries or damages.

**3. Compliance Notes:**

* Food Safety Regulations: Adherence to all relevant food safety regulations (e.g., HACCP, GMP) is mandatory. Spills must be addressed immediately to prevent contamination of food products.
* Environmental Regulations: Proper disposal of spilled materials is essential to comply with environmental regulations. Hazardous materials require specialized handling and disposal.
* Occupational Safety and Health: All employees must be trained on proper spill response procedures and the use of appropriate PPE. Failure to follow these procedures can lead to injuries and health hazards.

**4. Practical Guidelines:**

* Regular Spill Kit Inspections: Ensure that spill kits are adequately stocked, readily accessible, and regularly inspected.
* Employee Training: Conduct regular training on spill response procedures for all employees.
* SDS Availability: Ensure that up-to-date SDSs are readily available for all chemicals used in the facility.
* Emergency Response Plan: Integrate spill response into the overall emergency response plan.

**5. Appendix:**

* Spill Report Form (Sample)
* List of Approved Absorbent Materials
* Contact information for emergency services

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