

	ISO 14001:2015 ENVIRONMENTAL MANAGEMENT SYSTEM	Doc Number	EM-PR 21 A
	<p align="center"><u>SPILLAGE PROCEDURE</u></p>	Compiled By	OBS
		Approved By	Abdul Kamdor
		Clause Reference	8
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1.0 Purpose

The purpose of this procedure is to ensure quick response in case of spillage.

2.0 Scope

The scope of this procedure covers all potential emergency situations associated with Hazard Material spillages at KDG LOGISTICS.

3.0 References:

EAI

4.0 Responsibilities

1. Implementation


1.1 Spills response

1.1.1 Major spill (in excess of 100 litres):

- Eliminate all ignition sources in the area surrounding the spillage. Shut off operating machinery and evacuate personnel from the immediate area.
- Stop further spillage if possible. This step should only be taken if it safe to do so.
- Identify the spilled substance and associated hazards by referring to the Material Safety Data Sheet, which can be obtained from the Management Representative or Department Supervisor. Ensure that all personnel working with the spilled substance are wearing the appropriate protective clothing.
- Inform the Department Manager of the spillage, who will in turn inform the Management Representative, who in turn will notify the department of Water Affairs; the SA Police service; local Fire department, Spills contractor, and relevant water authorities (where necessary).
- The Management Representative will raise an incident report and investigate the incident with the aim of preventing a repeat incident.
- Stop the spillage from spreading. Use absorbent materials in spill kits to dam the spilled substance and prevent it from entering storm water drains or rivers. If substance has entered drains, a spills contractor must be called immediately to contain the spill (Ref Spills Contractor details: Appendix A). Open drain manhole covers to check for drain contamination and use absorbent materials to absorb any spilled substance.
- Once the spillage has been contained, apply absorbent materials to the dammed up substance. Start applying absorbent from the furthest point to which the spill has travelled and work back towards the source of the spillage. Place all contaminated absorbent into heavy duty plastic bags for disposal.
- Treat any contaminated ground or remove the contaminated ground and clean contaminated surfaces with an appropriate biological decontaminant/degreaser to ensure that the affected area is returned to its original condition. Information on the appropriate decontaminant to use can be obtained from a spills contractor (Appendix a).
- All contaminated absorbents must be disposed of according to the specifications of the manufacturer of the substance that has been absorbed (on MSDS) via appointed Waste disposal contractor.
- If the spillage has entered a watercourse, or large volumes have spilled or if the hazards associated with the spilled product exceed the capability of staff to deal with the incident, contact emergency services (contact details can be found on Emergency Telephone Numbers list).
- Replenish spill kit with necessary materials.
- Ensure stocks of spill kits are adequately maintained by performing regular checks on spill kits as standard part of housekeeping duties.

1.1.2 Minor spill (less than 100 litres):

- Remove all ignition sources in the area surrounding the spillage.
- Stop further spillage if possible.
- Stop the spillage from spreading, contain and clean up by absorbing the spill with absorbent materials provided in spill kits (i.e. Peatsorb).
- Place all contaminated absorbent into heavy duty plastic bags for disposal.
- Remove spilled chemicals from any contaminated surfaces with an appropriate biological decontaminant to ensure that the affected area is returned to its original condition.
- All contaminated absorbents must be disposed of according to the specifications of the manufacturer of the substance that has been absorbed or can be disposed into the hazardous waste skip.

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- Supervisor to fill in Incident report and give to relevant Management Representative to sign off after countermeasures has been implemented.
- Replenish spill kit with necessary materials
- Ensure stocks of spill kits are adequately maintained by performing regular checks on spill kits as standard part of housekeeping duties.
- In small or enclosed spaces, e.g. the laboratory, ensure that correct PPE is used while cleaning up the spill e.g. respirators & gloves. Refer to relevant MSDS to determine which PPE to use.

1.1.3 Maintenance of Spill Kits

The Management Representative is responsible for the maintenance of the spill kits and must do the following:

- Ensure spill kits are replenished after each use.
- Ensure spill kits are in good condition at all times.
- Ensure spill kits are stored in the designated areas.
- Monthly checks must be performed as a part of standard housekeeping duties, and a spill kit monthly checklist (QD-69) must be kept for reference.

1.2 Spillage Prevention

- 1.2.1 Avoid dispensing from drums positioned horizontally in cradles. Dispensing materials from upright drums equipped with hand pumps is preferred. Always use drip pans if dispensing from horizontally positioned drums.
- 1.2.2 Maintain good general housekeeping. Keep walkways clear.
- 1.2.3 Store all materials in their original containers.
- 1.2.4 Ensure that all containers are appropriately sealed.
- 1.2.5 Store containers indoors or under cover before moving them offsite.
- 1.2.6 Reduce the quantities of chemicals stored outside to the minimum volume required based on variables such as usage, storage capacity, and chemical shelf life.
- 1.2.7 Where possible, use water-based cleaning agents or non-chlorinated solvents to clean equipment.
- 1.2.8 Store containers in secondary containment to prevent uncontrolled spills.
- 1.2.9 Avoid transferring materials close to storm drain inlets.
- 1.2.10 Ensure that spills procedures and spill kits are readily available and that staff are aware of how to use them.