**Automotive Manufacturing Plant Chemical Spill Reporting Policy**

**Policy Number**: CMP/2024/CS-01

**Effective Date**: 2024-01-24

**1. Policy Statement**

This policy establishes the required procedures for reporting and responding to chemical spills at [Company Name]'s automotive manufacturing facilities. The aim is to minimize health risks, environmental impact, and property damage in the event of a spill.

**2. Scope**

This policy applies to all employees, contractors, and visitors at [Company Name]’s manufacturing facilities.

**3. Definitions**

* **Chemical Spill**: Any unintended release of hazardous or non-hazardous chemicals within the facility.
* **Emergency Response Team (ERT)**: A designated group trained to handle chemical spills and other emergencies.

**4. Responsibilities**

* **Employees** are required to report any chemical spill immediately and follow the spill response procedures.
* **Supervisors** must ensure that their team is trained in spill response and that spill kits are accessible.
* **ERT** will take immediate action to contain and clean up spills, ensuring minimal impact.

**5. Reporting Procedure**

1. **Immediate Notification**:
   * Upon discovering a chemical spill, employees must immediately notify their supervisor and the ERT.
   * If the spill poses an immediate threat to safety, activate the nearest emergency alarm.
2. **Assessment**:
   * The ERT will assess the spill, including the type of chemical, quantity, and potential hazards.
   * Evacuate the area if necessary.
3. **Containment**:
   * Follow the ERT’s instructions to help contain the spill if it is safe to do so.
   * Use spill containment kits and personal protective equipment as directed.
4. **Cleanup**:
   * The ERT will oversee the cleanup process using appropriate procedures and protective gear.
   * The area must be decontaminated and restored to safe working conditions.
5. **Reporting and Documentation**:
   * All spills must be documented using the Chemical Spill Report Form.
   * Reports should be submitted to the Environmental Health and Safety (EHS) department.
6. **Follow-up**:
   * The EHS department will conduct a follow-up investigation to determine the cause and prevent future spills.
   * Employees may be required to attend additional training.

**6. Training**

All employees will receive training on this Chemical Spill Reporting Policy and spill response procedures upon hire and annually thereafter.

**7. Policy Review and Update**

This policy will be reviewed annually and updated as necessary to ensure effective response to chemical spills.