

SPILL/LEAK DRILL PROCEDURES

Once a spill or leak has occurred or been discovered the first course of action is to assure the health and safety of personnel in and around the area and evacuate when necessary. Notify the supervisor, identify all hazards, identify the source, turn off all valves if applicable, and contain the spill or leak. Clean up the spill and properly dispose of waste.

1. Make the appropriate announcement over the telephone system intercom, if needed.
2. Instruct your employees how to evacuate (which exit to use) and where to meet once outside or in designated area.
3. Time the evacuation from start to finish and time how long it takes to clean up the spill.
4. Evacuation is not complete until everyone is in the designated meeting place or accounted for.

Spill or Leak Drill Evaluation

1. Type of drill conducted;
 - Flammable, combustible or explosive _____
 - Acid _____
 - Caustic _____
2. Number of employees involved in drill _____
3. Number of employees involved in clean up _____
4. Evaluation of drill, containment, clean up and disposal of waste (how can the drill be improved?), did everyone understand the instructions?

Comments: _____

Division _____

Department _____

Shift _____

Date and time of drill _____

Supervisor _____

(Signature)

Return this form with a list of employees who participated to the EHS office.