

Minor Spills

In the event of a spill which can be contained and cleaned up with little risk to personnel

- Notify lab personnel there has been a spill
- Ensure immediate area is cleared. Close Lab doors and evacuate the immediate area if necessary
- Call for assistance from a Technical Staff member
- Locate appropriate MSDS sheet for information on clean up procedure
- Remove ignitions sources and unplug nearby electrical equipment
- Establish exhaust ventilation. Open windows turn on fume hoods
- Locate Spill Kit
- Choose appropriate personal protective equipment as per MSDS sheet i.e. (minimum - safety glasses, gloves)
- Confine and contain spill. Wipe spill toward centre.
- Acid and base spills should be neutralized prior to clean up
- Use appropriate absorbent material
- Use damp cloths to pick up broken glass.
- Wet mop spill area. Be sure to decontaminate broom or mop after use.
- Put all contaminated items in to a sealed container or plastic bag and inform Laboratory Manager.
- Report incident using University Event Report form.
- Return spill kit to storage location and arrange to have spill kit replenished

Major Spills

In the event of a major spill or gas leak involving toxic or flammable substance (where safety of lab personnel is at peril):

- Evacuate the area immediately.
- Extinguish all sources of ignition immediately
- Only where there is no risk to personnel contain any further spill (seal off container, drop absorbent material on spill).
- Close all doors to laboratory and prevent re-entry until 'all-clear' given
- Call the Fire Service giving exact location of building, floor and room number.
- Inform Laboratory Manager and/or arrange for MSDS to be made available to Fire Service
- Consider Building Evacuation.
- Report incident using University Event Report form