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| health-and-safety-spill-management-requirements.docx | health & safetyspill management requirements |

# 1. purpose

To establish the University of Melbourne's methodology for managing spills and associated risks that will ensure:

* the health and safety of staff and students;
* the mitigation of adverse environmental impacts; and
* the compliance to regulatory requirements.

# 2. Scope

This requirement applies to all staff, students, contractors and other personnel at workplaces under the management or control of the University of Melbourne.

This requirement applies to all substances including but not limited to the following:

* chemicals;
* biologicals;
* ionising open sources; and
* hazardous waste.

# 3. Definitions

**Biological:**

For the purpose of this requirement a biological as included in the scope of S/NZS 2243.3: Safety in laboratories – Microbiological safety and containment. It also includes animal and human body fluids and waste products.

**Chemical:**

For the purpose of this requirement a chemical as included in the scope of the [Health & Safety: Chemical requirements](https://search.unimelb.edu.au/s/redirect?collection=global&url=https%3A%2F%2Fsafety.unimelb.edu.au%2F__data%2Fassets%2Fword_doc%2F0007%2F1805992%2Fhealth-and-safety-chemical-requirements.docx&auth=LD61DY5Wue3afnsZOS9O%2Fw&profile=_default&rank=3&query=Health+%26+Safety%3A+Chemical+requirements)

**Ionising open sources:**

For the purpose of this requirement an ionising open source as described in the [Chemical management guidelines](https://safety.unimelb.edu.au/__data/assets/pdf_file/0006/4689411/chemical-management-guidelines.pdf) and the [Ionising radiation management guidelines](https://safety.unimelb.edu.au/__data/assets/word_doc/0003/4592154/health-and-safety-ionising-radiation-requirements.DOCX)

**Other:**

For the purpose of this requirement, other refers to a substance that could result in adverse outcomes if there was a spill/loss of control. These include but are not limited to viruses and materials associated with gene technology, such as regulated by the *Gene Technology Act 2000* (Cth).

**Substance:**

For the purpose of this requirement, a substance includes any chemical, biological, radiological, hazardous waste (or other) that if there was a spill/loss of control it could adversely affect:

* the health and safety of staff and students; and
* the environment

# 4. Requirements

## 4.1 Prevention and minimisation

The Head of School/Division must ensure that systems are in place to prevent spills, and where a spill occurs, minimise any adverse outcomes.

The manager/supervisor must ensure that:

* risk assessments take into account for the storage, handling, use and disposal of substances;
* standard operating procedures are available for the storage, handling, use and disposal of substances;
* staff and students are adequately trained (including induction and local area instruction) for the storage, handling, use and disposal of substances;
* suitable storage arrangements are maintained for all substances;
* suitable waste disposal pathways are available for all substances; and
* in the event of a spill, that local emergency procedures, including spill kits are in place.

The Director, Health & Safety shall provide and publish information on the prevention and minimisation of spills. to Departments and Faculties on the legal requirements for spill control and waste disposal, and advice on disposal methods or spilled materials and disposal contractors.

## 4.2 Risk Assessments and standard operating procedures

The manager/supervisor shall ensure local area risk assessments and standard operating procedures are in place and available taking into account:

* the nature of the substance and possible outcome in the event of a spill;
* the quantity of substance that could be spilt; and
* the location of substances in the event of a spill (difficult access, public site/bunded area)

When evaluating risks associated with spills, the following must be considered:

* Is special training required to handle the situation?
* Is special equipment required to clean up the spill (such self-contained breathing apparatus)?
* Are special procedures required to clean up the spill (such as pumps, portable extraction hoses)?

Spills can be considered a high to extreme risk where any of the above three points are required.

Generally spills of less than 1 litre of substance can be considered low risk. Exceptions may be if the substance is highly toxic or reactive.

## 4.2 Emergency preparedness

The manager/supervisor must ensure that:

* local area emergency procedures are available and understood by all staff and students using substances;
* spill kits are appropriate for the substance type and the possible amount in the event of a spill; and
* personal protective equipment is appropriate for the substance type.

For more information on spill kits, including types of spill kits and materials in spill kits and personal protective equipment refer to: [Health & Safety: Managing spills](https://search.unimelb.edu.au/s/redirect?collection=global&url=https%3A%2F%2Fsafety.unimelb.edu.au%2F__data%2Fassets%2Fpdf_file%2F0007%2F1705912%2Fhealth-and-safety-managing-spills.pdf&auth=CNUETa6riAaT%2FUVS4b86pQ&profile=_default&rank=1&query=Health+%26+Safety%3A+Managing+spills).

The Director, Health & Safety shall provide and publish information on emergency preparedness for spills.

## 4.3 Responding to a Spill

In the event of a low risk spill, this can be managed by local area emergency procedures and the staff and students that work in the space.

In the event of a medium risk spill this may be managed by either local area procedures or The University of Melbourne emergency procedures. The risk assessment should determine the emergency procedures that are required.

In the event of a high to extreme risk spill this must be immediately reported to Security and managed through the University of Melbourne emergency procedures.

## 4.5 Training and instruction

The Head of School/Division must training and instruction is provided to staff and students to safely clean up spilled chemical substances. This should include emergency services contact details, building evacuation team contacts, and other staff as appropriate, and location of equipment and materials such as self contained breathing apparatus or respirator locations.

Training and instruction may include one or combination of the following:

* instruction and familiarisation with local area risk assessments and standard operating procedures;
* instruction and familiarisation with local area emergency procedures, including spill kits;
* local area induction;
* Chemical Management Training, including hazardous waste;
* Radiation Safe Practices: Ionising;
* Laboratory Training, in particular, PC2 Laboratory Training

# 5 References

*Occupational Health and Safety Act 2004* (Vic)

*Dangerous Goods (Storage and Handling) Regulations 2012* (Vic)

*Occupational Health & Safety Regulations 2017* (Vic)

*Gene Technology Act 2000* (Cth)

*Environment Protection Act 1970* (Vic)

AS/NZS 2243.1: Safety in laboratories – Planning and operational aspects

AS/NZS 2243.2: Safety in laboratories – Chemical aspects

AS/NZS 2243.3: Safety in laboratories – Microbiological safety and containment

AS/NZS 2243.4: Safety in laboratories – Ionizing radiations

[Health & Safety: Chemical requirements](https://search.unimelb.edu.au/s/redirect?collection=global&url=https%3A%2F%2Fsafety.unimelb.edu.au%2F__data%2Fassets%2Fword_doc%2F0007%2F1805992%2Fhealth-and-safety-chemical-requirements.docx&auth=LD61DY5Wue3afnsZOS9O%2Fw&profile=_default&rank=3&query=Health+%26+Safety%3A+Chemical+requirements)

[Health & Safety: Hazardous waste requirements](https://safety.unimelb.edu.au/__data/assets/word_doc/0012/1798284/Health-and-safety-waste-management-requirements.docx)

# 6 Responsibilities

Head of School/Division

Director, Health & Safety

Manager/Supervisor

# 7. Associated documentation

## 7.1 Processes

Nil

## 7.2 Forms

Nil

## 7.3 Guidance

[Chemical management guidelines](https://safety.unimelb.edu.au/__data/assets/pdf_file/0006/4689411/chemical-management-guidelines.pdf%22%20%5Co%20%22Chemical%20management%20guidelines%22%20%5Ct%20%22_blank)

[Health & Safety: Managing spills](https://safety.unimelb.edu.au/__data/assets/pdf_file/0007/1705912/health-and-safety-managing-spills.pdf)

[Ionising radiation management guidelines](https://safety.unimelb.edu.au/__data/assets/word_doc/0003/4592154/health-and-safety-ionising-radiation-requirements.DOCX)