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| C:\Users\susanb\AppData\Local\Microsoft\Windows\Temporary Internet Files\Content.Word\PRIMARY_A_Vertical_Housed_RGB.PNG**The University of Melbourne**  **Date:** Month: August 2023  **Review Date: August 2028**  **Version No.** 1.0  Authorised by: Manager, Health & Safety Integration  **Chemical Spill Response**  Quick Guide |

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| **1.** | **Assess the risk** | **Always seek assistance. Do not attempt to clean up a spill by yourself.**   * If safe to do so, rescue any person in immediate danger. * Use an emergency safety shower/eyewash if the substance is spilt on person. * Identify the spilt chemical (substance/class). * Call 000 for major spills or if chemical is unknown. * Seek assistance from the Chief Warden and/or your supervisor for spill response and required PPE. If in doubt, consult the SDS. * Isolate the area with bollards and/or witches hats. * Seek assistance with traffic management. Call security on 8344 6666 if needed. |
| **2.** | A close-up of a chemical spill kit  Description automatically generated**Spill kit and PPE** | * Locate the spill kit (as recommended by the Chief Warden, supervisor or SDS). * Tie back long hair and secure jewelry. * Put on PPE (as recommended by the Chief Warden, supervisor or SDS). * Ventilate the area to reduce the risk of exposure to harmful vapours. |
| **3.** | **Contain the spill**  A person in a blue overalls and gloves putting a spill kit on a yellow bucket  Description automatically generated | * Where possible, stop the spill at the origin e.g. turn off valves, turn the chemical container upright or plug a leak, if safe to do so. * Bund, dam or divert the spill to minimise clean-up. * Contain the spill at the furthest point from the source using absorbent pads, chemical socks or surrounding the spill in vermiculate. * Once the spill is contained, neutralise the spill if required (e.g. use bicarbonate for acid spills). |
| **4.** | A person in a lab coat and gloves  Description automatically generated**Clean up the spill** | * Generously cover the spill in absorbent products. Use a broom or brush to ensure the spill is fully covered. * Use a scoop or dustpan to put all contaminated products into waste bucket or heavy plastic waste bag (include PPE and broken container/glass). * Label plastic bucket/waste bag with marker pen. Make sure to include chemical / substance name, DG class and details of person disposing. * Take the labeled bucket/waste bag to the nearest waste collection point. |
| **5.** | A person typing on a computer  Description automatically generated**Report and restock** | * Report the incident in the university’s online incident reporting system (ERMS). * Restock and replace the used spill kit(s). * Arrange collection of the plastic bucket/waste bag by submitting a Service Now ticket for a Hazardous Waste Collection Request. |