



## BASIC SPILL RESPONSE PLAN\*

Business Name: \_\_\_\_\_

Site Address: \_\_\_\_\_

Directions to Facility: \_\_\_\_\_

### Response Actions in Case of a Spill:

- 1) If possible, shut off the source of the spill immediately.
- 2) Notify **spill contact person & other emergency contact(s)**: owner, manager etc.
- 3) Use absorbent materials, such as absorbent pads, floor sweeping compound or kitty litter to contain spills that are relatively small in nature and where the spilled chemical and its hazardous properties have been properly identified and assessed.
- 4) Use appropriate personal protective equipment depending on the spill material.
- 5) Cover/block any drains/catch basins in the spill area to prevent material from entering into the stormwater system, sanitary sewer system or septic system.
- 6) If possible, clean up the spill using absorbent materials. Collect these absorbent materials and treat as hazardous waste.
- 7) If the spill is large or otherwise uncontrollable, or poses a potential immediate hazard to human health and safety, call Emergency Response Agencies listed below.

### Emergency Contacts:

Spill Contact Person: \_\_\_\_\_ Phone #: \_\_\_\_\_

Owner: \_\_\_\_\_ Phone #: \_\_\_\_\_

Owner's Address: \_\_\_\_\_

Alternate/Manager: \_\_\_\_\_ Phone #: \_\_\_\_\_

### Emergency Response Agencies:

Fire/Police:

**911**

Ontario Spills Action Centre:

**1-800-268-6060**

Municipal Contact:

Local Hospital Contact:

### Location of Personal Protective Equipment (PPE) for Handling Spills:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

### List of Hazardous Liquids that may Spill:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Employees should be trained to carry out the spill response actions set forth in this document, and that each employee be familiar with the site drawing that shows where hazardous materials/substances, spill kit(s), and all potentially susceptible and vulnerable drains/catch basins are located.

### List of Trained WHMIS/Spill Response Personnel

Name:	Date of Training:
_____	_____
_____	_____
_____	_____
_____	_____

**POST THIS PAGE AND A SITE DRAWING LOCATING ALL EMERGENCY EQUIPMENT AND EXITS IN A HIGHLY VISIBLE LOCATION**

\* This Basic Spill Response Plan may not be appropriate for all businesses. As operations and processes vary, please consult a Certified Industrial Hygienist or other qualified person to determine additional actions and/or PPE that may be required.