



HOMES AND SENIORS SERVICES

POLICY & PROCEDURE NUMBER: 3.15.08

DEPARTMENT: *Admin – Emergency Preparedness* **SUBJECT:** Code Brown – Chemical Spill

APPROVAL DATE: June 2016

REVIEW DATE: Dec. 2020; March 2022; Dec. 2023

REVISION DATE: Oct. 2019; July 2022; October 2022

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POLICY:

To ensure that the County of Elgin Homes have the necessary equipment, procedures and training in place to properly control and manage the spill of hazardous and non-hazardous material in the workplace in order to prevent both personal injury and environmental damage. In the event of a chemical spill, staff must refer to WHMIS product safety data sheets (SDS) to find out how to handle the spill to reduce risk of personal injury by sustaining a safe environment during a chemical incident.

PURPOSE:

To establish the policy and procedure regarding Management and Employee response and actions to a hazardous and non-hazardous spill or leak.

Definitions

Spill: A discharge of a pollutant into the environment, from or out of a structure, or other container, that is abnormal in quality and quantity in light of all the circumstances. A spill may cause or is likely to cause an adverse effect on public health or to the environment.

Adverse Effects: Can be described as one or more of the following:

- Impairment of the quality of the environment for any use that can be made of it.
- Injury or damage to property or to plant or animal life.
- Harm or cause material discomfort to any person.
- An adverse effect on the health of any person.
- Impairment of the safety of any person.
- Rendering any property or plant or animal life unfit for human use.
- Loss of enjoyment of normal use of property.
- Interference with the normal conduct of business.

Responsibilities

Employer

- Ensure all equipment purchased meets the most current applicable standards.
- Ensure equipment is kept maintained and an efficient supply of materials is available.



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Supervisor

- Train Employees on the appropriate use of the Spill materials and how to conduct a proper Spill Response.
- Ensure that all Employees use the Personal Protective Equipment (PPE) as directed, without fail for cleaning up a spill.
- Control situations where Employees may be exposed to a spill.
- Initiate communications plan to ensure all persons aware of Code Brown
- Contact Director of Homes and Seniors Services/Administrator if incident is high risk and potential of evacuation – see Administration Policy 3.15.06 Code Green Evacuation
- Initiate Administration Policy 3.16 Loss of Essential Services as required (i.e. if loss of services related to Code Brown)

Employees

- Responsible and accountable to their supervisor for complying with this policy.
- Without exception, wear the required PPE as directed by the SDS for clean-up of a Spill.
- Take all precautions to safely complete the Spill Response.
- Immediately report to their Manager/Supervisor spills.
- Complete an Accident/Incident Report if required.

JHSC Committee

- Ensure all PPE meets the requirements outlined in the Legislations/Standards/Regulations.
- Review Accident/Incident Forms and advise Managers/Supervisor of possible solutions and if changes in the program are required.

Staff Responsibility

Department Heads

Managers are to ensure any products used by their department in the home have the appropriate SDS onsite and that if special tools or equipment are required for spills they are readily available.



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Managers are to ensure their staff are familiar with the location of SDS's of the products used and the appropriate clean-up methods for their products, including the appropriate Personal Protective Equipment (PPE).

PROCEDURE:

Chemical Spill

1. Notify fellow workers in the area of the spill. Secure the area by restricting access and posting signs.
2. Remove residents and redirector visitors from the spill area.
3. Contact Manager on duty to inform of the spill situation. Contact Emergency support services (e.g. Fire) as directed by manager to support spill management where deemed appropriate.
4. Remove any potential ignition sources and unplug nearby electrical equipment, if safe to do so. *Contact maintenance staff on call if safety concerns of electrical shock could be evident.

NEVER stand in or near water/liquid/damp surfaces when touching or disengaging electrical equipment power switches or cords.

5. Gather and review safety information on the spilled chemical. Review the SDS for a hazard assessment and other relevant information.
6. Prevent any chemical from entering any drains.
7. Locate any appropriate items for clean-up, products specified in the SDS.
8. Put on the necessary PPE as outlined in the SDS.
9. Confine and contain spill, cleaning up with the necessary absorbent material, disposing it in the appropriate disposal container.
10. Once the spill is cleaned up, do a secondary clean of the spill area with the specified product outlined in the SDS.
11. Remove PPE and thoroughly wash hands.
12. Report incident/near miss to Registered Staff, including any solutions to prevent a re-occurrence.
13. Complete an Accident/Incident Report as required.



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Post Incident Plan for Recovery

Following a Code Brown, a debrief will be conducted and will include staff, management, and, as applicable, others (students, volunteers, etc.) involved in the incident. Debriefing is an opportunity to build morale, listen to concerns, document lessons learned, and plan for regular operations. Emotional/physical support for those directly involved/witness to the code brown will be provided as determined by assessed need(s).

A documented evaluation of the incident, policy and procedure shall be conducted within 30 days of the Code Brown including what went well, opportunities for improvement, those in attendance, and dates changes implemented.

Testing and Evaluation

Homes are required to test emergency plans including arrangements made with emergency providers. Code brown testing must be conducted a minimum of every three years. Exercises can be developed to test essential elements, interrelated elements, or the entire plan. These can take the form of table-top exercises, drills, functional exercised and field exercises. Testing shall include a written record of testing and changes made to improve the plans including the corrective action, and timeframes. Emergency plans must be evaluated and updated within 30 days of an emergency being declared over and annually should the plan not be activated.

References:

Fixing Long-Term Care Act, 2021

ON Reg. 246/22

Administration Policy 3.15.06 - Code Green Evacuation

Administration Policy 3.16 – Loss of Essential Services