

## EMERGENCY PREPAREDNESS MANUAL

Subject: **CODE BROWN – HAZARDOUS SPILL**

Section: **EMERGENCY PREPAREDNESS**

Approved By: **Senior Management Committee**

Date Approved: **Jul 27 2012**

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Policy Number: **EP-CBR-100**

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### POLICY

Fairhaven is committed to providing a safe and secure environment for residents, staff, volunteers and visitors. Code Brown will be used upon the discovery of a hazardous materials spill or gas leak to summon assistance for containment, clean up and removal of the hazardous material.

### STANDARD

*The Occupational Health and Safety Act* requires that the employer take all precautions reasonable in the circumstances for the protection of the worker. Under this provision, the employer is obliged to develop policies and procedures to protect workers from hazards in the workplace and provide information and instruction on how to work safely with a hazard.

### DEFINITIONS

**Minor Spill – Substance is known and/or amount spilled is less than 4 liters and does not emit toxic fumes**

**Major Spill - Substance is unknown and/ or more than 4 liters and/or does emit toxic fumes**

### PROCEDURE

#### Minor Spill

Time of day	Responsible Person	Action to be taken
During regular business hours	Person discovering the spill	<ul style="list-style-type: none"> <li>Notify Environmental Services Manager or Environmental Services Supervisor immediately</li> </ul>
Outside business hours	Person discovering the spill	<ul style="list-style-type: none"> <li>Notify the Administrative Registered Nurse (Admin RN) immediately</li> </ul>
During regular business hours	Environmental Services Manager/designate	<ul style="list-style-type: none"> <li>Initiate clean up according to <b>Form EP-CBR1, Form EP-BR2, Form EP-BR3, or Form EP-BR4.</b></li> </ul>

		<ul style="list-style-type: none"> <li>• If specific clean up supplies are needed, use the materials found in the spill kit located on the ground floor in the housekeeping closet across from the men’s washroom OR the spill kit located on WV5 in the Generator Room (<b>Form EP-CBR5</b>).</li> <li>• Label and dispose of all waste according to the specific Safety Data Sheet (SDS).</li> <li>• <b>If minor</b>, the Admin RN will assist anyone who is injured or in need of first aid and forward an Incident Report to the HR Generalist</li> </ul>
<p>Outside business hours</p>	<p>Admin RN</p>	<ul style="list-style-type: none"> <li>• Admin RN will notify the Manager on Call who will determine if the ED is to be notified.</li> <li>• Initiate clean up according to <b>Form EP-CBR1, Form EP-BR2, Form EP-BR3, or Form EP-BR4.</b></li> <li>• If specific clean up supplies are needed, use the materials found in the spill kit located on the ground floor in the housekeeping closet across from the men’s washroom OR the spill kit located on WV5 in the Generator Room (<b>Form EP-CBR5</b>).</li> <li>• Label and dispose of all waste according to the specific Safety Data Sheet (SDS)</li> <li>• <b>If minor</b>, the Admin RN will assist anyone who is injured or in need of first aid and forward an Incident Report to the HR Generalist</li> </ul>

**Major Spill**

<b>Time of day</b>	<b>Responsible Person</b>	<b>Action to be taken</b>
During regular business hours	Person discovering the spill	<ul style="list-style-type: none"> <li>• Cordon off the area. Remove self and others from the immediate area.</li> <li>• Notify Environmental Services Manager or Environmental Services Supervisor immediately</li> </ul>
Outside business hours	Person discovering the spill	<ul style="list-style-type: none"> <li>• Notify the Administrative Registered Nurse (Admin RN) immediately</li> </ul>
During regular business hours	Environmental Services Manager/designate and ED/designate	<ul style="list-style-type: none"> <li>• Notify the ED/designate immediately who will notify the Chair of The Committee of Management</li> <li>• The ED/designate will respond to the spill site</li> <li>• Notify reception to page “Code Brown, Location” three times overhead</li> <li>• Obtain the SDS for the product and review it</li> <li>• Arrange for first aid, if required</li> <li>• Assign staff to clean up the spill with the appropriate PPE if harmless, and if not, arrange for the removal of the hazardous material by the fire department, if appropriate.</li> <li>• If the decision is made by the ED/designate to initiate the “Code Green” procedure, see “Code Green” policy.</li> </ul>
Outside business hours	Admin RN/designate	<ul style="list-style-type: none"> <li>• Notify the Manager on Call and the ED/Designate</li> <li>• Obtain the SDS for the product and review it</li> <li>• Arrange for first aid, if required</li> <li>• Assign staff to clean up the spill using the appropriate PPE if harmless, and if not the fire department will be contacted by the ED/Designate to arrange for the removal</li> </ul>

		of the hazardous material if appropriate. <ul style="list-style-type: none"><li>• If the decision is made by the ED/designate to evacuate, initiate the “Code Green” procedure</li></ul>
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**Once the spill, either major or minor has been cleaned up:**

- 1) “**Code Brown, All Clear**” should be paged twice and the Code Brown Report Form (**EP-CBR6**), should be completed and sent to the Environmental Services Manager. An incident report should also be completed, if any employee is adversely affected by the spill, and sent to the HR Generalist. The Certified members of the Joint Occupational Health and Safety Committee and the Environmental Services Manager will investigate the cause of the incident to prevent reoccurrence.
- 2) Upon the “**All Clear**” being paged the Leadership team will debrief in the board room and determine any follow up action using the “**Form EP- CBR8 (Action Plan)**” which will be forwarded to senior management
- 3) Upon the action plan being completed all documentation from the incident will be forwarded to the Environmental Services Manager to be filed appropriately

References

Overhead paging HR530