

## Spill Kit User Guide

With a spill kit to suit every chemical and application, you'll be well-equipped to contain and manage spillage in your workplace.

Each type of STOREMASTA spill kit is designed to suit a particular type of chemical spillage. Your kit may include the following items:

- **Absorbent pads:** to soak up the spilled chemical
- **Absorbent pillows:** thick absorbents to catch and contain leaks
- **Floor sweep:** an absorbent that can be quickly applied to spill area
- **Mini booms:** to contain the chemical spill on the ground
- **Waste bags & ties:** to securely remove waste from the site
- **Gloves:** nitrile gloves for the safe handling of spilled chemical
- **Wheelie bin:** for the storage of items and dispatch to (and from) spill site
- **Compliant signage and instructions:** for hazard awareness and ease of operation

Your spill kit comes with instructions that can be referenced by staff during a clean-up. However, we strongly suggest developing a Spill Response for your workplace. This should also include the training and supervision of staff who will be cleaning up a chemical spill.

**SPILL KIT LOCATION:** For a prompt and effective chemical spill clean-up, make sure that your spill kit is kept in a readily accessible and highly visible location. We recommend placing the kit in a well-lit position, within 30 metres of the potential spill site.

### Quick tips:

- Never allow a staff member to clean up alone
- Make sure staff tending to the spill are properly trained
- Select the appropriate spill kit for the specific chemical that has spilled or leaked
- Personal protective equipment must be available for the staff tending to the spill clean-up
- Keep your spill kit intact and well maintained, marked with the relevant signage

**MAJOR SPILL INCIDENTS:** If there is a major spill incident, you must refer to your emergency plan and evacuation procedures. This will include alerting the relevant authorities and regulatory bodies.

## How To Use Your Spill Kit

### 1. Assess Risk

When a leak or spill has been noted, trained staff should be called to the spill site to assess the risk. The spilled substance, as well as the volume, must be correctly determined to understand the level of risk.

During this spill assessment, ensure that the site is free from unauthorised personnel and that any hazards are removed from the area (such as incompatible substances or ignition sources).

### 2. Put On PPE

Once you have determined the chemical that has been spilled, your clean-up staff must dress in the appropriate PPE. Items may include protective clothing, footwear, gloves, eyewear and/or breathing apparatus.

### 3. Access The Spill Kit

It's now time to access the spill kit. The kit should be fully intact, with no missing or damaged items. The spill kit must be suitable for the type of spill which has occurred.

### 4. Put Down Safety Barrier

To prevent the spill from travelling further, place a barrier around the spillage. This may include mini booms or other containment barriers.

Make sure that drains are plugged, so that the substances can't travel into pipes or waterways.

### 5. Stop The Leak

If the chemical leak has occurred from damaged equipment or containers, you must stop the leak as quickly as possible. Depending on the circumstances, this may be done through closing a valve, putting containers in the upright position or plugging a leak in faulty equipment.

### 6. Absorb Spillage

Absorbing the chemical spillage may be facilitated through the absorbent items in your kit. This may include absorbent pads, pillows or floor sweeps. You may also have additional items in your kit that can assist with spillage absorption.

There are some basic guidelines to follow when using absorbent items. These include:

- **Absorbent pads:** ideal for absorbing spillage on the ground
- **Absorbent pillows:** these may be placed under leaking equipment or stuffed into areas to quickly contain a leak
- **Floor sweep:** if your kit includes a floor sweep, open the bag and pour it over the spill. You can then remove the floor sweep with a shovel or dustpan and brush.

If your kit does contain a floor sweep, use this product first in your spill clean-up. Sweeps can be applied over larger areas to quickly absorb spilled chemicals.

Once you have absorbed the spilled chemicals, make sure that the absorbent pads, pillows or floor sweep are placed in the waste bags provided. Tie up these bags with the waste bag ties provided in the kit. Place the bags in the wheelie bin, ready for removal to your waste management site.

## 7. Clean-up

After the spillage has been absorbed, you will need to clean down the site. This may include wiping chemical residue off floors, walls, doors, chemical stores or equipment.

## Next Steps

After you've used your spill kit, you must safely dispose of contaminated chemical waste. This includes any rags, absorbent pads, containers or other items which have been used in the chemical spill clean-up. Make sure all your bags are tied with the bag ties provided in your kit, so there is a reduced risk of the waste spilling out of the bag. Check with your local government authority to learn more about hazardous chemical waste disposal.

The last step in the spill clean-up should be reporting of the incident. This allows your workplace to follow protocol and keep accurate records. Reporting also allows you to reassess your spill containment system and implement improved procedures for the near future.