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| **SPILL RESPONSE PROCEDURE**  **1 BE SAFE**  **• Identify spilled substance and any dangers.**  **• Emergency services required? Dial 111.**  **• Put on appropriate PPE and proceed if safe to do so.**  **2 STOP THE SOURCE**  **• Turn off taps, pumps, and valves.**  **• Stand container upright or roll it over.**  **• Plug leak or place a drip tray under it until fixed; empty trays before they overflow.**  **3 PROTECT STORMWATER**  **• Confine a liquid spill with sandbags or booms.**  **• Cover a dry spill to protect it from wind and rain if required.**  **• Block off access to stormwater drains with drain covers.**  **4**  **NOTIFY**  **• Tell your supervisor.**  **• Dial ECan Pollution Hotline (0800 765 588) if the spill reaches land, drains, or waterways.**  **5**  **CLEAN UP**  **• Neutralise hazardous substances.**  **• Transfer liquid to a safe container or absorb it with a compatible material.**  **• Sweep up a dry spill and spent absorbents promptly.**  **• Clean up confined area and do not track a spill to other areas.**  **6**  **DISPOSE RESPONSIBLY**  **• Never hose a spill away; always prevent washwater and sweepings from entering stormwater drains.**  **• Call a waste disposal contractor to take away contaminated materials**.  **7**  **RESTOCK AND REVIEW**  **• Replace materials and PPE at spill station.**  **• Learn how and why the spill happened and what corrective actions are needed.** |