MANAGING SPILLS OF HAZARDOUS CHEMICALS PROCEDURE

For the safety of educators and children, it is essential to follow the appropriate procedure for managing spills of hazardous chemicals. Safe Work VIC states that hazardous chemicals may be used within the workplace, including paints, pesticides, cleaners and fuels. Hazardous chemicals may come in the form of powders, liquids, solids and gases.

Working in conjunction with the *Safe Storage of Hazardous Chemicals Policy* and *Emergency and Evacuation Policy*, this procedure provides detailed steps for educators to follow if a chemical spill has been identified at the service.

Education and Care Services National Law or Regulations (R.12, 85, 86, 87, 88, 89, 97, 136, 161 and 162) NQS QA 2: Element 2.1.1, 2.1.2, 2.2.1 and 2.2.2 Health practices and procedures
Related Policy: Safe Storage of Hazardous Chemicals and Emergency and Evacuation Policy

MINIMISING HARM FROM A HAZARDOUS CHEMICAL SPILL		
Management will ensure:		
1	Personal Protective Equipment (PPE) is readily available when working with hazardous chemicals	
2	Staff use PPE when handling and using hazardous chemicals	
3	A chemical spill kit is available in the immediate area where hazardous chemicals are stored and/or used. *Spills kit checklist* has been completed	
4	Safety Data Sheets (SDS) are available and up to date for all identified hazardous chemicals that are stored and/or used within the service	
5	List emergency phone numbers, including the **Poisons Information Hotline** in areas where hazardous chemicals are stored and/or used	
6	All staff are aware of *Safe Storage of Hazardous Chemicals Policy*	
7	The *Hazardous Chemical Register* lists hazardous chemicals used and/or stored within the service	

RESPONDING TO A MINOR HAZARDOUS CHEMCIAL SPILL EMERGENCY		
A Hazardous Chemical Spill may be considered minor if: • Chemical is considered low risk i.e., household strength cleaning detergent • Spill is able to be contained using spill kit and PPE • No first aid is required		
Educators will:		
1	Assess the situation and evacuate children and adults from the area if required	
2	Advise other staff of the situation	
3	Use PPE and Spill Kit to contain the hazardous chemical spill	
4	Assess why the chemical spill occurred: Does the environment need assessment? Are the chemicals stored correctly? Was the container too high? If the chemical storage container was damaged, notify supplier as required.	
5	Correctly dispose of chemical waste material	
6	Ensure the site and area is fully clean, safe and free from chemicals	
7	Check PPE and Spill Kit items, restock if required	
8	Record the incident and notify the Nominated Supervisor/ Responsible Person	

RESPONDING TO A MAJOR HAZARDOUS CHEMCIAL SPILL EMERGENCY		
A Hazardous Chemical Spill may be considered major if: • First aid is required, and emergency services contacted • Chemicals are considered high risk i.e., Corrosive liquid, toxic gases/fumes, flammable liquid • Hazardous chemical spill located in an unventilated, enclosed area		
Educators will:		
1	Communicate the hazard by alerting the Nominated Supervisor/Responsible person and emergency services	
2	Assess the situation and activate the emergency evacuation plan and procedure as required.	

3	Provide first aid to any person affected by chemical exposure (liaise with emergency services)	
4	Control the spill- ensure the spill does not become any worse. Wear appropriate PPE for the chemical and nature of the hazard.	
5	Contain the hazardous chemical spill. The SDS sheet should reflect the information required to control the spill of the chemical. Depending on the material and situation, confine the spilled material to a small area by using an absorbent material or material from the Spill Kit. Seal off the affected area by closing doors, preventing the material to flow into environmentally sensitive areas.	
6	If required, evacuate the area and/or service	
7	Follow emergency services advice and do not re-enter the service until advised	
8	The Approved Provider/Nominated Supervisor must notify the Regulatory Authority within 24 hours of the serious incident [an incident, situation or event where there is an imminent or severe risk to the health safety or wellbeing of a person at an education and care service.]	
9	Report chemical spill to appropriate authorities as required; i.e., Safe Work, EPA	

REVIEW OF PROCEDURE			
Date procedure created	07/06/2023	To be reviewed	January 2026
Approved by	Krystle Hills	Signature	
Procedure Reviewed Date	Modifications/Changes		
January 2025	Procedure reviewed; no changes required		
April 2024	Procedure reviewed; no changes required		