

	WORK INSTRUCTION: Emergency spill procedures for soil contamination.	DOC # SHEQ-AR-001	
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Method Statement: Emergency Spill Procedures for Soil Contamination

1. Purpose

To establish procedures to be followed in the event of a chemical, oil, or fuel spill that may lead to soil contamination, thereby mitigating environmental impacts and ensuring safe handling and disposal.

2. Scope

This procedure applies to all employees, contractors, and third parties where chemicals, oils, or fuels are stored, handled, or used on-site. It includes measures to contain, control, and clean up spills to prevent soil contamination.

3. Responsibilities

- **Site Agent / Supervisor:** Ensures all personnel are trained on spill response procedures and that necessary equipment is readily available.
- **Dedicated Environmental Officer (DEO):** Leads the response, advises on environmental impact, and coordinates with local authorities if needed.
- **Personnel Handling Hazardous Materials:** Must follow all spill prevention measures and report any spill incidents immediately.
- **Emergency Response Team:** Executes containment, control, and clean-up measures.

4. Hazard Identification

The key hazards in soil contamination from spills include:

- Environmental degradation and pollution of soil and groundwater.
- Health risks to personnel handling hazardous materials.
- Legal penalties and reputational damage due to environmental violations.

5. Personal Protective Equipment (PPE)

The following PPE must be worn when handling spills:

- Chemical-resistant gloves
- Eye protection (goggles or face shield)
- Respiratory protection (based on spill substance)
- Protective clothing (chemical-resistant coveralls)
- Safety boots

6. Spill Control Equipment

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The following equipment should be available on-site at all times:

- Spill containment kits (absorbent pads, booms, and granules)
- Shovels and brooms
- Approved containers for disposal of contaminated materials
- Plastic sheeting for larger spill containment
- Warning signage to mark the contaminated area

7. Procedure

7.1 Initial Response

- **Alert:** Immediately notify the Site Agent/Supervisor and DEO.
- **Assess:** Quickly assess the spill type (chemical, oil, or fuel), volume, and risk level.
- **Evacuate:** If necessary, evacuate non-essential personnel from the area.

7.2 Containment and Control

- **Prevent Spread:** Use spill containment materials such as booms or absorbent pads to prevent the spread of the spill.
- **Isolate the Area:** Place warning signs around the spill area to prevent unauthorized access.
- **Protect Drainage:** Block any nearby drainage points to prevent the contaminant from entering water systems.

7.3 Clean-up Process

1. **Absorb and Collect:** Apply absorbent materials to soak up liquid spills. For larger spills, cover with plastic sheeting or sand to reduce soil penetration.
2. **Scrape and Shovel:** Using shovels, carefully remove contaminated soil or gravel and place it into approved waste containers.
3. **Segregate Waste:** Separate any contaminated materials based on type (oil, fuel, chemical) for proper disposal.
4. **Store Waste:** Label containers and store them in a designated area until disposal.

7.4 Decontamination

- **Soil Testing:** Once clean-up is complete, arrange for soil testing to assess contamination levels. If contamination remains, additional soil removal may be required.
- **Surface Cleaning:** Clean all tools and equipment used in the clean-up to avoid cross-contamination.

7.5 Disposal

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- All collected contaminated materials must be disposed of in accordance with local hazardous waste regulations.
- Coordinate with an approved waste disposal contractor for collection and safe disposal.

8. Reporting and Documentation

- **Spill Report:** Complete a spill incident report detailing the cause, containment, clean-up, and any remediation actions taken.
- **Environmental Log:** Record the incident in the environmental logbook, including actions taken and any follow-up testing.
- **Review Meeting:** Hold a review meeting to evaluate response effectiveness and make procedural improvements.

9. Training and Awareness

- Conduct regular training for all personnel on spill prevention, response, and clean-up procedures.
- Display spill response procedures in prominent locations for easy reference.

10. Review and Revision

- This method statement will be reviewed annually or after any significant spill incident.
- Updates will be made as needed based on incident reviews, legal requirements, or changes in site operations.

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