

HAZARDOUS MATERIALS SPILL RESPONSE POLICY

Effective Date: October 20, 2004

Originating Office: Office of the
Vice-President, Services

Supersedes/Amends: VRS-48/October 1, 1995

Policy Number: VPS-48

SCOPE

The conditions of this policy apply to all persons (Concordia employees, students, research employees or any other person) who may be involved with the transport, use or disposal of hazardous materials on or between University premises. (If the chemical spill contains radioactive material, refer to the *Radiation Safety Policy*, [VPS-46](#).)

PURPOSE

Because hazardous materials are used in laboratories, studios, workshops and service areas, a spill or accidental release may occur anywhere in the University. Appropriate and immediate response can prevent serious injury to students and staff.

POLICY

The University shall maintain an emergency response policy and procedures for the management of spills or accidental release of hazardous materials, and ensure that these comply with all federal, provincial and municipal legislation concerning occupational health and safety and the protection of the environment.

The University Spill Response Team

1. The organization, training and provision of required resources is the responsibility of the Environmental Health and Safety Office through the Hazardous Materials Manager.
2. The University Spill Response Team will consist of the Hazardous Materials Manager, the Safety Advisor at Loyola, the Hazardous Waste lab safety technician, the Industrial Hygienist, the Fire Safety and Public Safety Officer and other members of the academic, professional or technical staff who are prepared to serve. Members of the University Spill Response Team who do not represent the Environmental Health and Safety Office shall be approved by the University Hazardous Materials Committee.

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3. The Security and Facilities Management Departments shall provide support for the University Spill Response Team as requested.

Department Heads or Supervisors

(For the purpose of this policy, "Supervisor" means a faculty member, director, manager, principal investigator, technical supervisor or any other person having direct responsibility for the activities of an employee or student.)

4. In areas or departments where hazardous materials are used, the Department Head or Supervisor shall:
 - a. Develop and maintain procedures for the management of spills which may occur in areas under their jurisdiction;
 - b. Ensure that appropriate spill response materials and personal protective equipment are available and accessible;
 - c. Ensure that all spills or accidents involving hazardous materials are reported to the Department or Area Health and Safety Committee and to the Environmental Health and Safety Office;
 - d. Supervisors shall ensure that all persons under their supervision receive appropriate and adequate information and training to be able to respond safely to a hazardous materials spill or release within their area.

The Hazardous Materials Manager

5. The Hazardous Materials Manager, through the Environmental Health and Safety Office, shall:
 - a. Organize the University Spill Response Team (to be available on a twenty-four hour basis);
 - b. Enlist, as needed, external resources to assist with the management of a spill;

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- c. Coordinate both internal and external responders in the event of a major spill;
- d. Provide consultation and assistance in the management of spills when requested;
- e. Maintain central emergency response carts in a state of readiness for use by the University Spill Response Team;
- f. Maintain a current listing of all external resources available to assist with spill response. This list is to be kept with the Security Department and the Environmental Health and Safety Office;
- g. Assist on request with the training of personnel and the development of departmental procedures;
- h. Receive, review or prepare reports of all hazardous material spills and accidental releases, and carry out follow-up as needed;
- i. Provide reports of all spills and releases, including follow-up measures to the University Hazardous Materials Committee on a regular basis, to the Central Advisory Health and Safety Committee as requested, and to external compliance bodies as required by regulation;
- j. Advise the Chair of the University Hazardous Materials Committee and the Director of Environmental Health and Safety of all major spills within twenty-four hours of the event;
- k. Provide information as requested to the University Hazardous Materials Committee.

The University Hazardous Materials Committee

- 6. The University Hazardous Materials Committee shall:
 - a. Monitor the University Spill Response Programme;
 - b. Approve membership of the University Spill Response Team;

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- c. Review all reports of spills and releases, initiate investigations and recommend corrective action as appropriate;
- d. Review annually and make recommendations regarding the training programme for the University Spill Response Team.

Procedure for Hazardous Materials Spill Response Policy

- 7. Documents outlining procedures and guidelines for the handling of potentially hazardous materials are available from the Environmental Health and Safety Office. They include a University Spills Response Procedure manual.