

## Appendix 6b:

### MAN 12: Emergency Procedure

#### Liquid / Hazardous Spillage

##### Emergency Procedure for Oil Spillage

In the event of gas oil or lubricating oil spillage the following action should be taken.

- Identify the type and extent of the spillage.
- Ensure the safety of personnel.
- Establish the source of the spillage or leak.
- If safe to do so turn off valves, pumps etc. to prevent further spillages.
- Inform Manager / Foreman immediately.

##### **Management shall co-ordinate the following actions;**

- If the spillage is not contained in a bund, the spillage must not be allowed to soak away into ground, water courses or drainage ditches.
- For minor spillages, absorbent granules or material such as sand must be used to soak up the spillage.
- If the spillage is large, use dust to dam the flow of the spillage. Using a wheel loader, quickly form a dust bund to prevent the spillage from spreading further. Once contained, use dust to soak up the remainder of the spillage.
- Once the spillage is under control, the contaminated dust used to soak up the spillage must be stored on a hard standing area.
- Arrangements must be made for the safe disposal of the contaminated material promptly. This must be done in accordance with local regulations.
- If the waste cannot be collected the same day, the contaminated material should be covered with tarpaulin to protect against rain water.

If the spillage enters a drainage ditch, water course etc. a Senior Manager must be informed. They will then inform the local environment agency immediately.

A record of the incident and subsequent investigation must be recorded and placed in the Incident Files.