



## 1. PURPOSE

The purpose of this document is to outline Facilities Management's (FMGT) role in spill response, on campus and within the division's respective areas.

## 2. ROLES & RESPONSIBILITIES

### **Campus Security Services (CSEC):**

May be called for assistance during a spill. CSEC can provide some resources (i.e. small spill kits) or alert the appropriate services (i.e. OHSE, Fire Department).

### **OHSE/EHS Coordinator**

May be contacted for assistance in determining an appropriate method to deal with spill material and potential exposure prevention. Should any spills to the environment occur, OHSE must be contacted and is responsible for any necessary reporting to the Ministry of Environment.

### **Waste Reduction**

Is responsible for controlling any potential run-offs within the transfer station and from their vehicles during transport. This group has the potential to deal with "unknown" spills, as wastes come from all corners of campus. Caution must always be exercised. In addition, an ephemeral creek runs adjacent to the transfer station and discharges from the property are prohibited.

### **Grounds**

Is responsible for cleaning up vehicular fluid spills that may result on campus due to fender-benders, leaking components, etc. They are typically alerted by CSEC.

### **Janitorial Services**

Is responsible for cleaning up bodily fluid "spills"--reference the Blood Borne Pathogen Exposure Control Plan on this matter.

### **Mechanic Shop- Automotive Repair Bay**

Is responsible for compliance with [Capital Region District \(CRD\) Sewer Use Bylaw No. 2922, Schedule M](#) that prescribes a Code of Practice for Automotive Repair Operations.

### **All FMGT Divisions**

Are responsible to clean spills resulting during the course of their work. SDSs are available online through [www.MSDSonline.com](http://www.MSDSonline.com), and should be reviewed prior to work to ensure proper resources are available and appropriate actions are taken to mitigate a spill/exposure.

### 3. GENERAL SPILL RESPONSE ACTIONS

See attached —UVic Spill Response Plan.

For work procedures with a potential to create a significant spill, either in quantity or exposure, appropriate documentation (i.e. hazard assessment, safe work procedures, exposure control plan, etc.) and training must be provided prior to the task.

### 4. AUTOMOTIVE REPAIR SHOP RESPONSE PLAN

Further to CRD Bylaw No. 2922, for any spill resulting in the automotive repair operation, and associated work:

1. If the spill can be safely managed, get assistance and notify your supervisor. Never rush in or work alone.
2. Clearly assess the situation before starting clean up and use proper personal protective equipment.
3. Use the spill kit located in the Automotive Repair Bay. Further supplies are available from Grounds, Fuel Compound, Transfer Station and/or OHSE. This spill kits must be kept readily available and stocked at all times.
4. The following table outlines sorbent pad properties based on colour:

Sorbent Colour Code Selection Table		
White Sorbents	Grey Sorbents	Yellow Sorbents
For hydrocarbon spills  Absorbs oil, gas, diesel and repels water  Floats indefinitely on water (hydrophobic)	For spills of water based products & oils  A great general purpose absorbent  Grey colour hides dirt	For hazardous & aggressive liquids  Great for acids, bases and harsh chemicals

5. Collect the wastes in a suitable container and request disposal from OHSE (See Section 7).
6. If at any time, additional assistance is required, contact Campus Security at 250-721-7599.
7. Interceptors impacted by a spill must be inspected immediately and have the spilled materials removed.

## 5. REPORTING REQUIREMENTS

1. Inform Campus Security Services—250-721-7599. They can assist in informing other departments or agencies, as necessary and acquiring additional spill containment.
2. If there are health or environmental implications, resulting from the spill contact the EHS Coordinator and/or OHSE as soon as possible, if not already done by CSEC.
3. Alert your supervisor/manager as soon as possible.

## 6. SUPPLIES

Spill supplies are currently available within (1) the Transfer Station, (2) the Fuel Compound, (3) Automotive Repair Bay, and (4) Grounds department. Should FMGT workers identify additional locations of concern, inform your supervisor/manager. Replenishment of the supplies is the responsibility of the division.

## 7. HAZARDOUS WASTE DISPOSAL

Spill materials will typically be considered hazardous waste. This waste should be disposed of through the [OHSE hazardous waste disposal service](#) established for the University community. Follow procedures outlined in the OHS Program binder under Hazardous Waste Disposal. If unsure whether spill material is hazardous or not, contact EHS Coordinator/OHSE Consultant.

For locations equipped with oil/water interceptors, compliance with CRD Bylaw No. 2922 is required in regard to prohibited waste, permitted quantities, and regular maintenance.

## 8. TRAINING

Spill Response training is available to Facilities Management staff (e.g. Grounds, Waste Reduction, Shift Engineer, etc.). A refresher is recommended every three years. Supervisors are responsible for orienting staff to the spill kits supplies, UVic general spill response, personal protective equipment, SDSs and this protocol.

## 9. PROTOCOL REVIEW

This protocol will be reviewed annually by:

- Executive Director of FMGT or designate;
- EHS Coordinator for FMGT; and
- Facilities Management Joint Health & Safety Committee

The EHS Coordinator, in conjunction with FMGT Management, will review the protocol forthwith, in situations where the Protocol, as outlined, may not protect workers/environment or be in non-compliance with legislative requirements.

## **10.APPLICABLE LEGISLATION & RESOURCES**

WorkSafeBC Occupational Health and Safety Regulation (BC Reg. 296/97):

[Part 5.48, 5.101, 5.102](#)

Ministry of Environment,

[Environmental Management Act](#)

Capital Region District (CRD),

[Bylaw No. 2922, Schedule M](#)

# UVIC Spill Response Plan

**The following are general spill response instructions:**

## **IF THE SPILL IS BEYOND YOUR CAPABILITIES TO SAFELY MANAGE:**

- Call Campus Security at 721-7599.
- In case of serious injuries, also call 911.
- Secure the area and warn others.
- If there is a spread of toxic materials, evacuate the building.
- Remain near the scene in a safe location.
- Identify yourself to the Campus Security Patrol Officer upon arrival.

## **IF THE SPILL CAN BE SAFELY MANAGED BY YOU AND YOUR DEPARTMENT:**

- Get assistance and notify your supervisor. Never rush in or work alone.
- Clearly assess the situation before starting clean up and use proper personal protective equipment.
- Use appropriate departmental spill clean-up equipment if available.
- Laboratories can use the grey spill pads to contain and absorb most liquid spills.
- Collect the wastes in a suitable container and request disposal from OHSE.
- If at any time additional assistance is required, contact Campus Security at 721-7599.

For more information, contact OHSE at [ohs@uvic.ca](mailto:ohs@uvic.ca) or 250-721-8971