



Spills & Leaks Procedure

1. Purpose

The purpose of this procedure is to ensure that spills and leaks are prevented where possible, but if they occur, are cleaned up immediately, safely and in an environmentally responsible manner.

2. Scope

This document applies to spills and leaks of any substance stored, used or created at any ANC facility.

3. Definitions

ANC

All land, property, buildings, warehouses, structures, installations, aircraft or vehicles owned by, controlled by or under contract or lease to ANC.

Worker

Any person who carries out work for ANC. This includes employees, contract carriers, volunteers, trainees/apprentices, work experience students and labour hire companies.

Spill

Unplanned, uncontrolled or unauthorised discharge of substances which may create a risk to the health and safety of personnel or the environment.

4. Procedure

4.1. Reporting

Any person who notices a spill or leak of any kind shall report it to the Operations Manager who shall arrange to have it cleaned up. There may be a requirement for reporting spills of a hazardous nature to the regulator (WorkCover or the EPA). Spills of substances that provide a risk to the health and safety of workers or the environment shall be investigated as per the Accident/Incident Investigation procedure.

4.2. Refer to the Safety Data Sheet

Where an SDS exists on the site for a material which has been spilled or has leaked, this shall be referred to prior to commencement of the cleaning up of the spill or leak.

4.3. General Procedure for Spills and Leaks

Where no specific procedure for the treatment of spills or leaks the guidelines in appendix 1 (Spills) or appendix 2 (leaks) may be followed.

4.4. Absorbent/Clean up Material

Where an absorbent material is used to absorb or bund spills it shall be an inert material such as sand, soil, vermiculite or attapulgit clay. Potentially reactive or combustible materials such as rags or saw dust shall not be used for this purpose due to the risk of fire.

Revision History					
Document Ref:	WHSPRO018	Revision:	05	Approved:	14/11/21
Owner:	ANC	Approver:	Nathan Dawe		
Next Review:	November 2023				
This document cannot be modified without the approval of Safety Manager/ Director					Page 1 of 3

4.5. Provision of Spill Kits

Spill kits may be provided where there is a likelihood that spills may occur. The kit should be clearly labelled as a spill kit and the procedure for using them included in any training conducted. The kit may contain:

- A supply of absorbent material (See 4.4 above)
- A supply of large plastic bags to accept the cleaned-up material.
- Such PPE as is appropriate to the materials being handled e.g., gloves, goggles, respirator or dust mask and disposable coveralls.
- A standing sign that states – “Keep Clear – Spill clean-up in progress”.
- A copy of this procedure and/or appropriate work instructions (see 4.6).
- A check sheet for the contents of the kit.

4.6. Work Instructions

The Operations Manager shall ensure that specific work instructions are written giving the specific procedure for dealing with spills or leaks of the material. The work instructions shall take into account the information provided in the SDS, any other information provided by the supplier and the requirements of any legislation or Australian Standards. Such work instructions shall be issued under document control and copies placed where the materials are stored and used.

4.7. Training

All personnel working with substances shall be trained in spill and leak procedures including any specific work instructions. This training shall be a component of the training requirements for dangerous goods and/or hazardous substances. Training on the handling of spills and leaks shall also be included at induction for those personnel handling substances on trucks.

4.8. Disposal

The disposal of the cleaned-up material shall be carried out according to Local Government Authority by-laws and/or requirements.

4.9. Emergency Response

The response to major spills should be incorporated in the Emergency Preparedness Procedure for the site.

5. Documentation

- Appendix 1 – General guidelines for the treatment of spills
- Appendix 2 – General guidelines for the treatment of leaks

6. References

- Work Health and Safety Act 2011
- Work Health and Safety Regulations 2011
- ANC Emergency Preparedness Procedure

Revision History					
Document Ref:	WHSPRO018	Revision:	05	Approved:	14/11/21
Owner:	ANC	Approver:	Nathan Dawe		
Next Review:	November 2023				
This document cannot be modified without the approval of Safety Manager/ Director					Page 2 of 3

Appendix 1

General Guidelines for the Treatment of Spills

1. Refer to the SDS before attempting to clean up the spill
2. Remove people from the area, at the very least the spill will provide a slip hazard
3. Ventilate the area and isolate source of ignition if appropriate
4. Put on appropriate PPE, at the very minimum should consist of safety glasses or goggles and impervious gloves. Disposable overalls may be used if required
5. For a small spill, e.g., around one litre, cover the material with inert absorbent and shovel into drums or bags for disposal (Note: if the material is flammable, use a non-sparking shovel for this). Label the container as spill material for disposal.
6. For a spill larger than 1 litre, the area should be bunded with sand or earth and the material pumped into drums and labelled for disposal, the residue being treated as for 4 above.
7. Greater than 20 litres require to be notified to the regulator as a dangerous occurrence.

Appendix 2

General Guidelines for the Treatment of Leaks

1. Refer to the SDS before approaching the area of the leak
2. Remove people from the area, at the very least the leaked material will provide a slip hazard
3. Ventilate the area and isolate sources of ignition if appropriate
4. Put on appropriate PPE, at the very minimum should consist of safety glasses or goggles and impervious gloves and apron
5. If it is a leaking pipe, shut off the flow of material, if it is safe to do so, and drain the material into clean drums for re-use where appropriate, or disposal if required. Inform maintenance of the leak so that it can be fixed after the area is decontaminated
6. Treat the leak area as for spills
7. For a leaking drum, decant as much as possible into a drum for disposal
8. Treat the leaked material as for spills
9. Greater than 20 litres required to be notified to the regulator as a dangerous occurrence.

Revision History					
Document Ref:	WHSPRO018	Revision:	05	Approved:	14/11/21
Owner:	ANC	Approver:	Nathan Dawe		
Next Review:	November 2023				
This document cannot be modified without the approval of Safety Manager/ Director					Page 3 of 3