

# CORPORATE POLICY AND PROCEDURE



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POLICY	<b>EMPLOYEE SPILLS RESPONSE</b>
CATEGORY	<b>CORPORATE</b>
AUTHORITY	Operations & Transit Department Planning, Engineering, and Environmental Services
RELATED POLICES	n/a
APPROVED BY	Derek McCaughan, Executive Director, Operations & Transit Janet Laird, Executive Director, Planning, Engineering, Environmental Services
EFFECTIVE DATE	July, 2010
REVISION DATE	

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## **POLICY STATEMENT**

The following Standard Operating Procedure will apply to all staff operating Corporate owned or rented equipment for spill response.

## **PURPOSE**

The intent of this procedure is to ensure the personal safety and/or well-being of all City staff and Guelph citizens. To ensure compliance with all applicable laws, regulations and by-laws and to minimize the effect of a spill to the natural environment, sanitary and/or storm sewers.

## **GENERAL**

The Environmental Protection Act (EPA) section 92. (1) states that all spills must be reported forthwith if a spill has the potential to have an adverse effect on the natural environment.

A City of Guelph Environmental Protection Officer (EPO) must be contacted under any one of the following circumstances:

1. If a spill occurs that has entered or may enter the natural environment, storm and/or sanitary sewer system.
2. If after clean up of a spill with absorbent material, the fluid and material combined weight is in excess of 5 kgs (11 lbs)
3. The spill is from a source unknown

Furthermore, if a spill occurs in any city owned parking lot, parking garage or repair shop, (abnormal from daily controlled operations i.e. changing of oil and operating fluids within a shop environment), there is an obligation for staff to report the spill to their Supervisor who will then contact an EPO to receive direction based on the above three criteria.

## **PROCEDURE**

Operator Actions: If a spill occurs while operating a city vehicle or city equipment:

1. The operator will stop and secure vehicle or equipment, shutting off any functions that may contribute to larger spill (i.e. Engines, implements or hydraulics).

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2. The operator will then secure the area to the best of their ability to protect fellow workers and/or citizens.
  3. The operator will assess the size and material of spill and contain such spill from entering the natural environment, storm and/or sanitary sewer, to the best of their ability, if safe to do so.
  4. The operator will then notify their Lead Hand/acting Lead Hand and/or Supervisor of the spill and wait to receive verbal confirmation that details of the spill information have been understood.
  5. The operator shall notify Fleet repair shop of location of disabled vehicle (If after hours, contact contracted towing service to facilitate retrieval of disabled vehicle/equipment. Refer to notification list on page 3).
  6. The operator will fill out an Incident Report and submit to their Lead Hand or Supervisor before the end of their shift.

Lead Hand/Supervisor Actions:

1. The Lead Hand/Supervisor will immediately acknowledge the employee's phone or radio transmission and will repeat the information supplied by the operator and proceed to the area of the spill
2. If the spill can be cleaned up using absorbent material and all contaminated material removed is within a combined weight of less than 5 Kgs (11 lbs), inform Solid Waste Resources of materials contained and transport the material to the Solid Waste Resources facility for disposal utilizing a Ministry of Environment, (MOE), Certificate of Approval, (C of A), approved vehicle.
3. Based on any one of the three criteria laid out in the **General** section of this Standard Operating Procedure, the Lead Hand/Supervisor will immediately notify the City of Guelph Environmental Protection Officer (EPO) through the Wastewater Treatment plant, Monday through Friday 8;00am to 4;00pm or through Extend communications after hours and will seek procedural recommendations based on the information provided regarding the spill.
4. The Lead Hand/Supervisor will utilize recommended Personal Protective Equipment and will utilize an approved vehicle spill kit to mitigate and contain the spill site, if safe to do so
5. Following liaison with the EPO, additional personnel, as required, will be called upon by the EPO to clean the spill.
6. If, based on the criteria outlined in the General Section of this procedure, the EPO requires to be notified and the spill requires additional specific measures to be taken to clean, remove, dispose and/or remediate the spill site, the Lead Hand/Supervisor will await the arrival of the EPO to the site.
7. If a spill, requiring EPO notification, occurs after regular working hours, the Operations on-call Supervisor must be contacted and notified.
8. Once the EPO is on site, Lead Hand/Supervisor can release the authority of the spill site to the EPO. The Lead Hand/Supervisor will assist the EPO until he/she is released from duty to assist by the EPO.
9. The Lead Hand/Supervisor will coordinate with the EPO, notification of all applicable parties in accordance with existing legislation and city policy.
10. The Lead Hand/Supervisor will fill out an Incident Report before the end of their shift and will complete all other necessary documentation regarding the spill.

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## DEFINITIONS

**Air:** open air not enclosed in a building, structure, machine, chimney, stack or flue

**Reported Forthwith:** the duty to notify becomes effective as soon as the controller or spiller “knows or ought to know that the pollutant is spilled or likely to cause an adverse effect”

**Land:** means surface land not enclosed in a building, land covered by water and all subsoil, or any combination or part thereof

**Natural Environment:** means the air, land and water, (grass area, field, ditch or stream) or any combination or part thereof, in the Province of Ontario

**Storm and/or Sanitary Sewer:** means any piping, manholes, catch basin, open channel, storm management pond, ditch, stream, creek or river

**Spill:** as defined in Section 91 (1) of the Environmental Protection Act (EPA) as a discharge, when used with reference to a pollutant:

- a) into the natural environment
- b) from a structure, vehicle or other container
- c) that is abnormal in quality or quantity in light of all circumstance of the discharge

WATER: **SURFACE WATER AND GROUND WATER, OR EITHER OF THEM**

## HEALTH AND SAFETY

The following are a list of hazards associated with this protocol:

- Weather Conditions
- Heavy Equipment
- Chemical Hazards
- Traffic

## NOTIFICATION LIST

- Operations Department 519-837-5628 (After hours calls will be forwarded to Extend Communications 1-866-630-9242).
- Environmental Protection Officer (EPO): 519-837-5629 – 24 hours
- Ministry of Environment Spills Action Centre: 1-800-268-6060 – 24 hours
- Operators, Lead Hand/Supervisor or On-Call Supervisor (refer to call list)
- Fleet Repair Shops: 519-837-5628 ext. 2029 (Operations)  
519-822-1260 ext 2832 (Transit)
- Bobs Towing: 519-836-0846 (7/24)

## REFERENCE LIST

- Environmental Protection Act
- Ontario Water Resources Act
- City of Guelph Sewer Use By-law (1996) – 15202
- City of Guelph Emergency Plan
- City of Guelph Spills Contingency Plan
- Occupational Health and Safety Act
- Material Safety Data Sheets