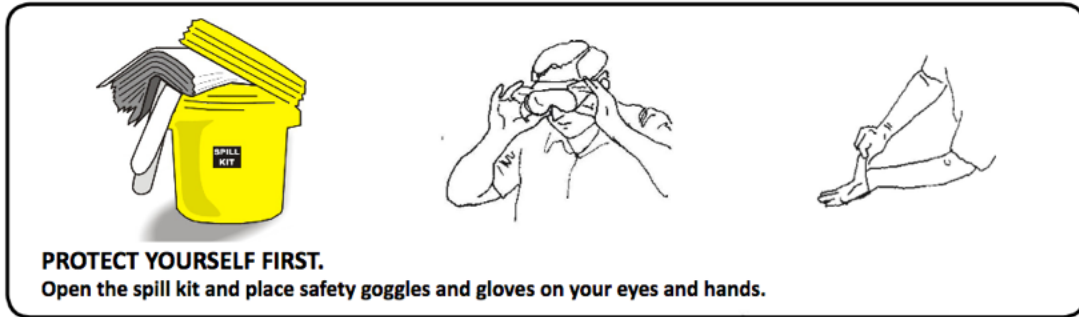








Spill Kit Policy & Instructions

Alliance Cleaning Pty Ltd employee's and subcontracting please ensure before opening a spill kit you are personally protected against coming into contact with the contents of the kit.



When a Spill Occurs:

	<p>1. Assess the risk What has been spilt – identify the source and content – you may need to refer to the safety data sheet. Do you need to ring emergency services or contact the emergency warden for advice?</p>
	<p>2. PPE Wear the appropriate PPE according to the material spilt</p>
	<p>3. Containment Contain the substance using spill containment available and seal any drains asap.</p>
	<p>4. Stop the source Then stop the source of the spill as soon as it is safe to do so</p>
	<p>5. Clean up Use the spill kit to absorb the content of the spill</p>
	<p>6. Is this spill a reportable incident? The emergency warden can advise – also check the SDS</p>
	<p>7. Dispose of used spill kit and materials Dispose of according to local laws – refer to SDS for disposal requirements</p>

	<p>8. Decontaminate Clean all tools and floor surfaces – clean re-usable cleaning cloths etc. before reuse</p>
	<p>9. Restock spill containment materials Replace content of spill kits as necessary asap</p>
	<p>10. Review effectiveness of process and record incident. Determine whether an investigation is required</p>

Approved By: IBRAHIM AL-SADOON

Dated: 15th Spetember 2020