

FOR EMERGENCY: CALL 416-978-2222

HAZARDOUS MATERIAL SPILL

Note: This procedure provides a **general overview** of steps to take in the event of a hazardous material spill. However, it is the Lab Supervisor or PI's responsibility to develop appropriate **lab-specific spill procedures** (based on SDS or other information) for the materials used in their laboratory; ensure all lab personnel are trained to these lab-specific spill procedures; and obtain proper spill clean-up equipment.

SPILL KIT LOCATION(S): _____

(For spill kit supplies or inquiries, contact EHS at 416-208-4834)

STEP 1: Attend to any exposed or injured persons.

Skin contact

- Remove contaminated clothing / jewellery
- Use nearest sink or safety shower for 15 minutes if needed

Eye contact

- If wearing contact lenses, remove as quickly as possible
- Use nearest eyewash for 15 minutes if needed



- Call Campus Police at **416-978-2222** or **Emergency 911** to request medical assistance if needed.
- Fill out the "Accident / Incident / Occupational Disease Report" at www.ehs.utoronto.ca.

STEP 2: Assess the need to evacuate the lab for safety reasons. If unsure, leave and call for help.

a) In the event of a lab evacuation due to a spill:

- Notify occupants in the immediate area of the spill.

If possible and safe to do so:

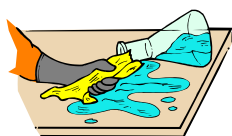
- Turn off equipment, ignition sources, and any experiments in progress.
- Contain the spill (i.e. using absorbent socks or sheets).
- Open all fume hood sashes; activate the emergency exhaust fan (if any).

- Leave the spill area and close doors. Place "DO NOT ENTER" signs on all doors leading to the spill area.
- For spill clean-up, call Environmental Protection Services at **416-978-7000** during business hours or Campus Police at **416-978-2222** after hours.
- Provide details of spill: type, quantity, location, contact person and phone number.

b) If there is risk to other occupants in the building:

- Follow the steps above for lab evacuation due to a spill. (2a)
- Leave the building by the nearest safe exit after pulling a fire alarm.
- Call Campus Police at **416-978-2222** and **Emergency 911** from a safe area.

STEP 3: Clean up the spill, provided it is SMALL enough to do so safely.



- Restrict area and notify occupants of the spill.
- Turn off ignition sources if flammable material is involved.
- Plan your intervention to avoid exposure; put on appropriate PPE (e.g. gloves, respirator).
- If strong odours or vapours will spread outside the lab, call Campus Police for EHS support.
- Clean all surfaces in contact with the spill; neutralize if necessary.
- Collect and dispose of waste as appropriate.

STEP 4: Inform the Lab Supervisor or PI as soon as possible.

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EMERGENCY CONTACTS

Last updated (dd/mm/yyyy): _____

Department:	Department Chair:	
Building Name:	Laboratory Room Number(s):	
Name of Primary Contact (Lab Supervisor / PI):	Phone No. (Business):	Phone No. (After Hours):
Name of Secondary Contact:	Phone No. (Business):	Phone No. (After Hours):

EMERGENCY EVACUATION / WHEN FIRE ALARM SOUNDS

1. Stay calm and notify occupants in the immediate area.

If it is safe to do so:

2. Turn off equipment, ignition sources (e.g. Bunsen burners) and any experiments in progress.
3. Close any open containers of hazardous materials (biological, chemical, etc.).
4. Close sashes on fume hoods and biosafety cabinets.
5. Take personal belongings (e.g. coat in winter) and wash hands before leaving.
6. If you are the last to leave the area, close doors behind you.
7. *Evacuate the building. **DO NOT use elevators.**
8. Pass on relevant information to Emergency Personnel.
9. Do not re-enter the building and keep clear of area until "ALL CLEAR" announcement has been made by Emergency Personnel.

If you require assistance evacuating: make yourself familiar with the Emergency Evacuation Areas in your building; call Campus Police at **416-978-2222 & **Emergency 911** and inform them of your location.*



FIRE

1. Leave fire area and close doors.
2. Activate nearest wall-mounted fire alarm. **Location of fire alarm:** _____
3. Call Campus Police at **416-978-2222** & **Emergency 911** to report location of fire if known.
4. Evacuate the building and keep clear of exits. **DO NOT use elevators.**
5. Report to Emergency Personnel anyone suspected of remaining in the building.

MEDICAL EMERGENCY

1. Find the closest first aider, or provide first aid if trained / certified to do so.

Location of designated UTSC first aid kit: _____

Name, location and phone number of trained First Aider(s): _____



2. If urgent care or ambulance is required, call **416-978-2222** or **Emergency 911** to request medical assistance. DO NOT attempt to transport someone to the hospital.
3. If hazardous material is involved, ensure appropriate SDS / PSDS are given to Emergency Personnel.
Location of SDS (electronic or physical binder): _____
4. Report all injuries to your supervisor immediately. If it is a critical injury (serious / life-threatening), call Environmental Health & Safety Services (EHS) at 416-208-5141 and preserve the accident scene.
5. Fill out the "Accident / Incident / Occupational Disease Report" at www.ehs.utoronto.ca.