

## GOOD SAMARITAN SENIORS COMPLEX POLICY AND PROCEDURE

<b>Manual: FIRE and DISASTER</b>	<b>Subject: CODE BROWN – Hazardous Chemical Spill or Natural Gas Leak</b>
<b>Section: C</b>	<b>Effective Date: JUNE 2022</b>
<b>Approved By: Deirdre Britton</b>	<b>Supersede: June 2002, March 2004, June 2012, June 2019, June 2020</b>

### APPENDICES

- Appendix 1 – Code Brown Emergency Checklist

### POLICY

Good Samaritan Seniors' Complex is committed to providing a safe and healthy environment for everyone.

Planning is required to respond safely to a spill or Natural Gas leak. When hazardous materials are unexpectedly released and/or the size of the spill/leak prevents staff from carrying out a safe cleanup, a Code Brown incident must be called. As soon as a chemical spill or leak is discovered, actions must be taken to assess the situation, protect the health and safety of everyone in the area, and initiate clean up in accordance with the Safety Data Sheets (SDS).

### BACKGROUND

Hazardous materials may be used throughout the Home/Lodge. A spill/leak may include liquids, powders, or even gaseous substances. Occasionally spills/leaks, misuse and other incidents can expose staff, other people or the environment to these materials.

The Code Brown alerts staff to an unexpected release of a hazardous or potentially hazardous material and provides response procedures for competent prompt clean-up to reduce and eliminate the hazards present.

“**Code Brown (Location)**” will be the designated page used to inform staff in all areas that a hazardous spill/leak is present and assistance is required immediately.

### GUIDELINES

Staff must be trained in the safe handling, storage and disposal of hazardous chemicals such as WHMIS.

### SAFE STORAGE OF HAZARDOUS MATERIALS

All hazardous materials will be stored as identified in the SDS and the manufacturer recommendations.

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Flammable fuels such as gasoline and propane will not be stored in any building where Residents live. Cleaning solutions and other chemicals must never be stored above shoulder height.

### ***SAFE HANDLING OF HAZARDOUS MATERIALS***

All hazardous materials will be properly handled as identified in the Safety Data Sheets (SDS) and the manufacturer recommendations. The SDS will identify the type of personal protective equipment (PPE) required for the material.

### ***RESPONSE TEAM***

The Response Team may include but is not limited to the following persons:

- Environmental Services Supervisor
- Housekeeping staff
- Laundry staff
- Maintenance staff
- Joint Occupational Health & Safety Committee Member
- Charge Nurse

## **PROCEDURES**

### **ALL STAFF**

#### **DISCOVERING A SPILL OR LEAK OF HAZARDOUS OR UNIDENTIFIED MATERIAL**

1. If a spill or leak is discovered:
  - a. Page or delegate an employee to page three times: “CODE BROWN (location)” “CODE BROWN (location)” “CODE BROWN (location)”
  - b. If a gas leak is suspected call 9-1-1 immediately
  - c. When there is any doubt about the type, extent or nature of the risk associated with a spill, the person discovering the spill will call 9-1-1
2. Clear the area of any Residents and mark off the area;
3. Notify the Environmental Services Supervisor or designate (if not on-site and responding to the code being called) of any suspected/actual chemical spill or gas leak.
4. In conjunction with the Environmental Services Supervisor or Designate it will be decided if it is a Manageable spill or leak or an Unmanageable spill or leak. The procedure outlined below will then be followed.

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### **ENVIRONMENTAL SERVICES SUPERVISOR (ESS) OR DESIGNATE**

The ESS (or designate) shall manage the spill/leak response unless relieved by a more senior manager/director.

Upon hearing the Code Brown alert, proceed to the spill/leak location to assess the situation.

1. Ensure the safety of Residents, staff and others in the building.
2. Determine if evacuation is required.
  - a. If an emergency evacuation of the unit or a greater area is required, announce Code Green and notify the Administrator or Designate.
3. Determine the name and quantity of the substance spilled/leaked.
4. Direct staff to assist where appropriate
5. Obtain the Safety Data Sheet (SDS) or other references and review for recommended spill/leak clean-up methods and materials, and assess the need for personal protective equipment (PPE) (e.g., masks, goggles, gloves, protective clothing).
6. Utilize proper PPE based on the chemical spilled/leaked as per the SDS.
7. Assess the spill from a safe location to determine if it is within the team's capability to clean up (Manageable Spill/Leak) or not (Unmanageable Spill/Leak).
  - a. The complexity and detail of the clean-up plan will depend upon the physical characteristics and volume of materials being handled, their potential toxicity, and the potential for releases to the environment.
8. Cordon off the area and keep people away:
  - S SAFELY EVACUATE EVERYONE FROM THE IMMEDIATE AREA AND SECURE AREA**
  - P PREVENT THE SPREAD OF VAPOURS BY CLOSING DOORS**
  - I INITIATE APPROPRIATE SPILL PROCEDURE**  
(See SDS Binder)
  - L LEAVE ALL ELECTRICAL EQUIPMENT ALONE. DO NOT TURN ON OR OFF.**
  - L LOCATE ANY INFORMATION REGARDING THE CHEMICAL (See SDS Binder), IF POSSIBLE, and ACT ACCORDINGLY**
9. If the spill/leak is of a flammable material or there are any injuries/illness:
  - Call 9-1-1 – do not pull the fire alarm;
  - Clear everyone from the area;
  - Ensure no sources of ignition;

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- Open windows to ventilate the area (if safe to do so); and
- Attend to people who may be contaminated.
  - Remove contamination immediately and flush the skin with water for no less than 15 minutes.
  - Launder clothing before re-use.
    - *Note: If the clothing contamination is flammable or highly toxic, then it should be disposed of not laundered.*

10. Identify where decontamination showers and eye wash stations are located.

### MANAGEABLE SPILLS/LEAKS

1. Initiate clean-up following the assessment of the spill/leak and your team's capacity.
  - i. Note: If the spill/leak is outside the capability of your team, follow the steps outlined below in Unmanageable Spill/Leak Procedures
2. Use the spill response kit where appropriate;
  - i. this kit will include absorbent materials and other equipment to disperse, collect and contain spill control materials (e.g., brushes, scoops, sealable containers).
3. Protect all floor drains or other means of environmental release.
4. Distribute loose spill/leak control materials over the entire area, working from the outside, circling to the inside, reducing the chance of splash or spread.
5. Absorb the spilled materials using a brush and scoop to place materials in an appropriate container.
  - i. Use polyethylene bags for small spills.
  - ii. Five-gallon pails may be appropriate for larger quantities.
6. Complete a hazardous waste sticker, identifying the material as spill debris involving (identify) chemical, and affix onto the container.
  - i. Note: Spill control materials may need to be disposed of as hazardous waste. Refer to municipal public works for specifics based on the type and quantity of the chemical spilled.
7. Decontaminate the surface where the spill/leak occurred using a mild detergent and water when appropriate.
8. Arrange for operations to return to normal when the spill/leak is cleaned up and no longer hazardous.
9. Notify the Ministry of Health or health authority immediately if any evacuation or displacement of Residents occurs or if there is any disruption to the home operations.
10. Notify the Ministry of Labour if there are any critical injuries to staff.

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11. Complete an Incident Report, making recommendations as required, and submit to the Administrator.
12. Announce or designate an employee to announce three times: “CODE BROWN (location), ALL CLEAR” “CODE BROWN (location), ALL CLEAR” “CODE BROWN (location), ALL CLEAR”

### **UNMANAGEABLE SPILLS/LEAKS**

1. Assess the spill/leak.
  - i. If the spill is determined to be outside the capabilities of the staff, make arrangements for external assistance, which could include a commercial response team.
2. Contact the Administrator or Designate for direction and support.
3. Notify your local Public Works Department if the spill/leak involves or potentially involves a floor drain or other means of release into the environment.
4. Notify appropriate government/expert agencies for safety and environmental purposes such as legislative requirements for handling and clean-up.
5. Complete an Incident Report, making recommendations as required and submit to the Administrator.

### **ADMINISTRATOR**

1. Work in conjunction with the ESS to coordinate a response.
2. Notify MOLTC/RHRA, where appropriate, if any evacuation or displacement of Residents occurs or if there is any disruption to the Home/Lodge operations.

### **NURSES AND CARE STAFF**

1. May be required to assist in care in the event of injury.
2. May be required to assist in evacuation procedures.

### **OTHER STAFF**

1. Stay away from the affected area.
2. Ensure personal safety and the safety of others is protected.
3. Await further instructions from the ESS and or external authorities

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### SPILL KIT

A spill response kit will be kept at the Home (North Nursing Station) and Lodge (Nursing Station). If the kit is used for any purpose, it will be reported to the Environmental Services Supervisor promptly to ensure it is properly restocked.

### SDS

- SDSs will be kept in the staff room and in the maintenance office;
- SDSs will have specific information on "Preventive Measures" which will outline the specific procedures to be followed if the product is spilled;
- Employees will be trained on how to read and where to find SDSs;
- Employees must be trained to read supplier labels on containers of hazardous materials; and
- Additional training will also be provided when any new product is introduced into the workplace.

Assessments shall be required once a spill has occurred to assist in the determination of the following:

- What components make up the spill?
- How dangerous is the spill?
- How far has the spill travelled?
- What damage has been or may be caused by the spill?
- What corrective action is required to alleviate damage caused by the spill?
- Is there any environmental damage?

### Reporting

Where applicable and appropriate, Good Samaritan Seniors' Complex will immediately report to the Ministry of the Environment and Climate Change's Spills Action Centre and the municipality any spills caused by the company, or caused when the company had control of the substance immediately prior to the spill occurring and if the spill could:

- Cause harm or material discomfort to a person
- Damage property or cause injury to animal life
- Impair the quality of the natural environment (air, water or land)
- Cause negative health effects

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- Create a safety risk
- Render the environment unfit for use
- Create a loss of enjoyment of the normal use of the property
- Cause a disruption with the normal conduct of business

Reports to the Ministry of Environment and Climate Change's [Spills Action Centre](#) can be made by calling:

- 1-800-268-6060 (toll-free, province-wide, 24/7)
- 416-325-3000 (Toronto area)
- 1-855-889-5775 (TTY)

### Information Required when Reporting

- When reporting a spill to the Ministry of Environment and Climate Change's Spills Action Centre, Good Samaritan Seniors Complex will ensure the following information is provided in compliance with [Ontario Regulation 675/98](#):
  - The company full name
  - Phone number
  - The time and specific location of the spill
  - The type and quantity of the spilled material
  - The cause of the spill
  - All adverse effects that are or could be happening
  - Any conditions that may aggravate or mitigate the effects such as weather conditions and proximity to water sources
  - What actions are currently being taken to control the spill and the general status of the spill

### **Definitions:**

**CODE BROWN:** Alerts staff to an accidental release of a hazardous or potentially hazardous substance.

**UNMANAGEABLE SPILL:** The release of material that cannot be identified by the employee discovering the spill, is flammable, or is of such volume that it cannot be contained to the immediate area. This may represent a clear or immediate hazard to Residents, visitors, staff, volunteers, the environment and/or property and requires assistance using specialized equipment to control, contain and clean-up and/or external emergency response personnel.

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**MANAGEABLE SPILL:** The release of material that can be immediately identified by the employee and that poses minimal or no risk to individuals, and the performance of clean-up and disposal procedures are within the scope of staff knowledge and capability.

**SDS:** Safety Data Sheets are information made available by the manufacturer indicating the hazards and precautions for a substance.

**WHMIS:** Workplace Hazardous Materials Information System is a national legislative program designed to protect the users of hazardous/chemical materials by providing information through container labels, material data sheets and training.

**NURSE(S):** Registered Nurses, Registered Practical Nurses and Licensed Practical Nurses.

**CARE STAFF:** Personal Support Workers

**References:**

Extendicare: Emergency Preparedness and Response Manual, accessed June 13, 2022  
<http://scoc.ca/wp-content/uploads/2021/06/2021-01-25-emergency-preparedness-and-response-manual-2021.pdf>