WORK INSTRUCTIONS (SOP)

Work Instructions: SOP 1.2 Title: Spillage Procedure Training

Original Date of Issue: _____ Revision No: _____

Revision Date: _____ Approved By: _____

i. Purpose: To ensure that all operatives are aware of the Company Spillage Procedures.

ii. Scope: This Work Instruction applies to all workshop areas.

iii. References: The Company Compliance Manual.

iv. Responsibilities: General manager / supervisors / all operatives.

v. PPE: Gloves, goggles, dust or RPE (solvent-based spillages) masks.

vi. Materials: Sand, absorbent granules and bunding socks.

vii. Procedure.

Spillage Procedure - Training

1. Clear all staff and any personnel from the area to a safe place.

2. Do NOT operate any electrical equipment unless flameproof.

3. Summon the aid of emergency services if warranted.

4. Extinguish naked lights, e.g. cigarettes - avoid making sparks.

5. Position fire fighting equipment.

6. Try to stop the flow of liquid product with the spillage socks located in the mixing room.

7. Absorb or contain any spilled liquid.

8. Use sand, earth or other suitable material if necessary.

9. Disperse vapours to below flammable limit using Standard or Multi-Purpose Dry Powder Class A, B and C – Colour Blue or Foam Extinguishers Class A & B – Colour Cream.

10. Prevent product from entering drains, waterways etc. (Covering outlets with the anti-spillage portable bunding kit or wet sacks may help).

11. If the product reaches drains, waterways etc. inform the general manager – No Manager On File, who will contact the Local Authority – Environmental Health and also complete the Abnormal Emission Form as required under the Pollution Prevention & Control Act.

12. The general manager shall also inform the water and fire authorities

Please sign this document (below) as acknowledgement that you have read and understand the contents of this Standard Operating Procedure.

Employee Name: BEN FIELD Job Title: Paint Technician

Dated This Day: _____ Signature: _____

Please return this (completed) document to the HR Department

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Employee Name: RAY GRIFFITHS Job Title: Paint Technician

Dated This Day: _____ Signature: _____

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Employee Name: Kevin Smith Job Title: Polisher Technician

Dated This Day: _____ Signature: _____

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