



Document #: F-EMD02	 Winnipeg Regional Health Authority Office régional de la santé de Winnipeg	Operating Procedure (OP) Status: Version 3.0 Revised: July 2024 Owner: Occupational and Environmental Safety and Health (OESH)
Title: Hazardous Materials Spill – Code Brown		Page 1 of 5

Purpose	In keeping with the Winnipeg Regional Health Authority commitment to providing a safe and healthy workplace as noted in the WRHA 'Workplace Safety and Health' policy (20.20.030), the following Operational Procedure has been developed to ensure this policy is supported and to inform staff of their rights and responsibilities respecting the spill of hazardous materials.
Background	This OP supersedes Hazardous Materials Spill – Code Brown (Version 2) dated May 2009.


1.0	<u>GUIDING PRINCIPLE</u>
1.1	This operational procedure is designed to ensure that when followed, the minimum requirements of Manitoba Workplace Safety and Health legislation is complied with and where possible exceeded.
1.2	As with all matters relating to the Safety and Health of workers, the Workplace Safety and Health Committee should be consulted for their input.

2.0	<u>DEFINITIONS</u>
2.1	<u>Act (The Act and Regulation):</u> The Workplace Safety and Health Act W210 and Regulation of Manitoba.
2.2	<u>Directors/Managers/Supervisors/Lead:</u> Means a person who has charge of a workplace or authority over a worker.
2.3	<u>Employer:</u> 2.3.1 Every person who, by himself or his agent or representative employs or engages one or more workers, 2.3.2 and the Crown and every agency of the government.
2.4	<u>Hazardous Material Spill:</u> involves the spillage of Hazardous Materials from a container, pipe, process vessel or secondary exposure from other work (pest control, construction etc.).
2.5	<u>Hazardous Materials:</u> Includes a controlled product and a chemical, biological or physical agent that, by reason of a property that the agent possesses, is hazardous to the safety or health of a person exposed to it
2.6	<u>Incident Command Positions:</u> positions in a flexible organizational chart which are activated when necessary. Each position has a task sheet.
2.7	<u>Incident Command System:</u> is the disaster management system adopted by the Winnipeg Regional Health Authority.
2.8	<u>Incident Commander:</u> is the person who organizes and directs the Incident Command System by giving overall direction for operations and if needed, authorizes evacuation.
2.9	<u>OESH:</u> Means the Occupational and Environmental Safety & Health Department of the WRHA.
2.10	<u>Organization Executive Team:</u> membership as defined by the organization (i.e. Senior Leadership Team)

Document #: F-EMD02	 Winnipeg Regional Health Authority Office régional de la santé de Winnipeg	Operating Procedure (OP) Status: Version 3.0 Revised: July 2024 Owner: Occupational and Environmental Safety and Health (OESH)
Title: Hazardous Materials Spill – Code Brown		Page 2 of 5


2.11	<p>Response Team: Employees who are designated to respond to chemical spills upon a Code Brown alert. Depending upon the resources of the facility/site/program/department the response team may be department based or facility wide. The existence and duties of a response team are based on the facility/site/program/department spill plan.</p>
2.12	<p>Worker:</p> <p>2.12.1 any person who is employed by an employer to perform a service whether for gain or reward, or hope of gain or reward or not,</p> <p>2.12.2 any person engaged by another person to perform services, whether under a contract of employment or not</p> <p>2.12.2.1 who performs work or services for another person for compensation or reward on such terms and conditions that he is, in relation to that person, in a position of economic dependence upon that person more closely resembling the relationship of any employee than that of an independent contractor,</p> <p>2.12.2.2 and who works or performs services in a workplace which is owned or operated by the person who engages him to perform services,</p> <p>2.12.3 any person undergoing training or serving an apprenticeship at an educational institution or at any other place.</p>
2.13	<p>Workplace: Any building, site, clinical unit, workshop, mobile vehicle, client home or any other premises or location whether indoors or outdoors in which one or more Workers, or self-employed persons are engaged in work.</p>
2.14	<p>Workplace Safety and Health Committee: A committee for Workplaces where at least 20 of the Employer’s Workers are regularly employed as established under Section 40 of the Workplace Safety and Health Act.</p>
2.15	<p>Workplace Safety and Health Representative: A Representative for Workplaces where five (5) or more Workers but less than twenty (20) Workers are regularly employed as established under section 40 of the Workplace Safety and Health Act.</p>

3.0	OPERATIONAL PROCEDURE
3.1	<p>The facility/site/program/department will develop spill response measures which include procedures and equipment required to safely contain, clean up and dispose of a hazardous materials spill. Please ensure you have the appropriate training before attempting to clean up a spill.</p>
3.2	<p>Each facility/site/program/department spill response measures must include</p> <p>3.2.1 Spill response equipment required</p> <p>3.2.2 Activation and notification</p> <p>3.2.3 Safety/Risk assessment</p> <p>3.2.4 Personal Protective Equipment</p> <p>3.2.5 Response – department, response team, etc.</p> <p>3.2.6 Isolation - Confine and localize, Stop the source</p> <p>3.2.7 Clean Up</p> <p>3.2.8 Disposal of Used Material</p>


Document #: F-EMD02	 Winnipeg Regional Health Authority Office régional de la santé de Winnipeg	Operating Procedure (OP) Status: Version 3.0 Revised: July 2024 Owner: Occupational and Environmental Safety and Health (OESH)
Title: Hazardous Materials Spill – Code Brown		Page 3 of 5

	3.2.9 Decontamination 3.2.10 Termination and notification 3.2.11 Documentation 3.2.12 Restock of Materials 3.2.13 Debriefing
3.3	The spill response measures will be specific to the facility/site/program/department. i.e. size of facility/site/program/department, hazardous materials present, staffing levels, etc.
3.4	Each facility/site/program/department spill response plan must address the type of spill based on the level of hazard, the amount of the spill, and the effect the spill has on staff, other persons, and the organization’s ability to provide its services. <ul style="list-style-type: none"> • Small spills that can be dealt with by trained staff in the area of the user of the chemical (these are spills in which the hazardous material has been identified, the staff has been trained to respond to, and the area does not require evacuation) • Spills that are beyond the scope of the department training or capabilities but can be handled by the Program/Site Spill Response Team (if applicable) • Spills that require outside assistance – HAZMAT
3.5	Each facility/site/program/department must develop a process for hazardous waste labeling and disposal which ensures that all containers of chemicals, including hazardous waste are labeled. If the hazardous waste does not have a correct manufacturer’s label, is a mixture of different materials or is made up of absorbent materials used during a chemical spill, a hazardous waste label must be used.
3.6	All spills must be reported and investigated through the site Injury/Near Miss reporting system.

4.0	<u>RESPONSIBILITIES</u>
4.1	Employer: 4.1.1 Act in accordance with the objects and purposes of the Act by ensuring, so far as is reasonably practicable, the safety, health, and welfare at work of all his workers, and complying with the Act and regulations. 4.1.2 Ensure that all workers, and particularly supervisors, foremen, chargehands, or similar persons, are acquainted with any safety or health hazards that may be encountered by the workers in the course of their service and that workers are familiar with the use of all devices or equipment provided for their protection.
4.2	Facility/site/program/department Executive Team: 4.2.1 Assign responsibilities to staff within the facility/site/program/department to ensure the implementation of all aspects of the Incident Command System, Code Brown and Hazardous Spill Response. 4.2.2 Ensure resources (information, training, tool, equipment and time) are available to provide/maintain compliance. 4.2.3 Support the Operational Procedure throughout the facility/site/program/department.

Document #: F-EMD02	 Winnipeg Regional Health Authority Office régional de la santé de Winnipeg	Operating Procedure (OP) Status: Version 3.0 Revised: July 2024 Owner: Occupational and Environmental Safety and Health (OESH)
Title: Hazardous Materials Spill – Code Brown		Page 4 of 5

4.3	Manager/Supervisor(s): 4.3.1 Ensure the appropriate spill response plans are in place to control and manage any anticipated hazardous material spills. 4.3.2 Ensure all workers who use hazardous materials are trained and exercised in the appropriate response to hazardous material spills or exposures, and advise on the location of spill kits. 4.3.3 To review any hazardous spill reports and provide such corrective actions to prevent re-occurrence.
4.4	Workers: 4.4.1 Report all hazardous material spills to their supervisor immediately, supervisor to escalate as required. 4.4.2 Follow the instruction and training provided by the employer regarding hazardous material spills.
4.5	Workplace Safety and Health Committee: 4.5.1 Consult with the facility/site/program/department on the development and implementation of this operational procedure. 4.5.2 Review and monitor the effectiveness of this operational procedure. 4.5.3 Annually review the spill response procedures and provide comment and input regarding improvement or changes. 4.5.4 Review hazardous spill reports and provide input and recommendations regarding prevention of re-occurrence.
4.6	Incident Commander: 4.6.1 Activate incident command positions as required as per the Incident Command System 4.6.2 Coordinate response team and assign responsibilities at the incident scene.
4.7	Response Team Responsibilities: 4.7.1 As per the incident commander’s direction, assist in the chemical spill containment and clean up.
4.8	Occupational and Environmental Safety & Health: 4.8.1 Consult with the facility/site/program/department on all aspects of this operational procedure.
5.0	<u>TRAINING REQUIREMENTS</u>
5.1	The training program must be workplace-specific, reviewed every 3 years by the Emergency Preparedness and Continuity of Services Committee effective or when changes that may affect the procedure are introduced in the workplace.
5.2	The following staff must be trained: 5.2.1 All employees must be informed of this Code and expected response at the time of orientation. 5.2.2 All managers/supervisors. 5.2.3 Workplace Safety and Health Committee members. 5.2.4 All departmental/facility/site/program/department response personnel. 5.2.5 All employees identified in the spill response plan as having responsibilities (Spill Response Team).

Document #: F-EMD02	 Winnipeg Regional Health Authority Office régional de la santé de Winnipeg	Operating Procedure (OP) Status: Version 3.0 Revised: July 2024 Owner: Occupational and Environmental Safety and Health (OESH)
Title: Hazardous Materials Spill – Code Brown		Page 5 of 5

5.3	Frequency of Training: Spill Response Team will be trained annually; all other staff to be retrained every 3 years.
5.4	All training must be documented. Records must be retained by the facility/site for 5 years or as required by the Workplace Safety and Health Act and Regulations.
5.5	Retraining will be offered if necessary or upon request.
6.0	REFERENCES
6.1	Legislation Manitoba Laws - W210 The Workplace Safety and Health Act https://web2.gov.mb.ca/laws/statutes/ccsm/w210.php?lang=en Consolidated WSH Act and Regulation – Province of Manitoba https://www.gov.mb.ca/labour/safety/pdf/whs_workplace_safety_act_and_regs.pdf
	WRHA Policy and Operational Procedures WRHA Policy 20.20.030 Workplace Safety and Health WRHA Policy 20.20.010 Respiratory Protection WRHA OESH Operational Procedure – Personal Protective Equipment WRHA Infection Prevention and Control Program
7.0	APPENDIX:
	Appendix A – WRHA Disaster Management Code Brown Guidelines Appendix B - Site Hazardous Material spill procedure Appendix C – Hazardous Waste Disposal Form Appendix D – Hazardous Waste Tag Appendix E – Emergency Response Evaluation Form Appendix F – Contents of Training Sessions Appendix G – Chemical Spill Sample PowerPoint
8.0	OPERATIONAL PROCEDURE CONTACT
	Regional Director, Occupational and Environmental Safety and Health, Winnipeg Regional Health Authority