[Insert Company Logo]

**Emergency Procedure – Hazardous Substance Spill or Exposure**

Template for SafetyCheck Users

**1. Immediate Response**

If a hazardous substance spill, leak, or exposure occurs:

**1.1 Assess the Situation**

* Move away from the area and maintain a safe distance
* Identify the substance involved
  + Refer to the **Safety Data Sheet (SDS)** in the **SafetyCheck Hazardous Substance Register**
* Ensure **your own safety first** before helping others
* Do not attempt to clean up unless trained and wearing appropriate PPE

**1.2 Alert Others and Contain the Area**

* Warn nearby workers
* Evacuate non-essential personnel
* Isolate the area (close doors, restrict access)
* Prevent spill from reaching drains or stormwater systems (If Safe to Do So)

**1.3 Contact Emergency Services**

* Call **111** and/or the **Poison Centre 0800 764 766** (NZ)

[Change numbers depending on your location]

**Provide:**

* Worksite address
* Substance involved
* Size/severity of the spill
* Number of people affected
* Your name and contact details

**1.4 Administer First Aid (If Safe)**

* **Inhalation**: Move to fresh air
* **Skin contact**: Remove clothing and rinse skin with water (15 min)
* **Eye contact**: Flush eyes with clean water (15 min)
* **Ingestion**: Do not induce vomiting unless told to do so by medical professionals
* Refer to the **SDS in SafetyCheck** for substance-specific first aid guidance

**2. Assembly & Headcount**

* Evacuate to the **designated assembly point**
* Do not re-enter until declared safe
* Site Manager / Foreman to conduct a headcount

Site Manager: [Insert Name]  
Contact Number: [Insert Number]

* Report any **missing persons immediately** to emergency services

**3. Special Considerations**

* **Fire Risk**: Turn off ignition sources if the substance is flammable
* **Ventilation**: Improve airflow if safe
* **Containment**:
  + Use spill kits (if available)
  + Block drains or stormwater inlets
* **PPE**: Ensure responders wear correct protective equipment:
  + Gloves, eye protection, respirators, chemical-resistant suits (if required)

**4. Communication & Reporting**

**4.1 Notify the Following After the Incident**

* Company Owner / Director: [Insert Name & Number]
* **WorkSafe** (if notifiable event):
  + NZ: 0800 030 040
  + AUS: Refer to your state regulator (e.g. SafeWork NSW, WorkSafe VIC)

**4.2 Incident Reporting in SafetyCheck**

* All hazardous substance spills, leaks, or exposures must be reported via the **SafetyCheck Incident/Accident Register Tool**
* Include:
  + Substance involved
  + Number of people exposed or affected
  + Actions taken (containment, evacuation, first aid)
  + Photos and supporting evidence

**4.3 Post-Incident Actions**

* Secure the area for investigation
* Conduct a risk assessment to identify cause and contributing factors
* Review and update your hazardous substance procedures
* Ensure exposed workers undergo **medical assessment**, if necessary

**5. Review & Training**

* This procedure will be reviewed **annually**, or after any hazardous substance incident
* **Spill response drills** will be conducted every: [Insert Frequency]
* Where required, workers will receive training on hazardous substance response

**Company Details**

Company Name: [Insert Company/Trading Name]

Site Address: [Insert Site Address]

Date of Last Review: [Insert Date]

Next Review Date: [Insert Date]

Signed: [Insert Signature or Name]