

# Toolbox Talks 2

## 024: Hazard Communication, Part 2

### ***Discussion leader duties for this session:***

Review that part of your company's Hazard Communication System which addresses spills and leaks. Note which areas of the jobsite might be especially hazardous in the event of a spill or leak. Note the contact information for the first-responders, and provide this to your crew.

### ***What this Safety Talk covers:***

Spills and leaks, under the Hazard Communication System.

### ***Discussion notes:***

### ***Spill and leak facts related to the HCS***

- Unknown chemicals pose unknown dangers.
- The goal of reporting a leak or spill is to get the right people involved in containing, stopping, and cleaning up.

### ***Best practices for handling spills and leaks***

- Act quickly.
- Leave the area, rather than remaining exposed, until your supervisor gives you an "all clear."
- Notify others in the area as you leave, so they also know to get to safety.
- Always report a spill or a leak, no matter how minor.
- Report to the nearest authority. This may not be your supervisor—if that's the case, follow up by notifying your supervisor.
- In general, report first (quickly) and clean up second.
- If you don't know exactly what has spilled or leaked, don't attempt to clean it up without reporting it first.
- Keep reports factual. Report only what you observe, not what you suspect. Misinformation, no matter how good the intentions, can lead investigators to wrong conclusions that prevent proper resolution of the problem. Exception: If you have reason to think a person is in an evacuated space, report this and why.
- In general, let operators make shutdown decisions and take shutdown actions. But if the situation requires, shut down the equipment yourself. Know ahead of time what you're working with in that location and what the emergency shutdown procedures are. If in doubt, just get out.
- If you've made any reports to people outside your company—for example, EPA officials or site owners—review these with your supervisor. You want to clear up any mistakes, misunderstandings, or unreported facts within a reasonable time.

### ***Review and discussion***

1. What can we know for sure about the dangers posed by unknown—that is, unidentified—chemicals?
2. What is the contact information for the first responders?
3. What's the first rule in responding to a spill or leak? *[Note to presenter: "Act quickly."]*
4. When can you return to an area in which a spill or leak has occurred and it was necessary for people to leave the area because of that?

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