



POLICY & PROCEDURE

Policy No.	GM CBV-CBRS 2 - 01	Department	House Keeping / Engineering
Date of issue	-	Division	All Concerned Division
Last update	20 Nov 2016	Approved by	General Manager
Subject	Spill of Chemical Policy		

Policy

Spill of chemical must be handled or responded quickly and properly to avoid accidents or hazard. Therefore tools and first aids / utilities shall be available in certain important points, as mentioned on below procedure.

Procedure

1. Emergency Preparedness

All spills from the chemical containers, pipelines or storage areas if unrestricted would eventually discharge into the drain. Therefore, all emergency spill control equipment must be readily available on site,

- Saw Dust
- Absorbent
- San

1.1 Emergency Response

a. Minor Spillage

- The first person spotted the spill must eliminate all sources of ignition
- If it is safe, stop or reduce the spill by closing the relevant valves or pumps
- Alert the person responsible via walkie-talkie or telephone
- Ensure appropriate PPE (personal protective equipment) is worn
- Drips and spills to be contained using appropriate trays or containers
- Ensure all oil contaminated materials are disposed properly

b. Major Spillage

- The first person spotted the spill must eliminate all sources of ignition
- If it is safe, stop or reduce the spill by closing the relevant valves or pumps
- Ensure appropriate PPE is worn
- Prevent oil in storm water drains or cable trenches from discharging to sea.
- Close all discharge valves on separators during spill
- Storm water outfall drain should be blocked using sandbags in combination with oil sorbents and sands
- All persons in the vicinity should assist and help to contain the spill.
- All oil retained in drainage system, bunds etc, immediate access to vacuum or pump equipment to remove materials from these areas is required

1.2 Clean Up On Site

- a. Contaminated soil should be excavated as fast as possible
- b. All contaminated materials should be stored in durable containers
- c. Rags & spilled contaminated items shall be disposed as scheduled waste according to scheduled waste procedures



d. Where significant ground contamination has occurred which cannot be readily cleaned up by excavation seek external assistance as soon as practical to prevent the spread of oil and risk discharge of oil to external drain.

Chemical Spillage

- Always remember wear protective clothing when handling spillage
Selalu gunakan pakaian pelindung dan sarung tangan saat menangani bahan kimia yang tercecer atau tumpah.
- ALWAYS wash spillage with large amounts of water & dry thoroughly
SELALU cuci tumpahan bahan kimia dengan air yang banyak dan keringkan secara menyeluruh
- ALWAYS remove leakage container
SELALU singkirkan / amankan tempat bahan kimia yang bocor
- ALWAYS remove chemical spillage with a proper cloth
Gunakan kain yang sesuai untuk membersihkan kawasan yang tertumpah.

Management,

A handwritten signature in black ink, appearing to read 'Wiryana Negara', is written over a light gray rectangular background.

Wiryana Negara
General Manager