* PPE should de disposable or easily decontaminated (i.e. autoclaved). DO NOT reuse PPE unless decontaminated.

Reporting

Spills must be reported as soon as possible to the following individuals/groups;

- the lab supervisor/Principle Investigator
- the ORM (562-5800 x 5892)
- Protection Services (562-5800 x 5411)

Reports should include:

Your name

- Exact location of spill
- Contact information where you can be reached
- Type of emergency
- The details and action taken

If any injuries occur as a result of a spill, an Accident, Incident or Occupational Disease Report Form must be completed and submitted to the Manager of Occupational Health, Disability and Leave.

General Guidelines

Whenever a biological spill occurs, it is important to observe the following guidelines:

Stop what you are doing and assess the situation. (What is the nature of the spill, what is the extent of the spill, have I been contaminated?)

- Notify others working in the area, notify your supervisor. (For emergency situations or control issues call x 5411)
- Isolate the area. (Restrict access, keep doors closed)
- Clean the spill immediately to ensure proper decontamination and reduce the risk of infection unless there is a risk of aerosol or droplet formation, in which case evacuate the area immediately and wait 30 minutes prior to re-entry.
- **Always** wear Personal Protective Equipment when cleaning a spill.
- All spills must be reported.
- If you must leave the scene at any time, you must leave a note/sign informing others of the spill and include the time you left and plan to return.

Additional assistance is available from:

The Environmental Health and Safety Service at x 5892

- The Emergency Response Team via x 5411
- Your departmental Environmental Health and Safety Officer

Clean-up Procedures

The following procedures are basic spill clean-up procedures; it is the responsibility of the Principle Investigator to ensure appropriate procedures for the materials commonly used in the lab are available.