

Perform Air International Inc.
Administrative System Manual
Procedure III.17: Chemical Spill Control Procedure

Revision	Revision Date	Revision Change
N/I	02/08/2010	Initial Release/Re-Release
1	08/02/2010	Revision to 3.1. Addition of 6.2
2	05/31/2013	Removal of original paragraphs 3.4, 5.1.8 thru 5.1.8.6 and 6.2. Addition of new paragraphs 3.2, 5.1.4 and 5.1.4.1. Repagination of 3.1 thru 3.3 and 5.1.4 thru 5.1.5. Revision to 1.0 (deleted text), 3.1, 4.3, 5.1.2, 5.1.3, 5.1.4.2, 5.1.4.3 and 5.1.4.4.
3	07/01/2013	Pagination of 3.1 thru 3.4 for consistency of format. Revision to procedure for clarification of responsibility and grammar.
4	07/31/2017	Addition of 4.4 and revision to 4.3, 5.1.4 and 5.1.4.3 for incorporation of SDS.
5	05/31/2018	Revision to 3.2, 3.3 Moved text from 5.1.5 to 5.1.1.1
6	10/31/2021	Revision to 3.1, 3.2, 3.3 for position titles
7	05/22/2025	Revision to 3.2 Department responsibility change

1.0 Purpose:

To ensure that chemical spill incidents are minimized and controlled correctly.

2.0 Scope:

All employees who handle, transport, and use hazardous materials and chemicals at Perform Air International Inc.

3.0 Responsibility:

- 3.1** The maintenance of this procedure is the responsibility of the Director of Operations.
- 3.2** The *Quality Assurance Department* is responsible for the control of the MSDS/SDS documents.
- 3.3** The Training Manager is responsible for initial training of Chemical Spill Control Procedure to all employees and documenting on the Employee Training Record.
- 3.4** Departmental management is responsible for ensuring personnel are trained in specific hazards within their specific work environment.

4.0 Definitions:

- 4.1 Chemical:** A substance used in or produced by the processes of chemistry. A chemical has a defined atomic or molecular structure that results from, or takes part in, reactions involving changes in its structure, composition and properties.
- 4.2 Hazardous:** Potentially dangerous to human beings or the environment.
- 4.3 MSDS:** (Material Safety Data Sheet) – a written document that outlines information and procedures for handling, storing, and working with chemicals; they contain physical and chemical property information, potential hazard information, emergency procedures, and manufacturer contact information.

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4.4 SDS: Safety Data Sheet; a written document that contains information similar to a MSDS but in a standardized 16 section format for ease of accessing the information.

5.0 Procedure:

5.1 When a chemical/hazardous material spill occurs the employees of Perform Air International Inc. will follow these safe work practice controls:

5.1.1 Upon discovery of a chemical spill, the employee will alert the employees in the immediate work area that there has been a chemical spill; the supervisor/manager needs to be notified immediately.

5.1.1.1 Report any chemical exposures, injuries, or illness to management immediately.

5.1.2 If warranted, evacuate the building using the Emergency Action Plan Procedure, ASM III.11.

5.1.3 For small spills, clearly block off the spill area. Contain the spill by surrounding it with spill socks.

5.1.4 Locate the correct MSDS/SDS and review the spill control instructions. Proceed with the following steps as outlined within the MSDS/SDS.

5.1.4.1 Wear the appropriate personal protective equipment for the hazard.

5.1.4.2 Use appropriate spill absorbent materials to clean-up the spill.

5.1.4.3 Store all clean-up materials in a plastic bag and use a container to store the hazardous waste. All clean-up material must be disposed of per MSDS/SDS instructions or hazardous waste regulations.

5.1.4.4 Decontaminate all areas where the spill occurred, including any cleaning tools used.

6.0 Records:

6.1 Employee Training Record (Form 66.01)