



Spill Contingency Plan

151 Wescar lane, Carp

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EMERGENCY RESPONSE NOTIFICATIONS

Store Mailing Address: 151 Wescar Ln, Carp, ON K0A 1L0.
Owner's Mailing Address: 151 Wescar Ln, Carp, ON K0A 1L0
Primary Contact (owner): Mark Watson
Telephone Number (cell): 613 229 6187
Type of Business: Equipment Rental and Repair

Emergency Contact Information:

Primary Contact: Patrick Kelahear
Office Number: 613 270 0733 Cellular/Pager: 613 294 8619
Alternate Contact: Christopher Lang
Office Number: 613 270 0733 Cellular/Pager: 613 913 5896

Environmental Contact Information:

On-Site Coordinator: Manager **Patrick Kelahear**
On-Site Alternate: Assistant Manager **Christopher Lang**

Following the initial response to protect the health and safety of the person(s) in danger, facilities should immediately report the safety hazard to the proper authorities. For example, safety hazards or other serious incidents could be:

- Injuries which may result in death or permanent disability.
- Damage to property or natural resources.
- Oil spills, release of gases, any hazardous material leak, etc.
- Fires and/or explosions
- Any situation which may cause media, government, or public attention.

Agency Notifications

Ontario Ministry of the Environment
Spills Action Centre

1 - 800 - 268 - 6060

Following notification to the Spills Action Centre by phone, a written response is required. The address is as follows:

Spill Action Centre
5775 Yonge Street, 10th floor.
North York ON. M2M4J1
Tel: (416) 325 – 3000
Fax: (416) 325 – 3011

In the event of a spill or hazardous waste or material incident, the following information is needed.

- Name of person and business
- Business street address
- Location of incident
- Type of incident (oil spill, gas release, etc.)
- Nature and volume of materials involved.
- Extent of injuries
- Possible hazards to human health and/or environment

Organization	Telephone Number
Fire Department	911 or 613.590.2000
Ottawa Police	911 or 613.236.1222
City of Ottawa	613.580.2400
Ontario Police	1.888.310.1122
Paramedics	911
Hospital/Clinic	613.737.7777
Hazardous Material Spill Contractor	GFL Ottawa. 613 739 1070
Head Office	905 326 0101

Miscellaneous Contact Information:

Used Oil & Filters – Tomlinson 1-800-263-5048

Insurance (company & name of Agent) Travellers, Brenda Redcross

SPILL RESPONSE

When any pollutants are spilled into the environment, it is the Ministry's primary concern to ensure that the responsible parties take care of, contain and clean up the site in accordance with the Ministry's guidelines.

The Spills Action Centre is a 24-hour-a-day hotline, which receives and records province-wide reports of spills and coordinates the appropriate responses.

A spill is defined as any release of pollutants into the natural environment originating from a structure, vehicle, or any other container, and that are abnormal to day-to-day operations. Spills must be reported to the Ministry and to the appropriate municipality if they cause or may cause any of the following:

- Impairment to the quality of the natural environment – air, water, or land
- Contamination of any fresh water source or waterway
- Injury or damage to property or animal life
- Health effects
- Safety risk
- Spillage into sewers, drainage, or underground stream systems
- Property, plant, or animal life being unfit for use.
- Interference with the normal conduct of business

In the event of a spill, the following steps should be taken:

1. Evacuate the immediate area, if necessary.
2. Shut off valves, pumps, and electrical equipment as appropriate.
3. Remove or restrict any potential ignition source from the area if the material is flammable.
4. Cover or dike all existing floor drains, sumps, and storm drains if not already covered.

5. Identify the source of the spill and stop the flow of material if this action poses no danger to personnel.
6. Contain the spill by use of absorbent socks/pads, and then apply the appropriate absorbent material (kitty litter, Absorbball, etc.).
7. Collect all absorbed material or contained liquid and dispose in the appropriate containers. Liquids and solids should be packaged in separate containers.
8. Label all containers with the type of waste and the start date of accumulation.
9. Notify the appropriate agencies and Health, Safety and Environmental corporate contacts.
10. Once the spill has been controlled and the waste has been secured, inspect the area for cleanliness and decontaminate all equipment used in the cleanup.
11. Replace all used material and ensure that all response equipment is in good working condition.
12. Manage and dispose of collected absorbents and liquid in accordance with Ontario's environmental regulations.
13. Each store should have the following:
 - Spill response kit capable of containing 25L. (absorbent spill socks and pads, absorbing materials)
 - Personal protection equipment (gloves, boots, etc.)
 - First aid kit
 - Eye wash station
 - Fire extinguishers.

PREPARATION AND PREVENTION

Preventative measures should be implemented at site level to ensure quick and efficient clean-up if a spill takes place. Furthermore, loading and unloading oil should be conducted in a manner deemed approved by head office.

- All loading and unloading of oil take place alongside the building and is performed by qualified personnel.
- Catch basins or drip pans should be placed under hose connections.
- Monthly visual inspections of above ground tanks, piping and indoor tanks should be conducted.
- Tank volumes should be measured weekly for inventory control as well as to check for loss of product due to slow leak.

- All services should be conducted indoors.
- The shop must be locked, and alarm activated when unopened.
- The breaker boxes that supply power to compressor must be turned off prior to closing.
- Main air compressor and air lines should be drained daily.
- Emergency telephone numbers posted at each telephone.
- Fire extinguishers are in service bay.
- Spill Kits should be available in each building.
- Local Police and Fire Departments should be familiarized with the facility and any hazardous material within.
- A manager must be in the building during business hours.
- **Smoking is not permitted in any work area of the building.**

EVACUATION PLAN

Employee Evacuation

In the event of a fire or a hazardous spill, it is the manager's duty to conduct an orderly evacuation process. The signal to evacuate the shop would be a vocal signal. A specific spot away from the hazard is to be designated as a safety or staging area. It is also the duty of the manager to determine what is in fact reasonable cause for evacuation.

Incidents that may cause the need for evacuation could be:

Uncontrollable water flooding

The person(s) in charge should make sure the main water supply is turned off. Any electrical system that may cause further damage should be turned off as well. Notify the used oil transporters to pump out the flooding water. Proceed to evacuate the building to the designated safety area.

Release of flammable liquid

If a spill occurs, and if it is safe to do so, isolate the immediate area of the spill. Ensure that all customers and employees are evacuated to a safe area. Shut off any ignition source. If the spill constitutes notification, then call the appropriate agencies. If the spill can be contained, ventilate the facility to release harmful vapours before allowing anyone to return to the area.

Large oil spills

The manager, with help from staff, if safe, shall isolate the area of the spill with absorbing materials. If necessary, contact the designated Hazardous Material Spill contractor. If evacuation is needed, proceed with caution to the designated safety area.

Evacuation Routes

Every building should have a mapped layout of the building in plain view, and this should be reviewed on a monthly basis. This map should include all possible exits and emergency exits as well as a designated safety zone.

Office Area

Evacuation Route: Exit the Customer Waiting Area through the entrance/exit doors. Proceed to the designated safety zone.

Shop Area

Evacuation Route: Exit through Office and Customer Waiting Area as mentioned above. Proceed to the safety zone.

Alternate Route: Proceed through the bay doors. One door should always remain open during a regular business day. Proceed to the safety zone.

All Emergency Exits must be clearly marked and unlocked during business hours.

Evacuation Drills

For all employees to be prepared for any possible emergency, the manager shall conduct annual evacuation drills. If possible, schedule an appearance with the local fire and police departments.

The manager is responsible for all employees in the event of a fire or fire drill. All employees must remain in the designated evacuation area until the fire is extinguished, or the drill is complete. Emergency authorities will be notified in the event of a missing employee during an actual emergency.

Any evacuation drill will be recorded on the Evacuation Drill Records, to be retained at the store for a period of 5 years. Copies of Evacuation Drill Record and Drill Roster follow:

Evacuation Drill Record

Facilitator's Name: _____

Title: _____

Date of Drill: _____ Time Required: _____

Signature of Facilitator: _____

Facilitator's Name: _____

Title: _____

Date of Drill: _____ Time Required: _____

Signature of Facilitator: _____

Facilitator's Name: _____

Title: _____

Date of Drill: _____ Time Required: _____

Signature of Facilitator: _____

Facilitator's Name: _____

Title: _____

Date of Drill: _____ Time Required: _____

Signature of Facilitator: _____

The Facilitator is the person conducting the drill.

Evacuation Drill Roster

Date of Drill: _____

Print Employee Name

Signature
