

Safe Working Practices

SWP-19 Spillages

Environment Agency Guidelines and current legislation make it an offence for any polluting matter to enter controlled waters (rivers, lakes, streams etc). Before attempting to tackle any spillages of dangerous liquids ask for assistances and always wear appropriate Personal Protective Equipment (PPE).

GENERAL

- 1.0 This procedure is intended for all TMHUK Team Members in the event of a spillage. To ensure that the spillage is isolated, contained, absorbed, cleaned up and that the waste is disposed of safely, using whenever possible, the Company Waste Stream.
- 1.1 All technicians have access to substance Material Safety Data Sheets and these must be referenced for any specific hazards or spillage/disposal information.
- 1.2 All Team Members should report any spillage to their Line Manager and follow instructions on disposing of the Waste. If you are on a customer site, you **must** also report it to them.
- 1.3 An accident resulting in the escape of any hazardous substance e.g. oil, to sewer or land must be reported immediately to the site contact, most senior leader available and the Quality, Health, Safety & Environmental (QHSE) Team, followed by the completion of form Q081.
- 1.4 These Instructions are for After Sales, Warehouse and/or Workshop Team Members:
- 1.5 All Field Service, Warehouse and Workshop Team Members have access to a Toyota issued Spill Kit which is clearly marked. All of our Business Centres have marked containers in designated areas, with the below process displayed.
It is the responsibility of all Team Members to ensure that they have direct access to these and are familiar with Spill Kit storage areas.

PROCESS:

- 2.0 **ISOLATE**
Whenever possible try to isolate the area of the spillage with caution tape or other suitable control measures (cones etc). In the case of potentially flammable material, extinguish all cigarettes and naked flames and ensure the correct fire extinguisher is available.
- 2.1 **CONTAIN**
The company issued standard Spill Kit consists of: soak pads and an absorbent sock, absorbent granules can be ordered separately. Waste disposal bags and gloves are also included. Use the appropriate items to contain the spillage.
- 2.2 **ABSORB**
The pads can be used directly onto the liquid to absorb most oily substances, the sock to absorb and contain. Granules can also be used and will absorb most liquid chemicals.
- 2.3 **CLEAN-UP**
When all of the spillage has been absorbed and recovered a final clean-up of the area should be carried out to ensure that there is no slip hazard.

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When the clean-up has been completed you can remove the control measures that have been put in place. In some instances, particularly on customer sites, you may have to seek permission to remove the control measures before allowing others to resume work in the affected area.

2.4 **DISPOSAL**

Be aware that saturated absorbent material takes on the properties of the liquid that has been absorbed and this may then be classified as Hazardous Waste. The competent person should ensure that the waste is disposed of correctly using a suitable waste disposal bag or container.

If the waste is considered Hazardous and is being returned, via carrier, to Toyota's Parts Department the bag or container should be clearly labelled with its contents.

If you are in any doubt contact a member of the Quality Safety & Environmental (QSE) team for advice.

Never dispose of this waste in a general waste bin or skip.

CHILDREN AND YOUNG PERSONS

3.0 See Safety & Environmental Manual procedure "Employment of Young Persons" for precise definitions on children and young persons.

3.1 "Children" should not be allowed to work unsupervised at any time in any area. They must always be accompanied and supervised by a competent person.

3.2 "Young Persons" should not be allowed to work unsupervised at any time in any area. They must always be adequately supervised by a competent person, subject to the conditions of this procedure and any appropriate SWP.

REPORTING

4.0 As per SM-43 Environmental Accident/Incident Reporting & Investigation

4.1 All accidents/incidents will be reported by the process operator/controller or witness, to the appropriate departmental manager, using Part A of form Q081 – Environmental accident/incident Report & Investigation.

RECORDS

5.0 The Quality-Safety Manager will hold copies of all forms Q081 in perpetuity.