

In case of a chemical spill requiring assistance you should call **911**.

### **EMERGENCY PHONE NUMBER**

The University Police Department should be contacted at 911 in the event of any type of emergency. Explain the situation, the call is linked directly to the City's 911 call centre. Routing the call through UPD will allow them to direct the outside service to the proper campus location. Do not use 9 to dial an outside line.

#### Other Important Phone Numbers:

- \* Staff Faculty Health Services – 82047
- \* UWO Police (non-emergency) – 83300
- \* Western Foot Patrol – 83650

## EMERGENCY EQUIPMENT

### Eyewash and Safety Shower

An eyewash and safety shower must be accessible at all times in all areas where chemicals dangerous to the skin and eye are used. Personnel must not have to travel more than 25 m (75 ft) or through more than one door to reach the eyewash/shower station.

### Fire Extinguishers

All areas where hazardous materials are used must be equipped with sufficient fire extinguishers of the correct type for the materials being used or produced. Contact Fire Prevention at 8263 for further information.

### Testing of Equipment

All emergency equipment must be checked periodically. Eyewashes/safety showers shall be tested annually by the plumbing shop of the Physical Plant Department. Personnel are encouraged to activate their eyewash station on a weekly basis to ensure water is flushed through the system and to become familiar with its operation. The fire extinguishers will be inspected monthly by PPD Caretaking. A record of the check will be recorded on a tag attached to the equipment.

## FIRST AID

It is the responsibility of the Laboratory Supervisor to assist with compliance to the First Aid Regulations 1101, Workplace Safety Insurance Board Act (located in each first aid kit). It is the responsibility of the supervisor to ensure that all lab personnel are familiar with the location of the closest first aid kit. There must be two employees with up-to-date first aid training for each first aid kit.

For emergency care and ambulance contact UPD at ext. 911. For care of non-serious occupational injuries, contact Staff/Faculty Health Services at ext. 85471 in room 25 UCC.

If first aid is performed a First Aid Report should be completed along with an Accident/Incident Form and both sent to OHS room 60 Stevenson-Lawson Building. For further information contact the First Aid Program Coordinator at ext 82036.

## SKIN EXPOSURE

1. Wash all exposed areas for 15 to 20 minutes with running water.
2. Do not use soap or detergent unless stated on the MSDS.
3. Obtain further medical treatment at a hospital if irritation persists, damage is apparent or if the MSDS states that further treatment is required. Take a current copy of the MSDS along with you. Attach MSDS to persons clothing if an ambulance is required.
4. Large splashes require the use of a safety shower. Safety showers are most effective when all clothing is removed.

## EYE EXPOSURE

1. Flush the eyes for 15 to 20 minutes with running water. Hold the eye open while flushing.
2. Always seek further medical attention at a hospital in the case of eye exposures to hazardous materials. Take a current copy of the MSDS along with you.

## FIRES

Before using any chemicals you should make yourself familiar with all the potential fire hazards associated with the chemical. This information will be found on the material safety data sheet in the fire and explosion and reactivity sections. The information will include the decomposition products, critical temperatures, and the most applicable type of fire fighting equipment to be used should a fire get started.

If a small fire does start in an area and is contained in a beaker, flask or other small container (not larger than a basketball), you may attempt to extinguish the fire with the proper fire extinguisher or by smothering it. Pull the fire alarm before using the extinguisher or send someone to do so. Ensure someone is present with another proper extinguisher.

If the fire is not limited to a small area, if volatile or toxic materials are involved, if you are unfamiliar or unsure of how to use a fire extinguisher, or if you have failed in your attempt to extinguish a small fire, you should: GET OUT AND STAY OUT. Never enter a room if you suspect a fire inside.

### IN THE EVENT OF A FIRE – TAKE THE FOLLOWING STEPS–

1. Vacate the area and if possible close all doors that will isolate the fire from the rest of the building.
2. Activate the fire alarm and inform everyone in your immediate area that there is a serious fire.
3. Evacuate the building using the stairs. Do not use the elevators.
4. Once outside dial 911 from a safe location. Meet the Fire Department at the entrance of the building and explain the nature of the fire, and the identity of all possible associated hazards such as toxic fumes, explosive potential, fire extinguishing media, etc.

Use a fire extinguisher after you have pulled the alarm, and only if you feel that the fire is small enough to be extinguished (smaller than a basketball). The ABC dry powder/multi-purpose 10 pound extinguisher is the best fire extinguisher to use in this situation.

Fill out an accident/incident report.

## CLASSES OF FIRE

A Class – ordinary combustibles such as wood, paper, cloth, plastic, etc.

B Class – flammable and combustible liquids

C Class – charged electrical fires

D Class – combustible metals

## TYPES OF EXTINGUISHERS

ABC Dry Powder/Multipurpose, and ABC Halon 1211– These extinguishers will extinguish class A, B and C fires. Use the Halon 1211 only in areas where dust from the dry powder/multipurpose will damage sensitive electrical or optical components.

Pressurized water extinguishers will only work on A Class fires. Do not use this type of extinguisher on a charged electrical fire since electrical shock may result. When used on a flammable liquid it will cause the fire to spread.

None of these extinguishers will work on a combustible metal fire (D Class). If you are using combustible metals consult with Fire Prevention at extension 88266 for the proper extinguisher.

## CHEMICAL SPILLS

1. The hazardous material user is responsible for cleaning up a spill. If the spill is beyond the resources or abilities of the users to cleanup, contact UPD at 911. This duty must not be delegated to other staff such as caretakers.

2. In cleaning up a spill the following guide should be followed:

a) Determine what was spilled and if the area is safe. If there is any doubt about the safety of an area or the nature of the spilled material evacuate the area using the fire pull station. If the pull station is used, meet emergency personnel.

b) Administer first aid where needed.

c) Secure the area to prevent others from entering

d) Gather required information such as MSDSs. Consult your supervisor and/or OHS. Carefully evaluate the situation and form an action plan.

e) Put on all required personal protective equipment.

f) Using appropriate cleanup agents, cleanup spill.

g) Dispose of residue according to Hazardous Materials Management Handbook or contact OHS for advice.

h) Fill out an accident/incident report.

### Priorities in the Event of a Spill

1. People

2. The Environment

3. Property

