

Clinical Process Instruction Manual

Biohazard and Chemical Spill Clean-up Process Instruction

Policy:

In the event of a biohazard or chemical spill, Trillium Gift of Life Network (TGLN) will ensure best practices are used to assess the spill and take appropriate action to clean it up. The following safety principles apply:

- avoid direct contact with the spilled material,
- apply routine practices in all cases of spills and use of personal protective equipment (PPE),
- treat all blood and blood products as if they are infectious material
- do not handle sharps with hands, and
- avoid generating aerosols from sweeping.

All Surgical Recovery Coordinators (SRC), Tissue Recovery Coordinators (TRC), Multi Tissue Recovery Coordinators (MTRC), and Inventory Assistants shall be trained in the spill clean-up procedure and know the location of the spill kit. Biohazardous and chemical spills should never be cleaned-up by non-trained individuals. All spills should be reported to the manager or designate. See Work Injury and Exposure Process Instruction, CPI-9-1502.

Process:

Spills at the TGLN Office

1. Staff shall immediately obtain the spill kit located in the Utility Room of the Clinical Receiving/Storage area. The spill kit is a labelled 5-gallon polypropylene pail with a lid. The pail is used to store materials and to act as a waste pail in the event of a spill.
2. Staff shall use the universal spill kit to clean up the spill. The universal spill kit contents include:
 - non-controlled copy of the spill clean-up procedures
 - universal absorbent pads and paper towels
 - undiluted household bleach
 - disposable nitrile gloves (at least two pairs per person) and one pair reusable chemically resistant gloves
 - forceps for sharps or other objects
 - full face shield

Clinical Process Instruction Manual

Biohazard and Chemical Spill Clean-up Process Instruction

- isolation gown and disposable shoe covers
 - polypropylene dustpan, brush and scoop (disinfectable or disposable)
 - biohazard bag
 - sharps container
 - caution: Wet Floor cone
3. Staff shall display the “Caution: Wet Floor” sign to notify others who may enter the area of the spill to not enter it at this time. Only staff members who have appropriate training shall enter the area.
 4. Staff should don the appropriate PPE before cleaning the spill. See *Routine Practices and Personal Protective Equipment Process Instruction, CPI-9-1504*.
 5. Contain the spill with absorbent material from the spill kit. For example, gently cover the spill with paper towels or other absorbent material. Determine the extent of the splashed area and cover it all with paper towels.
 6. Gently pour disinfectant on the absorbent paper starting at the outside and moving to the centre.
 7. For biological spills, let stand for 30 minutes to allow adequate contact time.
 8. In the event of a chemical spill, staff should identify the chemical and consult with the chemical’s SDS to determine what steps are necessary to safely clean up the spill.
 9. Dispose of contaminated materials appropriately in a leak-proof container. Refer to the *Hazardous Waste Disposal Process Instruction, CPI-9-1506*.
 10. When clean-up is complete, rinse the spill site with water.
 11. Staff must notify the Inventory Assistant to replenish the used spill kit supplies.
 12. Staff must report the spill to the manager or designate. See *Work Injury and Exposure Process Instruction, CPI-9-1502*.
 13. The manager or designate is responsible for contacting the Director Quality to raise a corrective action, as per *Corrective and Preventative Action Procedure, QSP-14-1*. The Director Quality will investigate the root cause of the spill and work with the manager to complete the corrective action to ensure conditions that led to the spill do not reoccur.

Clinical Process Instruction Manual

Biohazard and Chemical Spill Clean-up Process Instruction

Spills at the Forensic Services and Coroners Complex

14. Staff shall immediately obtain the spill kit located in the Scrub room.
15. The spill kit is a labelled 5-gallon polypropylene pail with a lid. The pail is used to store materials and to act as a waste pail in the event of a spill.
16. Staff shall follow steps 2 to 15 above.

Spills at a Hospital/Other Facility

17. Staff shall notify appropriate hospital/facility personnel of the spill.
18. Staff must report the spill to the manager or designate. See Work Injury and Exposure Process Instruction, CPI-9-1502.

Records:

Record Name	Form No. (if applicable)	Record Holder	Record Location	Record Retention Time (as a minimum)
Corrective/Preventative Action Report	QSF-14-1	Quality Department	Quality Department	16 years

References:

- Standards for Tissue Banking, American Association of Tissue Banks, United States, 14th edition, 2017. J3.200 (5)
- *Corrective and Preventative Action Procedure, QSP-14-1*
- *Hazardous Waste Disposal Process Instruction, CPI-9-1506.*
- *Routine Practices and Personal Protective Equipment Process Instruction, CPI-9-1504.*