



SOP: LFA 00061
Spillage/Breakage of Materials

Alastair Sanderson

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1 Objective

Steps to take during spillage or breakage of materials

2 Scope

Includes all spillage or breakage of materials in the Store Department

3 Responsibility

By Store Assistant/Officer

4 Materials and Equipment

- 4.1. Goggles
- 4.2. Hand gloves
- 4.3. Nose mask

4.4. Drums

4.5. Cleaned containers

5 Procedure

5.1 Solid Materials

- 5.1. Store personnel shall report the incident to the person-in-charge and determine the next set of actions
- 5.2. Restrict access to the place where spillage or breakage occurred to avoid any contamination
- 5.3. Use equipment such as vacuum cleaner, broom or other equipment to collect the spilled material ensuring that personnel is observing safety precautions by wearing appropriate clothes before containing the area. (Ex: Use of safety goggles, gloves, nose mask and other protective gear)
- 5.4. Transfer the contents to a new cleaned container or bag to ensure no contamination
- 5.5. Weigh the content and total quantity of the spilled materials and destroyed it thereafter in front of the QA staff
- 5.6. Request for approval from the HOD and QA as well as Unit Head and upon approval deduct the quantity from the bin card
- 5.7. Do a detailed report of the accident and the steps taken down to prevent future occurrence of the incident

5.2 Solvent Materials

- 5.1. Store personnel should cordon the area to restrict traffic in the area
- 5.2. If the spilled material is liquid or solvent, immediately open the windows and doors to provide proper ventilation
- 5.3. Mop the spilled material as per the SOP ensuring that the person cleaning is wearing protective attire such as safety goggles, nose mask and other precautions, discarding the spilled solvent in the ETP

- 5.4. Remove and transfer the contaminated drum to another clean container
- 5.5. Weigh the content and total quantity of the spilled materials and destroyed it thereafter in front of the QA staff
- 5.6. Request for approval from the HOD and QA as well as Unit Head and upon approval deduct the quantity from the bin card
- 5.7. Do a detailed report of the accident and the steps taken down to prevent future occurrence of the incident

6 Abbreviations

SOP Standard Operating Procedure

HOD Head of Department

ETP Effluent Treatment Plant