

## APPENDIX 2

### HOW TO MANAGE SPILLS AND EMISSIONS OF CHEMICALS THAT ARE HAZARDOUS TO THE ENVIRONMENT AND TO HEALTH.

*INTENDED FOR THOSE WHO WORK IN ACTIVITIES WITH CHEMICALS, E.G. LABORATORIES AND WORKSHOPS*

#### SPILLS OF CHEMICALS WITH DANGER SYMBOLS/DANGER PICTOGRAMS

1. Put up a barrier, close the door and notify persons near the spill location. Evacuate if necessary. Post warning signs.
2. Use the disconnecter which is outside the room to switch off electricity if a flammable substance has been spilled.
3. If there is a critical emission of hazardous chemicals or a flammable substance entailing a risk of serious consequences, e.g., injury to a person or fire, call SOS Alarm at (0)112.
4. Inform your manager about what has happened, and for flammables you must also report to the head of the department or to the person appointed by him or her for flammable substances.
5. Assess whether you can clean up yourself without risk, by reading the risk assessment and/or safety data sheet or asking your manager. If you need help, contact Sysav Industri tel: 040-635 19 00 or the safety advisor directly, Per Malmquist 040 635 19 02. Outside office hours, contact LU Emergency, tel: 046 222 07 00.

#### *IF YOU CAN CLEAN IT UP YOURSELF:*

1. Fetch the equipment you need, i.e. protective equipment, absorbant materials, containers for collecting the spill, a shovel or the like. The equipment should be available in the chemicals storage area or the storage area for hazardous waste
2. Ask a colleague to assist you in cleaning up – you may need help fetching things or calling someone
3. Put on a breathing mask, gloves a lab coat and protective eye glasses, boots/shoe protectors.
4. For liquid spills, use appropriate absorbant material.
5. Remove the spill with a shovel or the like. Transfer it to a plastic container with an airtight lid, e.g. a yellow plastic box from Sysav Industri or an unlabelled corrugated cardboard box with a plastic liner bag (place the waste/spills in the plastic bag and then close the bag). Contaminated gloves, absorbant material, drying materials, etc. must also be placed in the container.
6. Close the container.

7. The container must be labelled “Spill of xx (name of the spilled substance)” and when appropriate “soaked up in absorbant material”
8. The waste will be managed as chemical waste. See 13. *Chemical waste* in the Waste Management Handbook.
9. Clean the floor carefully afterwards. **Never** have the cleaners wipe up the chemical spill! They do not have the training to manage this type of cleaning.
10. Ensure that the cleaning materials you have used are replaced. See local procedures for how to order them.
11. Report the event in accordance with the University’s incident and accident reporting. (<http://www.hr-webben.lu.se/hr-blanketter-mallar-och-manualer>)

## DISCHARGE TO DRAINS OF CHEMICALS THAT ARE HAZARDOUS TO THE ENVIRONMENT AND TO HEALTH.

If a spill of chemicals with a danger symbol or a danger pictogram has been poured into a drain the following must be done:

1. Contact your manager and the organisation’s work environment/environmental coordinator or equivalent to assess what is to be done.
2. Inform the Work Environment, Sustainability and Safety Division (Head of Sustainability Claes Nilén, tel: 046 222 41 59, Environmental Coordinator Maria Nilsson 046 27082 or Ylva Lundgren 046 222 30 87). Outside of office hours, contact LU Emergency, tel: 046 222 07 00.
3. The Work Environment, Sustainability and Safety Division will determine whether the event must be reported to VA Syd (or equivalent) and the municipal environmental health department and how this is to be done. See contact information below.
4. Report the event in accordance with the University’s incident and accident reporting. (<http://www.hr-webben.lu.se/hr-blanketter-mallar-och-manualer>).

### CONTACT INFORMATION:

#### **Drainage cleaning agency**

Lund and Malmö: VA Syd, tel: 040 635 00 00

Helsingborg: NSVA, tel: 010 490 97 00

Ljungbyhed: Klippans kommun, tel: 0435 280 00. Emergency number, outside of office hours: 0435 103 10

#### **Municipal environmental health departments**

Lund: 046 35 52 61

Malmö: 040 34 10 00

Helsingborg: 042 10 50 00

Ljungbyhed (Klippan municipality): 0435 280 00