

**HOUSEKEEPING  
SPILL PREVENTION  
CONTROL  
Of  
HAZARDOUS WASTE**



Steingass Mechanical Contracting, Inc.  
754 Progress Drive  
Medina, Ohio 44256  
(330) 725-6090

## **PURPOSE**

This plan addresses project wastes, trash and/or scrap materials generated during the course of construction and work to be performed. In addition this plan describes the response actions that will be taken in the event of a release of hazardous material and/or hazardous waste.

## **RESPONSIBILITIES** (Management Commitment)

Steingass Mechanical Contracting, Inc. shall instruct all appropriate employees in the safety significance of this program and the proper handling, organization and storage of waste and scrap materials to minimize slips, trips or the potential for a spill or impact to the environment.

## **SCOPE**

Prior to the work being performed Steingass Mechanical Contracting, Inc. will estimate the waste that will be generated, the type of containers or receptacles needed and the duration between adequate waste removal.

In the event that any waste generated is classified hazardous, employees will be trained to ensure proper handling and disposal.

All waste shall be evaluated based on type generated to ensure proper segregation and/or potential for reuse or recycling.

Any or all storage containers and/or storage areas will be secured and/or covered to prevent dispersion of waste material and to eliminate the potential for runoff.

All waste and or debris shall be kept clear from work areas, passageways, stairs in and around building or other structures.

Combustible scrap and debris shall be removed at regular intervals during the course of construction. Safe means shall be provided to facilitate such removal.

Containers shall be provided for the collection and separation of waste, trash, oily and used rags and other refuse. Containers used for garbage and other oily, flammable, or hazardous wastes such as: caustics, acids, harmful dusts, etc., shall be equipped with covers. Garbage and other waste will be disposed of at frequent and regular intervals.

## **DEFINITIONS**

**Spill** is defined as an unexpected release of any hazardous material from a container.

For operational purposes, spills of any hazardous material will be divided into two levels:

1. Less than 1 gallon
2. Greater than 1 gallon.

**Leak** is defined as a release from a container via a puncture or weak spot in the container.

Leaks are divided into two levels:

1. Slow leaks resulting in slow discharge of a material
2. Major leaks, such as from a container puncture, resulting in rapid discharge of more than 1 gallon of material.

**First Responder** is defined as individuals who are likely to witness or discover a hazardous substance release and who have trained to initiate an emergency response sequence by notifying the proper authorities of the release.

## **NOTIFICATION REQUIREMENTS**

1. The designated onsite Emergency Coordinator will be available at all times to take responsibility for coordination of all emergency response measures. The Emergency Coordinator is the most senior official and is thoroughly familiar with all aspects of this written Contingency Plan, and has the authority to commit the resources needed to carry out the plan which outlines a specific chain of command, tasks objectives and site specific procedures.
2. The Emergency Coordinator is thoroughly acquainted with all facility operations and activities, the location and characteristics of raw material and waste handled, the location of all records within the facility and location of emergency equipment
3. The emergency coordinator shall ensure that the written Safety and Health/Contingency Plan has been designed to identify, evaluate and control safety and health hazards and when implemented to handle anticipated emergencies prior to the commencement of emergency response operations. The plan, in writing, is available for inspection by employees and their representatives and/or by OSHA.
4. The emergency coordinator shall ensure that all appropriate employees are trained upon initial assignment and receive refresher training annually thereafter in the area they are working in, the duties and functions they are to perform, personal protective equipment they need, safe work practices which minimize hazardous risks and any engineering controls or equipment. This training will be conducted by certified and qualified instructors.

- A. Feasible engineering controls include the use of pressurized cabs or control booths or equipment and/or the use of remotely operated material handling equipment. Engineering controls, work practices, and personal protective equipment shall be used to reduce and maintain exposure limits.
5. The emergency coordinator shall coordinate pre-emergency planning with outside parties, personnel roles, lines of authority, training and communication, emergency recognition and prevention and safe distances and places of refuge.
  6. Air monitoring will be used to identify and quantify airborne levels of hazardous substances. The monitoring will address initial entry, periodic monitoring, possible IDLH conditions and the possibility of exposure.
  7. Any spill, less than one gallon or a slow leak in the facility may be cleaned up by the employee at his/her discretion, following the instruction outlined on the appropriate MSDS sheet.
  8. Any spill or leak greater than 1 gallon must be brought to the attention of the Emergency Coordinator. If the spill involves a hazardous material, all employees must leave the immediate area until the problem is corrected and safe conditions exist.
  9. Any spill or release with potential threat to human health and/or the environment must be reported to the required governmental agencies as outlined in Emergency Coordinator Responsibilities.

## **RESPONSE PROCEDURES**

1. Leave the immediate area while donning appropriate personal protective equipment - eye, face, hand and respiratory equipment as advised on the Material Safety Data Sheet (MSDS).

If the spill is of reportable size as outlined under "Notification Requirement" of this program, **DO NOT RE-ENTER THE CONTAMINATED AREA** until the Emergency Coordinator arrives.

2. Identify the spilled material (MSDS) and if possible, remove any documentation from the spilled container to a safe place.
3. Select appropriate spill fighting equipment and agents (MSDS information).
4. Contain the spill by diking with appropriate material (MSDS).
5. Absorb all free liquid.
6. Follow any (MSDS) instructions for the neutralization or detoxification of any hazardous spilled materials.
7. Place all spilled materials into appropriate containers.
8. Thoroughly decontaminate area.
9. Clean, repair and recondition all emergency response equipment.
10. The Emergency Coordinator must certify the area before it is returned to normal use.
11. All spills and details of the clean up operation must be noted and filed.

## **EMERGENCY COORDINATOR RESPONSIBILITIES**

1. The duties of the Emergency Coordinator(s) responding to spills or leaks include, but are not limited to:
  - A. Make certain all-appropriate personnel working at the facility are aware of the emergency and, if necessary, removed to a safe location.
  - B. Make certain spill response materials and spill kits are adequate for any anticipated spills
  - C. Notify and request needed assistance.
  - D. Identify the chemical nature of the spill or leak (MSDS).
  - E. Assess possible danger to human health and the environment. State if emergency evacuation is needed.
  - F. Take appropriate measures to correct the condition and return the situation to a safe condition.
  
2. If a danger to health or the environment exists, the Emergency Coordinator must:
  - A. Notify appropriate local authorities as dictated by the nature of the situation or danger.
  - B. In conjunction with appropriate local authorities, decide if evacuation is necessary. If a real and present danger exists then evacuate the facility immediately

**C. If the spill or leak is of a serious nature  
contact:**

**The National Response Center**

**at: 1-800-424-8806**

**and give the following information:**

- 1. Name and phone number**
  - 2. Name and address of Company**
  - 3. Time and type of incident**
  - 4. Name and quantity of material involved**
  - 5. Possible hazard to health and the environment  
outside the facility**
- D. During the resolution of the emergency, the Emergency Coordinator must take all reasonable measures to limit the extent of the threat.
- E. The Emergency Coordinator must assure all clean up and decontamination procedures are performed consistent with instructions, procedures and information he has available.
- F. Contact the appropriate local, state, and federal agencies.

## **FIRE AND/OR EXPLOSION**

1. In case of fire or explosion, initiate the alarm **before** attempting any other action.
2. If the fire can be fought with extinguishers, do so; otherwise, leave the area immediately.
3. Whenever a fire or explosion threatens, the Emergency Coordinator will leave control of the situation to the most qualified fire fighter available.
4. During a fire or explosion emergency, the Emergency Coordinator is responsible to act as the liaison between Steingass Mechanical Contracting, Inc. and the local emergency response.
5. After the fire is out, the area must be carefully checked for any chemical hazards and, if necessary, decontaminated. The Emergency Coordinator is responsible to ensure the extent of the threat is limited and clean up and decontamination procedures are followed in a consistent manner.

## **OTHER EMERGENCIES**

Any situation, which in the opinion of an employee of the facility poses a Potential threat to human health and/or the environment must be reported to the Emergency Coordinator.

## **MEDICAL SURVEILLANCE**

1. Medical surveillance shall be provided at no cost to all employees who are or may be exposed to hazardous substances or health hazards at or above the established permissible exposure limit, above the published exposure levels for these substances without requiring the use of respirators for 30 days or more a year.
2. Employees who exhibit signs or symptoms which may have resulted from exposure to hazardous substances during the course of an emergency shall be provided with medical consultation.

## **DECONTAMINATION**

1. A decontamination procedure will be developed, communicated to employees and implemented before any employee or equipment may enter areas on the site where the potential for exposure to hazardous substances exists.
2. Decontamination procedures will be monitored by the site safety and health supervisor to determine their effectiveness. When such procedures are found to be ineffective appropriate steps shall be taken to correct any deficiencies.
3. Decontamination will be performed in geographic areas that will minimize exposure of uncontaminated employees or equipment to contaminated employees or equipment.
4. Where the decontamination procedure indicates a need for regular showers and change rooms outside a contaminated area they shall comply with 29 CFR 1910.141
5. Personal protective equipment shall be decontaminated, cleaned, laundered, maintained or replaced as needed to maintain effectiveness. When non-impermeable clothing becomes wetted with hazardous substances, employees shall immediately remove the clothing.
6. The site safety supervisor shall ensure that all employees leaving a contaminated area shall be appropriately decontaminated. All contaminated clothing and equipment leaving a contaminated area shall be appropriately disposed of or decontaminated.
7. Unauthorized employees shall be restricted from decontamination areas and change rooms.

## **RESUME OPERATIONS**

1. In the event of a major emergency, which requires normal operations to be disrupted, the Emergency Coordinator must ensure:
  - A. All clean up and decontamination procedures have been carried out and no hazardous conditions exist.
  - B. All emergency equipment used during the emergency is cleaned up and/or replaced and fit for use.
  
2. The Emergency Coordinator in the name of Steingass Mechanical Contracting, Inc. must notify any outside agency contacted during the emergency that the conditions have been corrected and the hazard no longer exists or any information required.
  
3. Within fifteen (15) days after the incident the Emergency Coordinator in the name of Steingass Mechanical Contracting, Inc., must submit a written report to all agencies notified in the preceding step (Number 2). This report must include the following:
  - A. Name, address and phone number of company
  - B. Date, time and type of incident
  - C. Name and quantity of material involved.
  - D. Extent of any injuries
  - E. An assessment of actual or potential hazard to human life or the environment if applicable.
  - F. Estimated quantity and disposition of any recovered material that resulted from the **incident**.