Spill response procedure

SOP TEMPLATE

Check this template against your local regulations and your own policies before you use it.

SOP no.		Version		Effective date	
Owner		Approver		Review date	

Purpose

To make sure every spill is made safe, cleaned up and disposed of correctly, without harm to cleaners or the people using the site.

Scope

Spills of water, cleaning chemicals, oils and body fluids on any site the business cleans.

Responsibilities

Role	Responsibility
Cleaner	Makes the area safe, cleans up spills they are trained for and reports them.
Supervisor	Handles large or unknown spills, restocks spill kits and reviews reports.

What you need

- Spill kit with absorbent, scoop, bags and gloves
- Wet floor signs
- Safety data sheets for every chemical used

Procedure

1. **Make the area safe**

   Put out wet floor signs or barriers and keep people away.

2. **Identify the spill**

   Work out what was spilled. For a chemical, read its safety data sheet for the right protection and clean-up.

   > **Caution:** If the spill is large, gives off fumes, or you don’t know what it is, leave the area, keep others out and call the supervisor.

3. **Put on protection**

   Wear the gloves, eye protection and apron the safety data sheet or the spill kit says.

4. **Contain and absorb**

   Surround the spill with absorbent to stop it spreading, then cover it and let it soak up.

5. **Clean body fluid spills with care**

   Use the body fluid kit, absorb the spill, then clean and disinfect the area.

6. **Dispose and restock**

   Bag the waste as the safety data sheet or site rules say, wash your hands, and restock the kit.

7. **Report it**

   Record the spill, what was used and any exposure, and tell the client if it affects their site.

Records

- The spill or incident report.
- The spill kit restock record.

Related documents

- Chemical handling procedure

Revision history

Version	Date	What changed	Approved by