

# **Contingency Plan**



## **DISCLAIMER**

This Contingency Plan is intended to provide guidance during emergency situations to operators participating as a collection site in the British Columbia Paint & HHW Recycling Program.

The procedures described in the Contingency Plan are not intended to replace any standards, acts or regulations required under Local, Provincial or Federal law; nor is the Contingency Plan intended to relieve the collection site operator or staff of requirements under the law.

Product Care Association of Canada (“Product Care”) accepts no responsibility and assumes no liability resulting from the incorrect use of information contained in the Contingency Plan or from the use of this information in any circumstances other than those described.

Further information about environmental requirements can be obtained from your local BC Ministry of Environment and Climate Change Strategy office.

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As a collection site for the Paint & HHW Recycling Program, a contingency plan is required under the BC Hazardous Waste Regulations. This plan satisfies this requirement for Product Care Programs ONLY. If you collect other hazardous materials on-site, you will require contingency plan that includes those materials.

## 1. EMERGENCY PLANNING, ORGANIZATION, AND RESOURCES

### 1.1. Identification of Hazards and Risks

PRODUCT TYPE	RISK	INCIDENT
Water-based paint	None	Spill
Oil-based paint and paint aerosols	Combustible	Fire
	Environmental contaminant	Spill
Flammable liquid and aerosols	Flammable	Fire
	Environmental contaminant	Spill
Pesticide and aerosols	Environmental contaminant	Spill

### 1.2. Legislation and Industry Standards

Regulation	Section reference	Requirement
Hazardous Waste Regulation	42.3, 42.4	Contingency plan
Spill Reporting Regulation	Schedule	Spill reporting
Transportation of Dangerous Goods Regulations	8.2	Spill reporting

### 1.3. Emergency Organization and Responsibilities

The following personnel have been appointed to carry out actions in accordance with the Contingency Plan:

#### *Primary Emergency Response Co-ordinator (ERC)*

Name	
Title	
Office Number	
Home Number	
Cell Number	

### *Alternate Emergency Response Co-ordinator*

Name	
Title	
Office Number	
Home Number	
Cell Number	

The Emergency Response Coordinator (ERC) or an alternate must be available 24 hours a day.

### 1.4. Resources

Product Care provides each collection site with a spill kit to deal with emergency spills of program products. It is the operator's responsibility to ensure the spill kit contains all of the required supplies originally provided and is accessible to collection site staff at all times.

Spill kits come equipped with:

- 1x disposal bag
- 1x spill response mini poster
- 2x 4' universal socks
- 50x clean-up pads



If there is a spill and you use the materials, contact Product Care to obtain supplies to restock your spill kit.

## 1.5. Training and Practice Drills

Employees are required to review the Contingency Plan. Managers are recommended to perform annual testing of the procedures at a minimum.

## 2. EMERGENCY RESPONSE

### 2.1. Summary of Emergency Response Procedures

#### 2.1.1. Spills

In the event of a paint or HHW spill at the collection site, the person who discovers the spill will immediately initiate the response plan as follows:

1. **Shut off the source** of the spill if it can be done safely and shut off all ignition or spark sources in the area. Do not approach sources of spills of highly flammable liquids such as gasoline.
2. **Notify** all personnel in the vicinity of the spill and direct them to evacuate the area.
3. **Contact** the primary or alternate ERC directly or request nearby personnel to notify the ERC immediately.
4. **Follow instructions** from the ERC and other emergency response personnel.

#### 2.1.2. Fire or Explosion

In the event of a fire at the collection site, the person who discovers the fire will immediately initiate the response plan as follows:

1. **Set off/pull** the fire alarm.
2. **Notify** all personnel in the vicinity of the fire and direct them to evacuate the area.
3. **Contact** the primary or alternate ERC directly or request nearby personnel to notify the ERC immediately.
4. **Contain** the fire using available fire protection equipment **only** if the fire is small or manageable.
5. **Clear** the area and allow the Fire Department access. Persons at workstations are responsible for shutting down equipment as they evacuate, provided it is safe to do so.

## 2.2. DETAILED RESPONSE PROCEDURES

### 2.2.1. Spills

#### 1. CARE

- SHUTDOWN all local equipment, and all other ignition or spark sources in the area.
- NOTIFY the primary ERC or an alternate ERC if the primary ERC is not available.
- Put on personal protection equipment (PPE) appropriate to the material spilled
- Secure the area to prevent people from entering the affected area
- Depending on the size and nature of the spill, the ERC may choose to engage the services of an emergency response contractor as necessary (refer to Section 7)

#### 2. CONTROL

- Attempt to CONTAIN OR ISOLATE the spill or leak, IF POSSIBLE TO DO SO SAFELY.
  - Examples: an open container on its side would be placed upright, placing the leaking container into another container, or placing a spill sock around the container to catch the spill.

#### 3. CLEAN-UP

- Use the materials in the spill kit to contain and clean up the spill.
- Collect all the spilled material with absorbent and place it in the plastic bag(s), along with any used spill control supplies, contaminated protective clothing and cleaning materials.
- Seal the plastic bag(s) containing the recovered spilled material.
- Label the bag(s) to identify the contents and contaminates and place it in the collection container that the spilled container would have been packed into.
- Remove any contaminated clothing. Wash thoroughly to remove spilled material from your hands or body.



### 2.2.2. Fire or Explosion

1. Notify a staff member who will then notify the Emergency Response Co-ordinator or alternate ERC. Set off the fire alarm.
2. The Emergency Response Co-ordinator will then ensure the following actions occur:
  - Call Fire Department (911)
  - Evacuate all other personnel to the rendezvous point
3. If the **FIRE IS MANAGEABLE**, the Emergency Response Co-ordinator will supervise the response team in the following:
  - Bearing down on fire with available extinguisher
  - Ensuring all process equipment is turned off
4. If the **FIRE IS RAPIDLY EXPANDING OR OUT OF CONTROL**, all personnel will be evacuated to the marshalling area indicated below:

#### Evacuation and Assembly Point

In the event of an evacuation due to emergency, all personnel will collect at the primary marshalling area indicated below:

Description of the primary marshalling area location

5. Stay upwind of the fire. If the primary marshalling area is not safe due to wind direction or for other reasons, all personnel will proceed to the secondary marshalling area indicated below:

Description of the secondary marshalling area location

Personnel must remain at the marshalling location until otherwise directed by the Emergency Response Co-ordinator (ERC). The ERC will perform a head count at the marshalling area to ensure all personnel are accounted for.

5. Emergency Response Co-ordinator will take a head count at the marshalling area to ensure all employees are accounted for.
6. When the Fire Department arrives, all necessary assistance will be given to the Fire Department under the direct supervision of the Emergency Response Co-ordinator.

### 3. Notification

#### 3.1. Product Care

Report any incident to Product Care (24 hrs) at 1-888-772-9772; press 6

After reporting the incident, complete the Emergency and/or Incident Report Form with all the details of the spill and send it to Product Care immediately:

**Fax:** 604.592.2982

**Email:** [BCopspaint@productcare.org](mailto:BCopspaint@productcare.org)

The report form is in appendix A of this plan

#### 3.2. Regulatory

##### 3.2.1. Spill

If the incident is a spill, the ERC must determine if the spill is a reportable spill as shown below. In the event that the spill is greater than or equal to the reportable quantity in the table below, the ERC will notify the following agencies:

**Provincial Emergency Program (PEP)** 1-800-663-3456 (24-hr)

Oil-based paint, flammable liquids or gasoline	100L
Pesticides	5kg

**Canadian Transport Emergency Center (CANUTEC)** 1-888-226-8832 (24 hr)

Spill while loading trucks for transport	Any amount
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For a major release of hazardous materials, WorksafeBC should be contacted. A major release is defined as any release resulting in an injury that required treatment beyond first aid, or a situation of continuing danger to workers:

**WorksafeBC** 1-866-621-7233 (8am – 5pm) OR 1-866-922-4357 (after hrs)

The ERC and others with information of the circumstances of the spill will provide spill information as requested by the PEP.

Implement remedial work as required to address any site contamination issues, under the direction of the ERC and / or the emergency response contractor.

### 3.2.2. Fire

If the incident is a fire, note that all fire incidents are reported to the regulatory agencies below:

**Provincial Emergency Program (PEP)** 1-800-663-3456 (24-hr)

**WorksafeBC** 1-866-621-7233 (8am – 5pm) OR 1-866-922-4357 (after hrs)

## APPENDIX A



105 West 3rd Avenue  
 Vancouver, BC, V5Y 1E6  
 604-592-2972  
 Toll Free: 1-877-592-2972  
 Fax: 604-592-2982  
 bcospaint@productcare.org

## EMERGENCY and/or INCIDENT REPORT

<b>Collection Site Name:</b>			
<b>Collection Site Location:</b>			
<b>Employee Name:</b>			
<b>Phone Number:</b>			
<b>Date of incident:</b>		<b>Time of incident:</b>	
<b>Were other programs involved? If yes, please list:</b>		<b>Were regulators involved/contacted? If yes, please list:</b>	
<b>Instructions:</b>	Check one of the following emergencies and fill out the appropriate information. Attach a separate form if you need more space.		

**SPILL?**

<input type="checkbox"/> Spill in parking lot <input type="checkbox"/> Spill in reception area <input type="checkbox"/> Spill in other area: _____ <input type="checkbox"/> Spill caused chemical reaction Chemicals involved in reaction (if known): _____	<input type="checkbox"/> Customer caused spill Quantity Spilled: _____ Type of surface spilled on: <input type="checkbox"/> Gravel <input type="checkbox"/> Concrete <input type="checkbox"/> Asphalt <input type="checkbox"/> Wood
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**FIRE?**

<input type="checkbox"/> Fire in parking lot <input type="checkbox"/> Fire in reception area <input type="checkbox"/> Fire in aerosol paint tubskids or drums <input type="checkbox"/> Fire in paint tubskids	<input type="checkbox"/> Fire in other area: _____ <input type="checkbox"/> Fire Department called <input type="checkbox"/> Fire extinguishers used (if so, the unit(s) must be serviced)
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**PROPERTY DAMAGE?**

<input type="checkbox"/> PCA Equipment damaged <input type="checkbox"/> Tubskid damaged	<input type="checkbox"/> PCA drum damaged <input type="checkbox"/> Other property damaged: _____
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**OTHER?**

<input type="checkbox"/> Lifting or carrying injury <input type="checkbox"/> Slip & fall accident	<input type="checkbox"/> Inhalation or exposure to chemicals or fumes <input type="checkbox"/> Other: _____
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 Toll Free: 1-877-592-2972  
 Fax: 604-592-2982  
 bcospaint@productcare.org

Describe in detail the incident or accident including any events leading up to and immediately following. This also includes exposure to chemicals, smoke, chemical inhalation and bodily injuries, as well as property damage. If a spill occurred, what was spilled, and any other information that is important to this incident:							
Describe your response effort (what did you do?):							
<table style="width: 100%; border: none;"> <tr> <td style="width: 50%; border: none;">Was staff wearing protective gear?</td> <td style="width: 50%; border: none;">Was anyone hurt?</td> </tr> <tr> <td style="border: none;"><input type="checkbox"/> Yes</td> <td style="border: none;"><input type="checkbox"/> Yes</td> </tr> <tr> <td style="border: none;"><input type="checkbox"/> No</td> <td style="border: none;"><input type="checkbox"/> No</td> </tr> </table> <p style="text-align: center; margin-top: 5px;">If yes, attach a copy of the WCB Form and Record to this report.</p>		Was staff wearing protective gear?	Was anyone hurt?	<input type="checkbox"/> Yes	<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> No
Was staff wearing protective gear?	Was anyone hurt?						
<input type="checkbox"/> Yes	<input type="checkbox"/> Yes						
<input type="checkbox"/> No	<input type="checkbox"/> No						
What are your suggestions to help prevent this incident from happening in the future?							
Phone and report the incident immediately on the emergency phone line. Once form is complete, please email or fax to Product Care using the contact information below.							
<b>Email:</b>	BCospaint@productcare.org						
<b>Emergency Telephone:</b>	1-877-592-2972, Ext 6 (available 24 hours)						
<b>Fax:</b>	604-592-2982						
<b>Employee Name:</b>	<b>Signature:</b>						
<b>Manager Name:</b>	<b>Signature:</b>						