

## Instructions for Staff Carrying Limited Quantities in Cars and Vans

Firstly, check you can legally carry the goods and quantity in your vehicle.

If you are unsure, Justin Jeffries, Stewart Grimmer or Clare Crouch will be able to confirm this. You must take a copy of the SDS sheet and ensure you have read this before driving. This will advise action you must take if the product is spilled.

These products can be corrosive, oxidising, irritants or damaging to the environment.

The following symbols will help you identify the hazard(s), some may have more than one hazard.

### Corrosive Pictogram

Corrosive products will cause harm to skin, eyes etc.



Corrosive (Symbol: Corrosion)

### Oxidising Pictogram

Although not flammable, oxidisers will add oxygen to a fire.



Oxidising (Symbol: flame over circle)

### Irritant Pictogram

Irritants can be harmful to health or hazardous to the ozone.



Health hazard/Hazardous to the ozone layer (Symbol: Exclamation mark)

### Environment Pictogram

Although not necessarily hazardous, these products will cause damage to the environment.



Hazardous to the environment (Symbol: Dead tree and fish)

## **Instructions for Staff Carrying Limited Quantities in Cars and Vans**

All products displaying these symbols are packaged in UN approved containers. These are designed to minimise spillage, but accidents will happen. Always store these products correctly and do not allow to move around in your vehicle where they could become damaged.

If you spill any limited quantities in your vehicle, you must follow this procedure.

Do not continue driving as this may allow more product to leak causing more damage or irritation.

### **Spill Procedure**

Stop in a safe area as follows;

- Not on a blind bend
- Ideally in a layby
- Not on yellow lines
- Clear of junctions
- Clear of drains – if you have no alternative but to stop near a drain, drain covers must be used immediately
- Ideally on asphalt and clear of grass verges
- Well lit

Turn off ignition and turn on hazard lights

Put on Hi-Viz jacket

Wear necessary PPE from your spill kit (mask, gloves, goggles etc.)

Position warning triangle in a safe and appropriate place

If the spill is liquid, contain the spread by placing booms around the container and spread absorbent granules over the liquid

If solid, sweep up the spill

If possible, place the split container into a containment vessel and place securely in the vehicle for return to the Water Treatment Manager

Once the spill has been contained and cleaned up, report the incident to the Water Treatment Manager, (01424 857748) and the Finance & Operations Director (01424 857730) or the Operations Manager (01424 857762) during normal working hours. A COMAH incident will be created.

Following an incident, it is recommended that the vehicle is inspected to ensure other passengers (other employees or members of your family) are not put at risk from any residues, e.g. by the inhalation of fumes, or from putting shopping on top of residues from spilled substances.

All dangerous goods must be removed from the vehicle if it is to be used for domestic purposes.

As per the driving policy, smoking is forbidden in your vehicle.