

Safe System of Work
SPILLAGE TRAINING / TOOL BOX TALK

Name: Training Date:.....

In the event of a liquid spill

	Instruction	Understands ✓ or X
1	Identify the chemical	
2	Put on appropriate PPE to clear the spillage (ask for advice if unsure) e.g. goggles, gloves, mask	
3	Contain the spread of liquid by placing booms around the container	
4	Soak mats from the spill kit to be placed around the container	
5	Drain covers to be placed over drains if needed	
6	Once spillage is cleaned up all soak mats and booms (and PPE if contaminated) to be bagged and handed to the Water Treatment Manager for correct disposal	
7	Report event to Warehouse Manager (or Operations Manager in the absence of the Warehouse Manager).	

In the event of a granule spill

	Instruction	Understands ✓ or X
1	Identify the chemical	
2	Put on appropriate PPE to clear the spillage (ask for advice if unsure) e.g. goggles, gloves, mask	
3	Place the split container into a containment container	
4	Sweep up the granules and place in an appropriate container	
5	Once spillage is cleaned up all soak mats and booms (and PPE if contaminated) to be bagged and handed to the Water Treatment Manager for correct disposal	
6	Report event to Warehouse Manager (or Operations Manager in the absence of the Warehouse Manager)	

I have received the above training and fully understand every point that was explained to me. I confirm that I will wear the required PPE equipment when using the above machinery and take all steps to ensure my own safety. I will ask for further training if I need to and will immediately inform the Supervisor or Manager if there are any issues with the machinery.

Name:

Signed: Date:.....

I confirm that I have trained the aforementioned person and that they fully understand how to use the above machinery, have received the required PPE equipment and know to inform me immediately of any issues with the machinery or if they require further training. I authorise this person to use the machinery detailed above.

Name:(Authorised Trainer)

Signed Date: