



ST. JOSEPH'S
GENERAL HOSPITAL
ELLIOT LAKE

St. Joseph's Manor

CODE BROWN

Hazardous Material Spill

Issued: November 2021

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Overview

St. Joseph's General Hospital Elliot Lake (SJGHEL), St. Joseph's Manor (SJM) is committed to a safe environment for individuals/residents/clients, staff, physicians, volunteers, and visitors.

Code Brown is the term used to announce that there has been a spill of hazardous material within SJM that requires a specific response by staff. The spill could be in liquid, solid, or gas form.

This Policy applies to staff, which in the context of this policy includes employees, board-appointed professional staff (e.g., physicians), students, volunteers, and any other person(s) working on SJM grounds.

Code Brown may be called when:

The health and safety of any people in the SJM is threatened in a manner that may cause loss of life or serious injury.

Initiating a Code Brown

All staff are required to report a potential risk that may require a Code Brown to be called. Staff will inform the Administrator/Director of Care who will contact the Manager of Facilities or designate during business hours. After hours, the Administrator/Director of Care shall be notified. The Manager of Facilities or designate, or the Administrator/Director of Care shall declare the need for a Code Brown

The Manager of Facilities or delegate, or if after hours the Administrator/Director of Care, will act as the Incident Manager.

Type of Spills

Spills may happen in one of the following ways or in any combination of the following ways:

1. Liquid spill – a liquid has been released in an uncontrolled fashion from its container and is now on a surface that is not intended for the material. The liquid may enter drains and vents, spreading to other parts of the hospital or outside the hospital. The liquid may emit hazardous vapours. The spill requires a specialized response and training to contain, neutralize, and clean up.
2. Solid spill – a solid (pellet, powder, block, etc.) material has been released in an uncontrolled fashion from its container and is now on a surface that is not intended for the material. Although the solid material is not likely to flow into drains or vents, it may become liquid at a certain temperature, or emit hazardous vapours. The spill requires a specialized response and training to contain, neutralize, and clean up.
3. Gas spill – a gas (vapours) has been released in an uncontrolled fashion from its container and is now on a surface that is not intended for the material, and/or dispersing through the atmosphere. The gaseous material is likely to enter vents and ductwork and quickly spread to

other areas of the hospital or outside the hospital. The material may also become a liquid and flow across surfaces and enter drains.

A spill may not be seen but detected by smell only. When any unusual odours or smells are noticed, Code Brown procedures should be followed until the source of the odour is determined and necessary steps are taken.

Minor Spill Clean Up Procedures

A minor spill is a small spill that can be readily handled by the user/generator of the product and that person has the appropriate training to handle the clean up. Such an incident should not have widespread impact upon the department or hospital, its patients, staff and visitors. **Minor spills do not constitute a Code Brown.** Should the spill become unmanageable (cannot be immediately and effectively contained following instructions and training or using spill kits available in the area) then follow procedures as outlined for major spills.

For minor spills, the user/generator shall be required to neutralize, absorb and/or clean up the spill using the departmental or specific instructions to the hazard. Clean up instructions may be found on the product container, on the Safety Data Sheet, (SDS), the CANUTEC Guidebook or in departmental policies (see below under Specific Clean Up Procedures). SDS must be readily available for staff to review when dealing with any spilled chemical products. Specific instructions for the use of, or avoidance of, water in clean up should be followed exactly as described.

Report the spill to the Manager most Responsible.

If you are not familiar with the spilled/released material immediately find a person who works in the area and is knowledgeable regarding the material to report the spill/release.

Major Spill Clean Up Procedures

A major spill is an incident where immediate corrective action cannot be taken by the user/generator of the product using training, resources, spill kits, and procedures. As a result, the life safety of staff, patients and visitors may be compromised. In addition, loss of hospital property or harm to the environment could result. Such an incident could lead to an evacuation of the hospital. **Major spills constitute a Code Brown.**

For Major Spills:

- Stop all work in the area immediately;
- Remove unnecessary personnel from the area;
- Only attempt clean up if you are properly trained and have the proper equipment;
- Ensure your own safety by wearing proper PPE or leaving the area;
- Refer to instructions on the product container, SDS, or CANUTEC as necessary;
- Close all doors and leave area immediately if you cannot control or clean up the spill;

- When leaving the area, secure the area to ensure that no other people can enter the area accidentally;
- Notify Most Responsible Individual explaining the need for the fire department;
- Use *75 from any SJM phone to announce the code within SJM;
- Locate SDS for spilled material and follow instructions accordingly;
- Prevent the spreading of the spill if it is safe to do so.
- Determine the extent of the spill including:
 - Material spilled;
 - Amount Spilled;
 - Is it entering drains, vents, free flowing, etc.
- Report this information to the Incident Manager.

Ancillary Codes

Based on the nature of the spill, the Incident Manager will determine if a Code Green needs to be implemented.

When Requiring Emergency Services

SJM staff are to call the hospital Switchboard and request the Switchboard to call 911 for a Code Brown. The Switchboard will provide SJM entry code to the 911 Operator.

Once Emergency Services/Maintenance Arrives on Scene

Incident Manager to meet with Fire Department/Maintenance personnel at the front entrance and provide location of the spill etc.

The Fire Department/Maintenance personnel's main objective is to manage the spill, not assisting in the evacuation of individuals. If staff cannot evacuate individuals, then the Fire Department personnel will assist in removing individuals in harms way.

Maintenance Staff

- Shutdown all air handling systems as required.
- Turn off ignition sources.
- Cover/block all drains as required.
- Isolate spill as best possible.

All Other Staff

- Follow directions from Incident Manager.
- If trained, assist with the clean up as directed by the Incident Manager.
- Open windows and doors as required.
- Return to your department if assistance is required.
- If required, assist in the evacuation of your department.
- If your department does not need to be evacuated, prepare to assist any evacuating department(s), or prepare to receive patients from evacuating department(s).

- If off duty and requested to report to work, respond if available.

Incident Manager

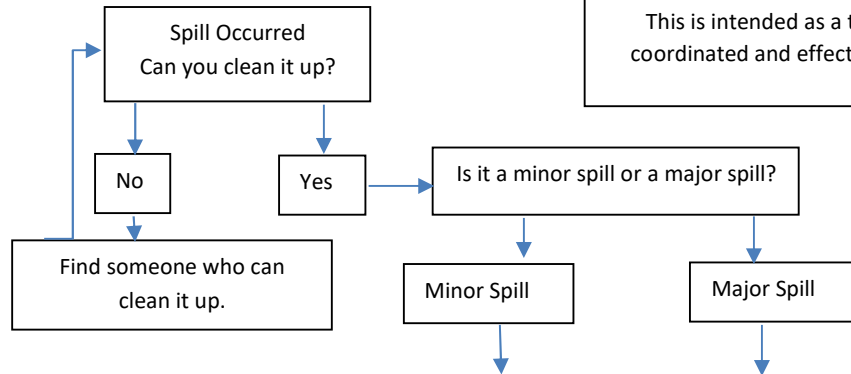
The Manager of Facilities Management/ Administrator/Director of Care will act as the Incident Manager and will:

- Remain calm.
- Contact CANUTEC at 613-996-6666 or *666 on cell phone for additional information as needed.
- Notify the Senior Leadership Team.
- Contact Maintenance as required.
- If material has escaped to the environment call the MOE Spills Action Centre at 800-268-6060.
- If it is suspected that material may have entered the sewer system, contact the city's public works department (Business hours – 705 -848-2287 Ext. 2700, After Hours – 705-849-6713)
- Work with the Fire Department and/or Public Works to determine the extent of the spill and appropriate actions.
- With the Administrator/Director of Care determine the need to move or evacuate any residents currently in SJM. therefore, initiating a Code Green.
- Determine the need for staff call in.
- Assign roles within the Incident Management System (IMS) Team, if required.
- Determine when Code Brown All Clear message is to be given.

The Incident Manager will also provide as much information about the spill to Public Works or 911 to relay to the Fire Department, if required. This would include:

- Type and name of material;
- Amount spilled and in what form (liquid, solid, gas);
- Location of spill;
- Any actions that have been taken already;
- The possibility of evacuation, if known;
- Any injuries or deaths;
- Any other important information (fire, people who are trapped by spill, etc.).

CODE BROWN PROCESS - SJM



DISCLAIMER

This is intended as a tool to provide a high-level overview. To ensure a coordinated and effective emergency response, refer to the SJGHEL Code Policy.

- Neutralize, absorb and/or clean up the spill using the departmental or specific procedures to the hazard.
- Clean up instructions may be found on the product container, on the Safety SDS, or in a CANUTEC Guidebook or in the referenced departmental policies.
- Report the spill to the Manager most Responsible.

- Stop all work in the area;
- Remove unnecessary personnel;
- Only attempt clean up if you are properly trained and have the proper equipment;
- Ensure your own safety by wearing proper PPE;
- Refer to instructions on the product container, SDS, or Canutec as necessary;
- Close all doors and leave area immediately if you cannot control or clean up the spill;
- Secure the area to ensure that no other people can enter the area accidentally;
- Notify Most Responsible Individual explaining the need for the Fire Department;
- Prevent the spreading of the spill if it is safe to do so;
- Determine the extent of the spill;
- Report this information to the Incident Manager.

IM

- Contact CANUTEC for additional information as needed.
- Notify the Senior Leadership Team.
- Contact Maintenance as required.
- Contact the Fire department if required.
- If material has escaped to the environment call the MOE Spills Action Centre.
- If it is suspected that material may have entered the sewer system, contact the city's public works department
- Work with the Fire Department and/or Public Works to determine the extent of the spill and appropriate actions.
- With the Director determine the need to more or evacuate any residents.
- Determine when Code Brown All Clear message is to be given.

CANUTEC at 613-996-6666 or *666

Spills Action Centre at 800-268-6060.

City's public works department Business hours
705 -848-2287 Ext. 2700, After Hours – 705-
849-6713

Maintenance

- Shutdown all air handling systems as required.
- Turn off ignition sources.
- Cover/block all drains as required.
- Isolate spill as best possible.
- Shut down elevators if there is a possibility someone could exit an elevator into the spill zone.

Other Staff

- Follow directions from Incident Manager.
- If trained, assist with the clean up as directed by the Incident Manager.
- Return to your department if assistance is required.
- If you cannot reach your department safely, go to the nearest Nursing Station.
- If required, assist in the evacuation of your department.