SOP WAREHOUSESOP

FREE PRINTABLE CHECKLIST

Hazardous Material Spill Response Checklist

Regulation: 29 CFR 1910.120(q)(1)

FACILITY	AREA OR EQUIPMENT ID	DATE	SHIFT
INSPECTED BY (PRINT)		SIGNATURE	

1. Procedure checks

Tick each step as it is done, in this order.

DONE	CHECK	NOTES
☐	Stop. Identify the product from the label before you move	
☐	Unknown, burning, spreading, or making people sick? Evacuate and call	
☐	Small and known? Tell your supervisor and read SDS Sections 6 and 8	
☐	Put on the PPE the SDS calls for; no PPE means no cleanup	
☐	Stop the source if safe, then ring the spill and protect drains	
☐	Absorb from the outside in; bag waste in the labeled kit container	
☐	Restock the kit and report the spill before you leave the shift	

2. Compliance checks

Tick each item that is in place. The citation after an item is the paragraph that requires it.

DONE	CHECK	NOTES
☐	The facility has decided and documented whether employees respond to emergency releases or evacuate, and holds the matching written plan **29 CFR 1910.120(q)(1)**	
☐	Employees expected to discover and report a release are trained at least to first responder awareness level **29 CFR 1910.120(q)(6)**	
☐	The emergency action plan covers reporting, evacuation routes, head count, and rescue and medical duties **29 CFR 1910.38**	
☐	A written PPE hazard assessment covers spill cleanup tasks and the selected PPE is on hand at each kit **29 CFR 1910.132(d)**	
☐	Safety data sheets are reachable in the work area on every shift so Section 6 can be read before cleanup starts **29 CFR 1910.1200(g)**	
☐	Spill kits are staged near chemical use areas, matched to the products present, and inspected on schedule	
☐	Cleanup waste is sealed, labeled, and staged for the disposal vendor rather than sent to trash or a drain	

☐	Every spill is reported and recorded, and the response is reviewed for lessons	

WARNINGS

If you are not sure, it is an emergency: get out and call

Never wash a spill into a floor drain or storm drain

SUPERVISOR REVIEW

REVIEWED BY (SUPERVISOR)	SIGNATURE	DATE