

READ ME FIRST

Toolbox Talk – Emergency Response - Spills

Please review the procedure for Toolbox Talks (P506 Toolbox Talks) to ensure proper planning, procedure and records are kept of the process.

The delivery of this toolbox talk requires the following:

- F506-1 Toolbox Talk Checklist – One copy for the trainer
- F501-6 Staff Training Record – One copy to record participants etc
- Emergency Response - Spills - Review Answers – Once copy for the trainer
- Printed copies of the following for each participant:
 - P272 – Emergency Response
 - F008-1 Request for Action Form
 - Emergency Response – Spills – Review Paper
- Equipment required
 - Spill Kit or Spill Kit Components,
 - Bags for disposal
 - Cleaning Equipment
 - Appropriate Site for simulated spill.

Session Plan

Introduction	<ul style="list-style-type: none"> • Explain what will be done. • Explain the purpose: To demonstrate and understanding of what is required to manage a spill situation including the control, containment and cleanup phase of the operations and the communication aspects to site supervisors concerned. • All participants to sign the F501-6 Staff Training Record
Discussion	<ul style="list-style-type: none"> • This is meant to be a combined theory practical session. • Firstly discuss the relevant parts of P272 with all participants. • Host a practice session where EVERY participant has a share in: <ul style="list-style-type: none"> ○ Taking control of the spill environment ○ Containing the spill ○ Cleaning up the spill ○ Notifying the person on site what has happened ○ Completing RFA paperwork • The spill can be imaginary (e.g. draw a chalked area), discuss as a group what needs to be done, then engage everyone in part of the process so that everyone participates to some extent.
Questions	<ul style="list-style-type: none"> • Seek feedback and ensure all participants are clear on main points.
Review Paper	<ul style="list-style-type: none"> • Each participant to do the review paper by themselves.
Conclusion	<ul style="list-style-type: none"> • Ensure all key points are understood – seek feedback. • Collect completed review papers
Filing	<ul style="list-style-type: none"> • File F501-6 Staff Training Record along with copies of relevant documentation for audit purposes (as per P506 Toolbox Talks) • File completed review papers for each participant in their Personnel File.