**SpraySMART EXAMPLE: SPILL INCIDENT REPORT**

 *To be completed by the Chemical Spill Responder or designee immediately following all hazardous spill response activities.*

|  |
| --- |
|  **Section A:** **Contact Information of person who cleaned up the spill** |
| **Last Name:** | **First Name:** |
|  **Section B: Description of the Event:** |
| **Date of Spill:** | **Time of Spill:**  AM❑ PM❑ |
| **Medium or Media into which the release occurred:** |
| Air ❑ | Land ❑ | Sewer ❑ | Building or Room ❑ |
| Spill location (be specific): |
| What were the circumstances causing the spill? | What was the duration of the spill? |
|  **Section C: Spill Response Action Taken: Details of Containment & Clean Up Efforts** |
| 1 |  |
| 2 |  |
| 3 |  |
| 4 |  |
| 5 |  |
| 6 |  |
| 7 |  |
| Were the contaminated articles used for clean-up properly disposed of? Yes ❑ No ❑  |
|  **Section D: Hazardous Material Information** |
| Material(s) Spilled:  | Quantity Spilled:  |
|  **Section E: Spill Kit Information:** |
| Spill Kit - Supplies to be Restocked: |
| 1 |  | 2 |  | 3 |  |
|  **Section F: Occupational Health and Safety** |
| Any first aid or medical attention resulting from the spill incident must be reported **according to WHS procedures** |

|  |
| --- |
| **Section G: Preventative and Corrective Actions Resulting from Incident Investigation** |
|  | **Action** | **Person Responsible** | **Completion Date** |
|  |  |  |  |
|  |  |  |  |
|  **Section H: Chemical Control Centre Notes on Incident Investigation** |
| **Assessment of Clean-Up Effort:**  |
| **Section I: Details of person responsible for completing this report** |
| **Completed By:** | **Date:** |
| **Signature:** |