

FACILITY Standard Operating Procedure

Title: Code Brown – Hazardous Spill	Policy Number: 06-02-V2
Facility Name: Stanton Territorial Hospital	
Applicable Domain: Emergency Measures	
Additional Domain(s): N/A	
Effective Date: 01/05/2024	Next Review Date: 10/04/2027
Issuing Authority: Stanton Territorial Hospital COO	Date Approved: 10/04/2024
Accreditation Canada Applicable Standard: 14.2, 14.3	
Accrediting Body and Standard: NA	

GUIDING PRINCIPLE:

Northwest Territories Health and Social Services Authority – Stanton Territorial Hospital (NTHSSA-Stanton) is committed to providing a safe and healthy work environment where hazardous spills are managed safely and appropriately.

PURPOSE/RATIONALE:

This document addresses the general procedures to be followed for a spill involving a hazardous material.

A Code Brown (Hazardous Spill) alerts staff to an accidental release of hazardous or potentially hazardous material. Hazardous spills include the discovery of spills, contamination, leak and/or suspicious/unusual smell of an unknown substance, liquid, powder, gas, or vapour.

A hazardous material is a chemical or biological (including blood and body fluid) material which, because of quantity, concentration, or characteristic (physical/chemical/infectious) may pose a threat to human health or the environment when improperly treated, handled, stored, transported, or disposed of.

There are three possible responses to a Hazardous Spill:

1. Level 1: Manageable Spill – Departmental Response

Originating department can conduct a response to materials that pose minimal or no risk to personnel provided the performance of cleanup and disposal procedures are within the scope of staff knowledge and capability.

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2. Level 2: Unmanageable Spill – Internal Response

Code Brown response team can conduct a response to materials that the originating department lacks the knowledge and capability to perform, or that requires personal protective equipment not available in the originating department.

3. Level 3: Unmanageable Spill – External Response

External emergency response personnel (Fire Department/Hazardous Material Unit) neutralize materials to make the area safe for in-facility personnel to complete response activities.

DEFINITIONS:

Code Brown Response Team:

The Response Team consists of the following personnel:

- Supervisor/Manager of affected area (or designate).
- NTHSSA-Stanton Occupational Health and Safety Coordinator.
- NTHSSA-Stanton Biological Safety Officer.
- NTHSSA-Stanton Infection Control Officer.
- Dexterra FM Services Manager (or designate).
- Dexterra FM Housekeeping Manager (or designate).
- Dexterra FM Maintenance staff.
- NTHSSA-Stanton Patient Care Coordinator (PCC); and
- NTHSSA-Stanton Facilities Services staff.

After Hours Response Team:

The Patient Care Coordinator (PCC) will contact the Stanton Facility Services on-call staff and the NTHSSA-Stanton Manager on-call. Based on the situation, this team will determine which additional staff members need to be called in.

SCOPE/APPLICABILITY:

All staff working in STH.

Supervisors of departments handling hazardous materials (such as cytotoxic drugs) that are not covered in this document are responsible for ensuring that the appropriate spill cleanup procedures, equipment, and supplies are available in their area and that their staff are appropriately trained in their use.

PROCEDURE:

1. Safely evacuate the area by instructing all visitors, patients/residents, and others to leave the area immediately (see Code Green). Ensure all parties requiring medical attention (eye wash station, safety shower, emergency department) as a result of the spill receive treatment.
2. Secure the area and prevent re-entry when hazardous material is likely to endanger the occupant.
3. Prevent the spread of fumes by closing all doors if possible.
4. Immediately notify the area Supervisor/Manager/Designate or the Patient Care Coordinator (after hours) of the incident. Once notified, this person becomes the **Site Team Lead**, and will determine the Level of Spill. (See Spill Level Decision Chart).
5. Based on the level of the spill, proceed as follows:
 - a. If it is a **Level 1** spill, **Do NOT call a Code Brown**. Proceed to Level 1 Spill Procedure.
 - b. If it is a **Level 2** or **Level 3** Spill – **Call a Code Brown**. Proceed to Level 2 and 3 Spill Procedure.

<p>□ If your phone looks like this:</p> 	<ol style="list-style-type: none">1. Press the phone button.2. Press Stntn Page on the touchscreen.3. When prompted, enter 900# and wait for the tone.4. Say your message 3 times.5. Press # to complete.
<p>□ If your phone looks like this:</p> 	<ol style="list-style-type: none">1. Press 46666.2. When prompted, enter 900# and wait for the tone.3. Say your message 3 times.4. Press # to complete.

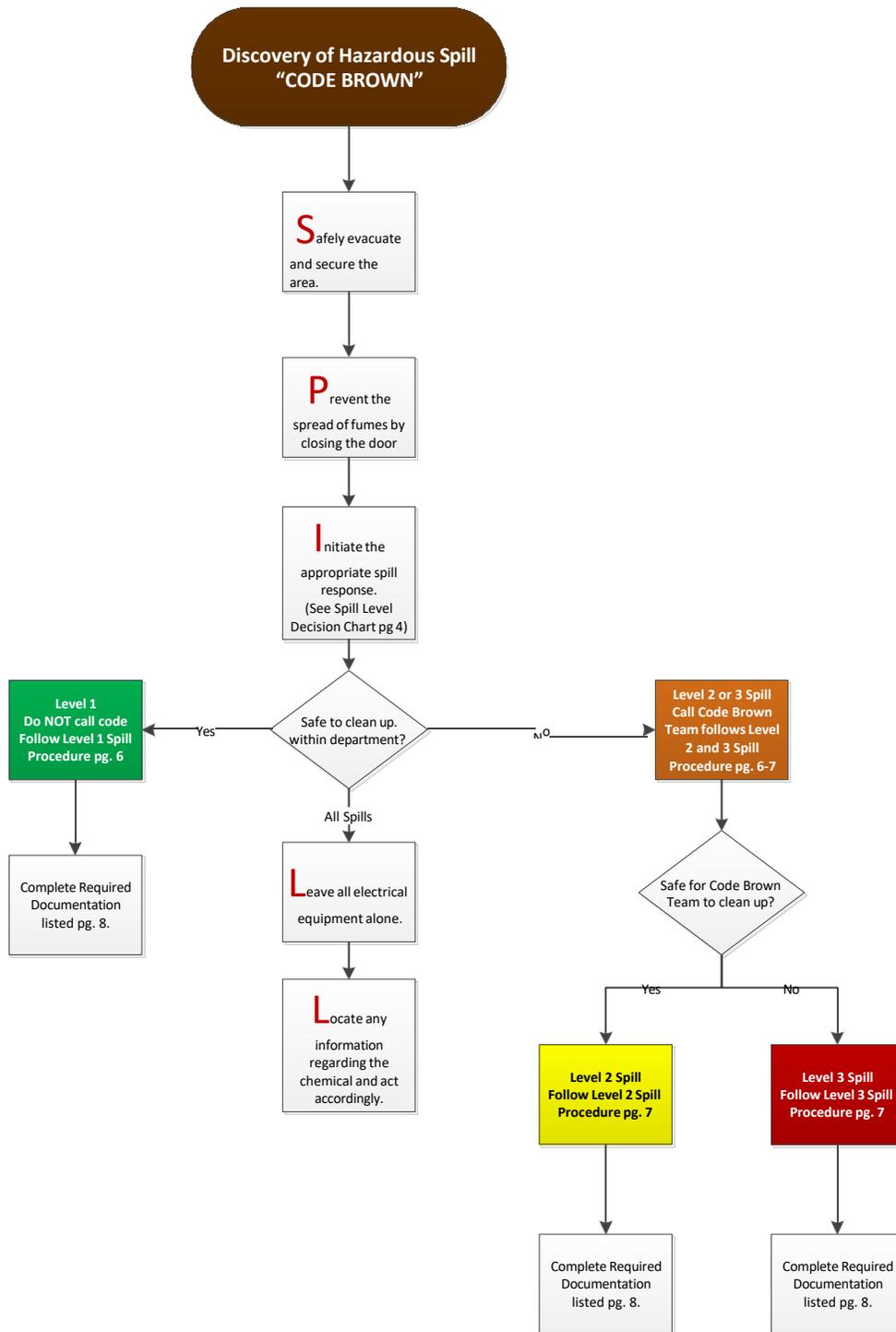
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Spill Level Decision Chart:

Level 1 Spill	Manageable Spill – Departmental Response <ul style="list-style-type: none">• Readily handled by the user/generator• Within the scope of knowledge and training of staff and can be safely managed through existing procedures and departmental spill kits• Material is immediately identified.• Little or no risk to staff, patients, visitors, or property• Does not require evacuation of the area.• Volume less than 1 litre• Does not require respiratory protection beyond an N95 mask.• ALL OF THE ABOVE CRITERIA MUST BE MET
Level 2 Spill	Unmanageable Spill – Internal Response <ul style="list-style-type: none">• Cannot be immediately contained using spill kits in the area.• Material not immediately identifiable to the discovering worker(s)• Possible/probable hazard to staff, patients, and visitors• Requires evacuation of the immediate area• Volume greater than 1 litre• Occurred outside the usual work area (public area)• Requires respiratory protection beyond an N95 mask.• Results in property damage, health effects or injuries to staff, patients, or visitors• Results in release to the environment (down a drain, etc.)• ONLY ONE OF THE ABOVE MUST BE MET
Level 3 Spill	Unmanageable Spill – External Response <ul style="list-style-type: none">• Site Team is unable to identify the hazardous substance.• Clear and immediate hazard to staff, patients, visitors, or property• Extremely hazardous material that for reasons of its volume, toxicity, pathogenicity, reactivity, or any combination of these criteria is beyond the Code Brown Response Team’s ability to control and requires external assistance.• Requires the use of a self-contained breathing apparatus.• Declaration of the spill as VERY HAZARDOUS will be decided by the Chief Operating Officer or Designate (Manager on Call)• ONLY ONE OF THE ABOVE MUST BE MET

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FLOW CHART:



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Level 1 Spill Procedure:

Level 1 Spill

- Response Team to review the Safety Data Sheet (SDS) sheet for the material (if applicable).
- Site Team Lead will release any Response Team personnel not required for the clean-up.
- Response Team will don the appropriate PPE and initiate clean up under the supervision of the Site Team Lead.
- Follow the instructions provided in one or more of the following:
 - a. SDS sheet
 - b. NTHSSA-Stanton Chemical Spill Control policy
 - c. NTHSSA-Stanton Biological Spill Control policy
 - d. Department Specific Spill Control Procedures
- If required, Housekeeping will perform a final clean of the area.
- Supervisor of the affected area will complete required documentation.
- Supervisor of the affected area will ensure that the spill kit is replenished of the materials used and returned to its location.

Level 2 and 3 Spill Procedure:

Level 2 and 3 Spill

- Page "Code Brown; _____ (Dept/Area)" overhead three (3) times.
- Select a Site Team Leader (the area Supervisor/Manager/Designate).
- Provide a copy of the SDS sheet to the Response Team (if applicable).
- The Response Team will evaluate the hazard and risk to determine the following:
 - a. The name and approximate volume of the hazardous material
 - b. The hazards of the material (consult the SDS or CANUTEC 1-888-226-8832)
 - c. The need to confine the spilled product/material.
 - d. The need to shut down mechanical or air handling systems.
 - e. The potential for environmental contamination
 - f. The need for protective clothing/equipment
- If required, call the Chief Operating Officer or Designate (Manager on Call – **(867) 445-8702**) to determine if the spill will require an internal (See Level 2 Spill Procedure) or external (See Level 3 Spill Procedure) response, and which measures need to be taken.
- Response Team may enact the following measures to ensure the incident is appropriately contained, responded to, and cleaned up:
 - Stopping operations.
 - Evacuating work areas (See **Code Green**).
 - Adjust air handling systems as circumstances require, including shutting

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- down an area's air exchange or full air exchange.
- Protecting nearby storm sewers; and/or,
- Collecting and/or containing released wastes and removing containers.

Level 2 Spill Procedure:

Level 2 Spill

- Response Team will don the appropriate PPE.
- Clean up will be initiated following the instructions provided in one or more of the following:
 - SDS sheet.
 - Applicable Chemical Spill Control policy.
 - Applicable Biological Spill Control policy; and/or,
 - Department Specific Spill Control procedures.
- If required, Housekeeping will perform a final clean of the area.
- Once the incident is over, page "Code Brown, All Clear" overhead three (3) times.
- Supervisor of the affected area will complete required documentation.
- Supervisor of the affected area will ensure that the spill kit is replenished of the materials used and returned to its location.

Level 3 Spill Procedure:

Level 3 Spill

- Response Team will notify FM Security at **(867) 446-0223 or ext. 67802** to:
 - i.) Call the Fire Department Hazardous Materials Team **(867) 873-2222**; and,
 - ii.) Assist with securing the area and escorting the Fire Department Hazardous Materials Team to the spill location.
- Response Team will call the NWT Spill Line (if required) **(867) 920-8130**.
- Assistance will be provided to the Fire Department as required.
- Response Team stays in contact with Chief Operating Officer or Designate (Manager on Call - **(867) 445-8702**) and keeps them informed as the cleanup progresses.
- Once the site is safe for entry, Response Team will coordinate remaining cleanup.
- Additional supplies (or disposal) may need to be coordinated through KBL **(867) 873-5263**.
- If required, Housekeeping will perform a final clean of the area.
- Once the incident is over, page "Code Brown, All Clear" overhead three (3) times.
- Supervisor of the affected area will complete required documentation.
- Supervisor of the affected area will ensure that the spill kit is replenished of the materials used and returned to its location.

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Required Documentation:

All levels of spill require the following:

- Report the spill in the Risk Management program.
- Code Brown Evaluation Form – Appendix A

In addition, the following documentation/notification(s) may be required:

- WSCC Employer’s and Worker’s Injury Report Form (if staff are injured or exposed to hazardous material)
- NT-NU Spill Report Form (if spill is released to the environment)
 - http://www.enr.gov.nt.ca/sites/enr/files/128-spill_report_form_e_fillable_1.pdf
- Notification of Infection/Exposure to Biological Safety Officer (incidents involving biohazardous material which could result in infection/disease)

Staff Responsibilities:

It is the responsibility of all NTHSSA-Stanton and FM staff to:

- Complete training and be familiar with the Workplace Hazardous Materials Information System (WHMIS).
- Be familiar with the Safety Data Sheets (SDS) for each hazardous material handled in the workplace.
- Practice safe storage and handling of all hazardous materials.
- Report any potential hazard to your Supervisor/Manager/Designate.
- Upon hearing the Code Brown announcement, continue with regular duties and await further instructions, where staff are to avoid the area where possible unless part of the Response Team.
- Participate in activities as directed by the Response Team.
- Participate in the debriefing session if required.

Duties for Chief Operating Officer or Designate (Manager on Call), if required:

- Determine the appropriate level of response based on the Code Brown Response Team recommendation.
- Approve additional resources to facilitate appropriate and timely spill response.
- Review the Code Green procedure and prepare for the possible implementation of a Code Green response.

- Using the Emergency Fan Out List, notify appropriate personnel of possible or actual impacts to operations and contingency plans.
- Prepare Briefing Note or Media Release as required to keep stakeholders informed of the impact to patient care, safety, and facility operations.

PERFORMANCE MEASURES:

- Mock Code Brown Exercises to be held three times per year.
- 100% of STH personnel comply with this policy.
- RL6 incident reports for Code Browns
- Code Brown Training Rates

CROSS-REFERENCES:

- Code Green – Evacuation Procedure
- Hazardous Medication Clean Up
- Biological Spill Control
- Chemical Spill Control
- Eyewash Station Use
- Safety Shower Use
- Locating a Safety Data Sheet

ATTACHMENTS:

- Appendix A – Code Brown Evaluation Form
- Appendix B – Location of Spill Kits

REFERENCES:

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APPROVAL:

April 10, 2024

Date



Stanton Territorial Hospital COO

Appendix A: Code Brown Evaluation Form

Occurrence Date/Time	Location	Hazardous Material
Description of the Incident		
Personnel Involved		
Actions Taken and Outcome		
<p>Level of Response Used: _____</p>		

Evaluation (Strengths/Weaknesses)

Strengths:

Weaknesses:

Recommendations for Improvement

Signature, Manager

Date

Signature, Code Brown Team

Date

Signature, OH&S Coordinator

Date

Appendix B: Location of Spill Kits

Type of Spill Kit (with Photo)	Location
<p>Chemical Spill Treatment Kit</p> 	<ul style="list-style-type: none"> • Level 0 – Materials Management Warehouse (x 2) • Level 0 – Hallway outside Stanton Facility Services • Level 0 – Medical Device Reprocessing • Level 1 – Laboratory • Level 1 – Dialysis / Pharmacy Hallway • Level 1 – Ambulatory Care Clinic (Main Hallway) • Level 2 – At the SE3/4 Elevators • Level 3 – At the SE3/4 Elevators • Level 4 – Medicine • Level 5 - Surgery
<p>Formaldehyde/Solvent Spill Treatment Kit</p> 	<ul style="list-style-type: none"> • Level 1 – Laboratory • Level 1 – Ambulatory Care Clinic (2nd Dirty Utility Room) • Level 2 – Outside Operating Room (by Fume Room) • Level 2 – Day Procedures (Scope Storage Room) • Eye Clinic (off-site)
<p>Biological Spill Treatment Kit</p> 	<ul style="list-style-type: none"> • Level 0 – Materials Management Warehouse • Level 0 – Facility Services Shop • Level 0 - Medical Device Reprocessing • Level 1 – Laboratory • Level 1 – Emergency • Level 1 – Ambulatory Care Clinic (x 2) • Level 1 - Chemotherapy • Level 2 - In-service Classroom • Level 2 - Obstetrics • Level 2 – Day Procedures • Level 2 - Operating Room • Level 2 - Pediatrics • Level 5 - Surgery (2)

- Other department specific spill kits and procedures may also be available.
- Please check with area supervisor.
- It is recommended that each area provides a copy of the department specific spill procedure(s) at the end of this document.
- It is the supervisor’s responsibility to ensure that team members are trained in its use.