
Spill Kit Inventory and Restocking Procedure – Warehouse

1.0 Objective & Intent

This SOP defines the safety protocols for conducting a thorough inventory and restocking of spill kits located throughout the warehouse. The primary objective is to ensure that all spill kits are fully stocked, properly sealed, and immediately accessible to contain and clean up hazardous material spills (e.g., solvents, adhesives, paints, oils) in compliance with WorkSafeBC regulations (OHS Regulation Part 5: Chemical Agents and Biological Agents). A properly maintained spill kit minimizes environmental contamination, prevents slips and falls, and protects workers from chemical exposure.

2.0 Operational Scope

This procedure applies to all warehouse personnel, safety coordinators, and supervisors responsible for maintaining spill response equipment. It covers all designated spill kit locations within the warehouse, including areas near chemical storage racks, loading docks, mixing stations, and waste collection points. This SOP does not apply to spill kits located in the finishing booth or maintenance shop, which are covered under separate procedures.

3.0 Hazard Identification & Mandatory PPE

- Chemical Exposure: Inhalation or skin contact with residual chemicals from previous spills or leaking containers inside the kit.
- Slip/Trip Hazards: Spilled materials on the floor around the kit location or loose items inside the kit.
- Sharp Objects: Broken glass, metal shards, or punctured containers inside the kit.
- Manual Handling: Lifting heavy absorbent pads, booms, or replacement containers.
- CSA-Approved Safety Glasses with side shields (mandatory).
- Nitrile or Neoprene Chemical-Resistant Gloves (minimum 14 mil thickness).
- CSA-Approved Steel Toed Boots.
- High-Visibility Safety Vest (if working near forklift traffic).

4.0 Required Safety Equipment & Tools

- Spill Kit Inventory Checklist (printed or digital on SafeDesk).
- Replacement absorbent pads, socks, pillows, and booms (appropriate for chemical types stored in area).
- Replacement disposal bags (heavy-duty, 6 mil polyethylene) with ties.
- Replacement personal protective equipment (gloves, goggles, Tyvek suits if applicable).
- Replacement temporary warning signs or barricade tape.
- Sealable plastic containers for small chemical containers (if needed).
- Utility knife or scissors (for opening packaging).
- Pen and clipboard or mobile device with SafeDesk app.
- Spill response logbook (for documenting any discovered spills).

5.0 Step-by-Step Safety Procedure

1. Don all required PPE before approaching any spill kit location. Verify that the area around the spill kit is clean, dry, and free of obstructions. If a spill is present, do not proceed with inventory; initiate the spill response procedure immediately.
2. Open the spill kit container (bag, bin, or wall-mounted cabinet) and visually inspect the exterior for damage, corrosion, or contamination. If the container is compromised, note it on the checklist and flag for replacement.
3. Remove all contents from the kit and lay them out on a clean, dry surface. Use the inventory checklist to verify each item against the required stock list for that specific kit location (e.g., general-purpose, solvent-specific, oil-only).
4. Inspect each item for damage, expiration, or contamination. Check absorbent pads for discoloration, brittleness, or odor. Verify that disposal bags are intact and that PPE is still sealed in original packaging. Discard any compromised items in accordance with hazardous waste procedures.
5. Count and record the quantity of each item present. Compare to the minimum stock levels defined in the warehouse spill response plan. Identify any shortages or missing items.
6. Restock the kit to the required levels using only approved replacement materials from the warehouse inventory. Ensure that absorbents match the types of chemicals stored in the vicinity (e.g., universal for general, hazmat for solvents).
7. Repack the kit in the original container in an organized manner, placing the most frequently used items (gloves, pads, bags) on top. Ensure the kit is clearly labeled with the contents list and the date of the last inspection.
8. Close and seal the kit container securely. Verify that the kit is placed in its designated location and is easily accessible without obstruction. Attach a new inspection tag or update the digital record in SafeDesk with the date, inspector name, and restock details.
9. Dispose of any waste generated during the restocking process (e.g., damaged packaging, expired items) in the appropriate waste stream. If any items are contaminated, follow hazardous waste disposal protocols.
10. Complete the spill kit inventory checklist and submit it to the safety coordinator or supervisor. If any deficiencies were found that could not be immediately corrected (e.g., missing specialized absorbents), issue a corrective action request and flag the kit as temporarily out of service until restocked.

Regulatory Disclaimer: This document is a generic safety template provided for educational and informational purposes only. It does not constitute professional engineering, legal, or regulatory compliance advice. The end-user assumes all liability for validating all safety protocols against specific machinery manufacturer manuals and local occupational health and safety regulations (e.g., WorkSafeBC, CSA standards) before deployment.