

Safe Work Instruction

Hazardous Chemical Use



INTRODUCTION:

Hazardous chemicals are solids, liquids, or gases that can harm people, other living organisms, property, or the environment.

To reduce the risk of an incident occurring, all workers are to be trained in the use, handling and storage of the specific hazardous chemicals at their workplace.

WORK INSTRUCTION:

Prior to using hazardous chemicals

- Check that the chemical is one that has been listed in the Hazardous chemical register. If the chemical is not listed report to your Supervisor for further instructions.
- Check that the Safety Data Sheet (SDS) for the chemical is available and review the content prior to use. If the SDS is not available ask you supervisor to obtain a copy.
- Make certain you are using the right product for the work.
- Never mix chemicals unless the instructions for the chemical advise you to do so.
- Do not decant the chemical (unless into another correctly labelled container), always keep it in its correct container.
- Make sure you have the correct Personal Protective Equipment for the task.

When using hazardous chemicals

- Always have a copy of the SDS available at the place where the chemical is being used.
- Never eat, drink or smoke when using hazardous chemicals, wait until the work is done and you have washed your hands.
- Make sure the work area is well lit, clean and clear of waste or debris.
- Make sure the area is well ventilated. If it is not you should advise your supervisor that you may need an extraction fan to control the fumes or dust.
- Make sure you know the locations of the:
 - nearest fire fighting equipment;
 - Spill kit;
 - First aid facilities or equipment.
- Only use the product for its intended purpose, never misuse the product.
- Any spillages must immediately be cleaned up, and do not allow the spill to enter any drains or waterways.

Safe Work Instruction

Hazardous Chemical Use



After using hazardous chemicals

- Always wash your hands prior to eating, drinking or smoking
- Contaminated clothing must be appropriately bagged for cleaning or disposal.

Storage of chemicals or substances

- The hazardous chemicals should always be stored in accordance with the SDS requirements.
- All hazardous chemicals must be stored in their original containers with the label clear and readable at all times. DO NOT allow any chemical to be stored in an unmarked container.
- Hazardous substances of any quantity should not be stored in meal rooms, container sheds, offices or general work areas. They should be stored in a secure place with copies of their SDS on hand.