

SOP - Using a Hazardous Chemical

This SOP may not cover all possible hazards and risks associated and should be referred to as a control measure in the risk assessment process. Site and task may change required PPE.

PERSONAL PROTECTIVE EQUIPMENT

Refer to SDS

OTHER SIGNAGE



POTENTIAL HAZARDS ASSOCIATED WITH RISKS

Hazardous Chemicals

Training Required:

- ✓ Construction Industry General Induction
- ✓ Site Induction
- ✓ Task induction
- ✓ Hazardous chemicals

Licence or VOC Required: No

Pre-Operational Safety Checks:

- ✓ Complete site-specific risk assessment
- ✓ Workers trained & Competent
- ✓ Public is protected
- ✓ Property is protected
- ✓ Control measures have been implemented
- ✓ It is safe to proceed

Consultation

- ✓ SWMS has been reviewed
- ✓ Site induction completed
- ✓ Toolbox talk held
- ✓ Discussed with other PCBU
- ✓ Potential emergencies considered

Tools & equipment required

Refer to SDS

Operating Procedures / Methodology:

Planning & Preparation

- ✓ Obtain Manufacturer's SDS
- ✓ Conduct a task specific Risk Assessment
- ✓ I have all the tools and materials required
- ✓ I understand the instructions on the task

- ✓ Ensure adequate lighting
- ✓ Check emergency equipment is easily accessible
- ✓ Check all PPE is appropriate, in good condition and worn correctly
- ✓ If decanting chemicals, check the container is suitable and clearly labelled
- ✓ Ensure correct type and amount of chemical for task
- ✓ Review weather conditions - wet, rain, wind direction etc
- ✓ Ensure adequate ventilation

Doing

- ✓ Use in accordance with Manufacturer's SDS
- ✓ All nominated control measures are used
- ✓ Follow SWMS, SOP and Risk Assessment
- ✓ Ensure clear pathway to exit
- ✓ Always handle chemicals with caution and do not take short cuts
- ✓ Use correct method of application
- ✓ Only use chemicals for the purpose for which they were designed
- ✓ Chemicals must be mixed according to manufacturer's instructions only
- ✓ Release air pressure in container before completely removing bung/lid
- ✓ Keep chemicals away from sources of ignition
- ✓ Waste products to be disposed of at regulated waste facility
- ✓ Substances can be inhaled, splashed onto the skin or eyes or swallowed



✓ Be aware of side

effects

- ✓ If splashed, have a shower and change clothes
- ✓ If the weather conditions are unsuitable do not start
- ✓ If affected go to the hospital for examination and do not return to work until totally recovered
- ✓ Allow air pressure in container to be released before completely removing bung/lid
- ✓ Minimise waste by reduction, recycling and reusing where possible
- ✓ Replace unused substances in secured area
- ✓ Waste chemicals to be disposed of at a regulated waste facility
- ✓ Wash thoroughly after using chemicals

Ending Operations / Housekeeping:

- ✓ Return all tools and equipment
- ✓ Waste is recycled or disposed of
- ✓ Clean up your mess
- ✓ Store non-disposable PPE to prevent damage
- ✓ Report to your Supervisor

Monitor & Review Process

- ✓ If unsafe STOP, review get approval
- ✓ Supervisor to check all activities
- ✓ Task MUST be completed as per SOP
- ✓ Report to your Supervisor if unsure

DO NOT!

- ✗ leave chemicals unattended or unsecured
- ✗ place your fingers/hand in your mouth or eyes, or wipe your face
- ✗ use drink bottles for chemicals
- ✗ combine different chemicals
- ✗ use chemicals if SDS is unavailable
- ✗ **Alter this SOP without Management approval**

Applicable Legislation / Standards:

✓ WH&S Act & Regulations

Codes of Practice –

[First aid in the workplace](#)

[Work health and safety consultation, co-operation and co-ordination](#)

[How to manage work health and safety risks](#)

[Hazardous manual tasks](#)

[Managing the work environment and facilities](#)

[Manual tasks involving the handling of people](#)

[Labelling of workplace hazardous chemicals](#)

[Managing risks of hazardous chemicals in the workplace](#)

✓ Standards

AS 1319 Safety signs for the occupational environment

AS 1940 The storage and handling of flammable and combustible substances

AS 2293 .2 emergency evacuation

AS 2444 fire extinguishers

ISO45001 OH&S management systems

ISO 31000 Risk management

Safe work procedure approved by:

Refer to Company Implementation Folder for signed documents

Worker sign-off

Refer to Worker’s induction file for signed documents