

SOP – Lead

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. Other SOP may also apply to this task, select other SOP as appropriate. Site and task may change required PPE.

PERSONAL PROTECTIVE EQUIPMENT

You must wear this personal protective equipment when doing this task

			
Suits	Gloves	P2 Mask	Safety

OTHER SIGNAGE



POTENTIAL HAZARDS ASSOCIATED WITH RISKS

Recurring Hazards	Construction work
Public areas	Environment
Hazardous Chemicals	

Training Required:

- ✓ Task induction
- ✓ Lead awareness

Licence or VOC Required: No

Pre-Operational Safety Checks:

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

Consultation

- ✓ Toolbox talk held
- ✓ Potential emergencies considered
- ✓ Be aware of serious health effects associated with lead

Tools & equipment required

- ✓ Selected hand tools

Operating Procedures / Methodology:

Planning & Preparation

- ✓ Conduct a task specific Risk Assessment
- ✓ I have all the tools and materials required
- ✓ I understand the instructions on the task
- ✓ Commencement of work authorised

Doing

- ✓ All nominated control measures are used
- ✓ Follow SWMS, SOP and Risk Assessment
- ✓ AVOID using mechanical removal
- ✓ Minimize creation of dust
- ✓ Limit the amount of time workers spend on activities associated with lead
- ✓ Ensure adequate ventilation
- ✓ No eating, drinking or smoking in immediate work area

- ✓ Supervisor to check all activities
- ✓ Task **MUST** be completed as per SOP
- ✓ Report to your Supervisor if unsure

DO NOT!

- × **Alter this SOP without Management approval**

Ending Operations / Housekeeping:

- ✓ Return all tools and equipment
- ✓ Waste is disposed of
- ✓ Pack away all equipment
- ✓ Wash hands before eating, drinking, smoking, bathroom
- ✓ Contaminated clothing not to be worn offsite
- ✓ HEPA Vacuum to clean
- ✓ Check site is clean
- ✓ Store non-disposable PPE to prevent damage
- ✓ Report to your Supervisor

Monitor & Review Process

- ✓ If unsafe STOP, review get 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](#)
 - [Managing risks of hazardous chemicals in the workplace](#)
- ✓ Standards
 - AS.1715 Respiratory protective equipment
 - AS 2444 fire extinguishers
 - ISO45001 OH&S management systems
 - ISO 31000 Risk management

Safe work procedure approved by: CEO

Refer to Company Implementation Folder for signed documents

Worker sign-off

Refer to Worker's induction file for signed documents