

## SOP – Hazardous Chemical Storage

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

You must wear this personal protective equipment when doing this task

				
Eye	Gloves	Safety	P2 Mask	P3 Mask

### OTHER SIGNAGE

			
---	---	---	---

### POTENTIAL HAZARDS AND RISKS

Hazardous Chemicals	Environment
Public areas	Damage to Property

#### Training Required:

- ✓ Construction Industry General Induction
- ✓ Site Induction
- ✓ Task induction
- ✓ Hazardous chemical storage

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

- ✓ Potential emergencies considered

#### Operating Procedures / Methodology:

##### Planning & Preparation

- ✓ Obtain Manufacturer's SDS
- ✓ Conduct a task specific Risk Assessment
- ✓ I understand the instructions on the task
- ✓ Register of all chemicals

- ✓ Safety Data Sheet (SDS) readily accessible
- ✓ Label shelves for accurate storage of chemicals
- ✓ Be aware of specific first aid treatment for each chemical in use
- ✓ Storage areas must have bunding
- ✓ Emergency management Plan

##### 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
- ✓ Clearly label all decanted chemicals
- ✓ Regularly inspect chemicals and correctly dispose of out of date chemicals
- ✓ Place corrosive chemicals on spill trays
- ✓ Remove all cardboard and packaging from the storage area
- ✓ Report major spills as soon as is practicable

##### Ending Operations / Housekeeping:

- ✓ 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!**

- × store chemicals in food or drink containers
- × store liquid chemicals above solid chemicals in case of leaks
- × overload shelves in storage area
- × mix different chemicals together
- × **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](#)
  - [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
  - 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