



# **SAFE WORK INSTRUCTION (SWI)**

## **Safe use of Chemicals – Chemical Handeling**

Owner: Dragline Cleaning Services Pty Ltd

Effective Date: 6/05/2021

Review Date: 6/5/20212

Version 1

Authorised by Justin Goodwin – General Manager

*Confidentiality Notice: This document is confidential and contains proprietary information and intellectual property of Dragline Cleaning Services Pty Ltd. Neither this document nor any of the information contained herein may be reproduced or disclosed under any circumstances without the written permission of Dragline Cleaning Services Pty Ltd. Please be aware that disclosure, copying, distribution or use of this document and the information contained therein is strictly prohibited.*



# DCS - Safe Use of Chemicals

Related Procedures, Information and Documents.....	1
Tools and Equipment.....	1
Additional PPE .....	1
Skills or Roles .....	1
Isolation .....	1
Detailed Task Description .....	2
Job Steps.....	2
Stop Points.....	5
Work Task Stop Points.....	5
Review Acknowledgement .....	5

**IMPORTANT – PRIOR TO COMMENCING THE TASK**, identify any additional **HAZARDS** and **CONTROLS** that may be required to reduce the risk to a level as low as reasonably achievable.

**Consider the skills and experience of the PEOPLE involved, the suitability of the EQUIPMENT to be used, and the workplace ENVIRONMENT. Any additions noted are to be submitted to the Document Owner for updates to this Work Instruction.**

<p><b>Related Procedures, Information and Documents</b></p> <p><i>Documented information specifically related to the task, SOPs, SDS, OEM, permits etc.</i></p>	<ul style="list-style-type: none"> <li>• Safety Management Plan</li> <li>• Chemical Register</li> </ul>
<p><b>Related Permits</b></p>	<ul style="list-style-type: none"> <li>• Site Chemical approval via Contractor Management Systems applicable to each site</li> </ul>
<p><b>Tools and Equipment</b></p> <p><i>Specific tools and equipment needed to complete the task (other than standard equipment)</i></p>	<ul style="list-style-type: none"> <li>• <b>NIL</b></li> </ul>
<p><b>Additional PPE</b></p> <p><i>Specific PPE needed for the task (not including site standard minimum)</i></p>	<ul style="list-style-type: none"> <li>• PPE according to manufacturer's/workplace label/ SDS Sheet. Chemical storage cabinets may need to be vented.</li> <li>• Eye wash</li> <li>• Chemical spill kit</li> <li>• Awkward postures, strains/sprains from forceful exertions, chemical contact/spills</li> </ul>
<p><b>Skills or Roles</b></p> <p><i>Specific skills or roles needed for the task</i></p>	<ul style="list-style-type: none"> <li>• DCS Induction Completed - Injury prevention</li> <li>• Site Inductions Completed</li> <li>• Chemical spill training</li> </ul>
<p><b>Isolation</b></p> <p><i>Specific isolation points relevant to the task are identified along with how the isolation will be verified or "tested for dead"</i></p>	<p style="text-align: center;"><b>Isolation Point</b></p> <ul style="list-style-type: none"> <li>• N/A</li> </ul>

## Detailed Task Description

*Detailed methodology considering all items listed above*

**NOTE: Genesis E Greaser is authorised for use at all mine sites, SDS's have been made available in all Fleet vehicles and Shutdown container. Please see management for any additional work requirements to be authorised via external approval forms.**

1. Review the Material Safety Data Sheet for the chemicals being used. Be familiar with the required PPE, and emergency procedures if required. Know where the chemical spill kits are located
2. Decanted products into smaller containers must have a workplace label applied. Also ensure that the labels are legible, and if not, replace with a workplace label.
3. Wear personal protective equipment when advised by the manufacturer on labels or on material safety data sheets. Avoid direct contact with any chemical.
4. Keep chemicals off your hands, face, and clothing, including shoes. Any contact to the skin must be thoroughly washed off.
5. Store chemicals in tightly closed, labeled containers.
6. Lock chemical storage areas and post warning signs. Cabinets may need to be vented.
7. Never mix chemicals — even if they are for the same purpose.
8. Chemicals that are incompatible must not be stored close to each other. Flammable and combustible chemicals or oxidizers must not be stored near any heat or ignition source (this includes cooking equipment, furnace and hot water tank).
9. Empty chemical pails/containers are to be discarded. Consult SDS for safe disposal of the containers. If residue remaining, place container into a sink and prepare to rinse out with water only if acceptable as per label. Remove the potential for splashing by SLOWLY adding water into the container.
10. Ensure enough water is added in order to dilute it. Don't fill more than ¼ full with water. Gently rinse the inside of the entire container, repeat process until container is thoroughly cleaned.

Job Steps	Known Hazards	Identified Controls	Responsible Person
1. Review the Material Safety Data Sheet for the chemicals being used. Be familiar with the required	<ul style="list-style-type: none"> <li>• Refer to SDS per Chemical</li> </ul>	<ul style="list-style-type: none"> <li>○ Refer to SDS per Chemical</li> </ul>	

Job Steps	Known Hazards	Identified Controls	Responsible Person
PPE, and emergency procedures if required. Know where the chemical spill kits are located	•	○	DCS Field Team and DCS Supervisor
2. Decanted products into smaller containers must have a workplace label applied. Also ensure that the labels are legible, and if not, replace with a workplace label.	•	○	
3. Wear personal protective equipment when advised by the manufacturer on labels or on material safety data sheets. Avoid direct contact with any chemical.	•	○	
4. Keep chemicals off your hands, face, and clothing, including shoes. Any contact to the skin must be thoroughly washed off.	•	○	
5. Store chemicals in tightly closed, labeled containers.			
6. Lock chemical storage areas and post warning signs. Cabinets may need to be vented.			
7. Never mix chemicals — even if they are for the same purpose.			
8. Chemicals that are incompatible must not be stored close to each other. Flammable and combustible chemicals or oxidizers must not be stored near any heat or ignition source (this includes cooking equipment, furnace and hot water tank).			
9. Empty chemical pails/containers are to be discarded. Consult SDS for safe disposal of the containers. If residue remaining, place container into a sink and prepare to rinse out with water only if acceptable as per label. Remove the potential for splashing by SLOWLY adding water into the container.			
10. Ensure enough water is added in order to dilute it. Don't fill more than ¼ full with water. Gently rinse the inside of the entire container, repeat process until container is thoroughly cleaned.			

Job Steps	Known Hazards	Identified Controls	Responsible Person

**Stop Points** (Identified points in the task where the work is to stop for the completion of activities, checks of control effectiveness, inspections or tests)

<b>Work Task Stop Points</b> (if any) Any need to stop during the task, where identified by the supervisor OR work Group	Identified Stop Points	What is to Occur
	New workers to the area	Stop and Review Hazards
	No SDS is available	Stop do not use see management
	Not in DCS approved chemical Register	Stop do not use see management
	User to Note any Additional Stop Points	What is to Occur
	Is any other chemical other then E-greaser contained in DCS vehicles for site use	Stop return to Chemical bay.

*We have reviewed the task/work area and have identified any additional HAZARDS and implemented CONTROLS to reduce the risk to a level as low as reasonably achievable.*

*We have considered the skills and experience of the PEOPLE involved, the suitability of the EQUIPMENT to be used, and the workplace ENVIRONMENT and have determined that risk is at an acceptable level.*

**Review Acknowledgement** (Work Group and Supervisor)

Work Group	Name	Signature	Name	Signature
Supervisor	Name		Signature	