	ISO 14001:2015 ENVIRONMENTAL MANAGEMENT SYSTEM	Doc Number	EM-PR 22 A
	<b>HANDLING &amp; STORAGE OF HAZARDOUS &amp; NON-HAZARDOUS CHEMICALS</b>	Compiled By	OBS
		Approved By	Abdul Kamdor
		Clause Reference	8
		Issue Date	16 <sup>th</sup> November 2017

### **1.0 Purpose**

The purpose of this procedure is to ensure correct Handling & Storage of Hazardous & Non Hazardous Chemicals.

### **2.0 Scope**

The scope of this procedure covers all areas & activities associated with the operations of KDG LOGISTICS.

### **3.0 References:**

Aspects & Impacts Register  
Environmental Manual

### **4.0 Responsibilities**

All personnel involved in handling of hazardous and non-hazardous chemicals.

### **3.1 Hazardous Chemicals**

#### **3.1.1 Liquids**

a) Oil / Grease / Chemicals / Lubricants (SANS 0228: (9)

This includes engine oil, transmission oil, hydraulic oil and transformer oil and greases / chemicals / Lubricants.

- All Oil / Chemicals / Lubricants / detergents/ bio-degradable products, used in & other relevant departments will be requested from the General Store & transported to the point of use.
- The Chemicals will be decanted into clearly identified storage drums / containers, located at strategic points.
- Under no circumstances may any oil / chemicals / lubricants be released directly onto the ground, storm water or effluent system.
- All chemicals not completely used will be returned to the General Store for Storage.
- When transporting oils / Grease /Chemicals/ Lubricants to & from the General Store, care must be exercised at all times to prevent pollution or contamination of the environment
- All health, safety and risk requirements must be considered and adhered to by all Employees and Contractors, at all times.

Attention must be given to:

- The risk of fire.
- Contamination.
- Use of correct Personal Protective Equipment (PPE).
- Use of correct control measures e.g. bunding, drip trays, oil traps.

In the event of a spillage or contamination the incident must be reported immediately to ensure prompt action as laid out in the:


- Emergency Preparedness and Response Procedure.
- Spills Procedure.
- Accident / incident Investigation and Reporting Procedure.

b) Degreasers/Solvents/Paints (SANS 0228: (3)

- All Degreases / Solvents / Paints used in KDG LOGISTICS will be requested from the General Store & transported to the point of use.
- All Degreasers / Solvents/ Paints used will be decanted into clearly identified storage drums / containers, located at strategic points.
- No redundant/old degreasers/solvents/paints may be poured into drains or sewerage systems.
- Under no circumstances may any Degreasers / Solvents/ Paints be released directly onto the ground, storm water or effluent system.
- When transporting Degreasers / solvents / Paints to & from the General Store, care must be exercised at all times to prevent pollution or contamination of the environment
- All health, safety and risk requirements must be considered and adhered to by all Employees and Contractors, at all times.

Attention must be given to:

- The risk of fire.
- Contamination.
- Use of correct Personal Protective Equipment (PPE).
- Use of correct control measures e.g. bunding, drip trays, oil traps.

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In the event of a spillage or contamination, the incident must be reported immediately to ensure prompt action as laid out in the:

- Emergency Preparedness and Response Procedure.
- Spills Procedure.

a) Hazardous Chemical Substances (SANS 0228: (6))

- Be kept / stored in separate designated areas on site.
- Be kept / stored in a sealed container
- Be kept / stored in clearly marked containers
- Be prevented from contaminating clean/raw/effluent water systems
- Not be poured down any drain
- Not be left lying around anywhere on site
- The design, construction and operation of all equipment and facilities required for the effective collection, containment, control and disposal of any chemicals must comply with current legislation to prevent any pollution or contamination of the environment

All health, safety and risk aspects such as the possibility of chemical reactions, emergency clean-up of spills must be taken into consideration to prevent possible:

- Chemical poisoning.
- Fires.
- Burns/injuries.
- Pollution of the environment (including eco toxicity).

### **3.2 Non-Hazardous Chemicals**

#### **3.2.1 Liquids**

a) Detergents (SANS 0228: (6))

This includes: Washing up liquid, water soluble degreasers and solvents

- All detergents must be used up before a new container is opened.
- These liquids may only be disposed of into the effluent system when washing/cleaning.

In the event of a spillage or contamination the spill must be contained immediately as per the Spills Procedure. It is the responsibility of Management, Employees, and Contractors of the Company, to ensure that Hazardous & Non Hazardous Chemicals are controlled and the environment is not polluted or contaminated. It is the duty of each Department Manager to incorporate the requirements of this Procedure into Department Work Instructions or implement the requirements of this Procedure directly into their Department Operations.