

Decanting Chemicals used for Cleaning

Review date: 20/09/13

Document no. SMS-06-SW-0491	Work description Decanting chemicals from large containers into small containers
	Scope Applies to equipment store
Review date 20/09/13	References <ul style="list-style-type: none"> • OHS Act 2000 section 8 (1,2) 20 (1,2) 21 • SMS-06-GD-0001 Guide to Manual Handling • Relevant up-to-date MSDS
	Responsible supervisor <i>Insert name in BLOCK letters</i>
Supervisor/Team Leader	PPE and precautions <ul style="list-style-type: none"> • High visibility vest • Safety Footwear • Rubber gloves • Goggles / Face Shield (Graffiti) • Respirator Competencies or qualifications <ul style="list-style-type: none"> Induction On-the-Job Training Track and Electrical Safety Awareness or RISI Licences or permits required <ul style="list-style-type: none"> N/A
Tools and equipment required	
Funnel, MSDS, spill clean up equipment	
IF CONTROL MEASURES ARE NOT SUITABLE AND MAJOR CHANGES ARE NEEDED, CONDUCT A RISK ASSESSMENT AND DEVELOP NEW CONTROLS ACCORDING TO SMS-06-PR-0104 WORKPLACE RISK MANAGEMENT.	

Preparation	 Warning Wear appropriate PPE as required by MSDS while decanting chemicals.
<ul style="list-style-type: none"> • Familiarise yourself with the information on Material Safety Data Sheets. 	

Decanting from 20 or 25 litre drums	<ul style="list-style-type: none"> • If chemicals to be decanted are in a 20 or 25 litre drum, place in bunded area for decanting • Position the bucket in the splash tray area. • Open drum. • Lift drum and pour chemical into bucket (if the drum is too heavy for you to lift on your own seek assistance). • Replace lid. • Position smaller containers in the splash tray area. • Place funnel in smaller container. • Pour chemical from bucket into funnel. • Cap the smaller container. • Rinse container. • Repeat process until the required number of smaller containers have been filled. • Store smaller containers on the chemicals rack. • Return the 20 or 25 litre container to storage area.
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Decanting from taps	<ul style="list-style-type: none"> • Position smaller containers in the splash tray area. • Remove lid from small container. • Place container under tap. • Push/pull lever/tap to fill the container. • Replace lid. • Rinse container. • Repeat process until required the number of smaller containers have been filled. • Store smaller containers on the chemicals rack.
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Clean up	<ul style="list-style-type: none"> • Clean up any spills.
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Additional controls	
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