

# Safe Work Instruction

## Safe Handling and Storage of Flammable and Combustible Liquids

Issue date: 27/07/09

Review date: 27/07/12

<b>Document no.</b> SMS-06-SW-0195	<b>Job title/description</b> Storage and handling of flammable and combustible liquids		
	<b>References</b> <a href="#">OHS Regulation 2001</a> – Chapter 6 and 6A <a href="#">WorkCover Code of Practice for Storage and handling of dangerous goods 2005</a> <a href="#">WorkCover Code of Practice for Control of workplace hazardous substances 1996</a> AS1940 – 2004 The storage and handling of flammable and combustible liquids		
<b>Responsible supervisor</b> <i>Insert name in BLOCK letters</i>	<b>PPE and precautions</b>	<b>Competencies or qualifications</b>	<b>Licences or permits required</b>
<b>Tools and equipment required</b>			
THIS SWI APPLIES TO MINOR STORAGE ONLY. THERE MAY BE OTHER REQUIREMENTS WHERE FLAMMABLE AND COMBUSTIBLE LIQUIDS ARE STORED IN GREATER QUANTITIES.			
<b>General</b>	<p>Areas for the handling, decanting and/or storage of Flammable and Combustible Liquids are to comply with the following:</p> <ul style="list-style-type: none"> <li>• be well ventilated (mechanical ventilation may be required for indoor storage areas)</li> <li>• Be maintained in a clean condition such that a build up of combustible waste material or residues is prevented</li> <li>• Be free from potential ignition sources, or where heating may occur</li> <li>• Have appropriate fire protection and signage</li> </ul> <p>In addition, they are not to be stored or used:</p> <ul style="list-style-type: none"> <li>• With other products that are not compatible (eg fuel and pool chlorine)</li> <li>• Where they may jeopardize escape from a building in the event of a fire</li> </ul> <p>Storage areas are to be secured against unauthorised access at all times</p> <p>Packages are to be kept closed when not in use. Packages containing flammable liquids should only be opened or decanted in well-ventilated areas and away from potential ignition sources.</p> <p>Transfer of liquids on site are to be conducted in a manner that minimizes the potential for spillage, fire and vapour escape – consider using dispensing pumps or self-closing metal taps.</p> <p>Any spillage is to be cleaned up immediately and the materials used in the clean-up shall be disposed of safely and in accordance with any council regulations.</p> <p>All persons handling flammable and combustible liquids is to be trained in safe handling and fire precautions as identified in the relevant risk assessment and/or Safe Work Method Statement or Safe Work Instruction.</p>		
<b>Fire extinguishers and signage</b>	<p>In areas where an excess of 100L aggregate quantity of Flammable and 1000L Combustible Liquids are stored or used, the following items are to be provided:</p> <ul style="list-style-type: none"> <li>• “DANGER – FLAMMABLE LIQUID – NO SMOKING – KEEP FIRE AWAY” signage positioned in a clearly visible location (ie adjacent to the store/use or on tank if tank is able to be moved); the proper shipping name should also be placed on the sign,</li> <li>• A suitable fire extinguisher (ie a “powder-type” extinguisher having a rating of at least 2A 60B(E), or a “foam” extinguisher having a rating of at least 2A 20B) within 10m of the store or handling area.</li> </ul>		

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Minor quantities	Commercial buildings - outdoors			
	Class of liquid	Classification	Max quantity (L)	
	Flammable (Class 3)	PG I	Petrol, hydrocarbon, methylated spirit, acetone	250
		PG II		250
		PG III	Kerosene	1400
	Combustible	C1	Diesel	2500
		C2	Engine oil	2500
	Commercial buildings - indoors			
	Class of liquid	Classification	Max quantity (L)	
	Flammable (Class 3)	PG I	Petrol, hydrocarbon, methylated spirit, acetone	1L per 2m² and no more than 250L in any 500m² area
		PG II		
		PG III	Kerosene	1L per 1m² and no more than 500L in any 500m² area
	Combustible	C1	Diesel	4L per 1m² and no more than 2000L in any 500m² area
		C2	Engine oil	
	Commercial buildings – outdoors			
	Class of liquid	Classification	Max quantity (L)	
	Flammable (Class 3)	PG I	Petrol, hydrocarbon, methylated spirit, acetone	2500L
		PG II		
		PG III	Kerosene	5000L
	Combustible	C1	Diesel	10000L
		C2	Engine oil	
Additional controls				