


Safe Work Instruction	Issue date: 20/09/10
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>	PPE and precautions	Competencies or qualifications	Licences or permits required
Supervisor/Team Leader	<ul style="list-style-type: none"> High visibility vest Safety Footwear Rubber gloves Goggles / Face Shield (Graffiti) Respirator 	Induction On-the-Job Training Track and Electrical Safety Awareness or RISI	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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