**WMS FOR (Task):**
30 – Handling Chemicals Spills

**PROCEDURE (by steps)**

<table>
<thead>
<tr>
<th>Step 1:</th>
<th>POTENTIAL HAZARDS</th>
<th>SAFETY CONTROLS</th>
</tr>
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<tbody>
<tr>
<td>• Ensure client is aware of where and when the process is taking place.</td>
<td>Injury to Person/s:</td>
<td>The action or procedure that will be put in place to eliminate, remove or minimize the risk of injury or damage. Include what measures will be taken to ensure that the safety control is maintained.</td>
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<tr>
<td>• Secure the immediate area.</td>
<td>• Splashes and spills</td>
<td>• Staff Induction completed and signed off.</td>
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<tr>
<td>• Clean up of chemical spill.</td>
<td>• Needle stick injuries</td>
<td>• Site specific Induction completed and signed off.</td>
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**Environmental Impact:**
• Disposal of Chemicals.

**SAFETY CONTROLS**

- Site Induction completed and signed off.
- All staff will have received full training in the handling of hazardous chemicals as per SWMS 08.
- All employees will have received OH&S training.
- PPE MUST be worn whenever attending to chemical spills. This includes gloves, goggles, apron, mask and covered footwear.
- Erect signage and barriers to ensure no person has access to the area other than those working directly with the waste.
- Bring spill kit to area of spill and use as directed.
- Ensure process is being completed to client specification.
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<td>Break the task down into steps. Each step should accomplish a major task and be in a logical sequence</td>
<td>You identify the hazards associated with each step by examining each process to find the possibilities that could generate an accident/incident</td>
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**Step 2:**

**COMMENCE SCOPE OF WORKS**

- Use of approved spill kit to remove spilled material.

**Injury to Person/s:**
- Splashes and spills
- Needle stick injuries
- Contamination
- Transmission of disease / illness

**Environmental Impact:**
- Disposal of Chemicals.

**Safety Controls:**
- Direct contact of hazardous chemical, even whilst wearing gloves, is to be avoided and an approved implement is to be used.
- Waste is to be placed directly into container provided in spill kit, NOT into general waste bins, or an approved bin specifically used for the purpose of disposal of this sort of waste (ie: sharps bin).
- Waste container must be clearly marked and be securely sealed and placed in the designated location for this type of waste pick up.

**Step 3**

**COMPLETE SCOPE OF WORKS**

- Monitor client feedback.

**Injury to Person/s:**
- Splashes and spills
- Needle stick injuries
- Contamination
- Transmission of disease / illness

**Environmental Impact:**
- Disposal of Chemicals.

**Safety Controls:**
- Ensure area where spill was located has been thoroughly cleaned and disinfected before allowing access by any personnel.
- All access/egress areas shall be maintained clear of any collected waste and material at all times.
- Thoroughly clean work area, ensure no chemical residue remains. Dispose of excess chemicals as per MSDS.
- Clean equipment & store safely.
- All waste to be removed as per contract requirements.
- Remove signage and barriers only when safe to do so.
**PROCEDURE (by steps)**

Break the task down into steps. Each step should accomplish a major task and be in a logical sequence.

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**Employee’s Name:**

**Declaration:** I understand this Safe Work Method Statement & will comply at all times.

**Date:**

**Signature:**