



Safe Work Method Statement

SWM03 Decanting Chemical

SITE NAME		APPROVED BY:	DATE:
-----------	--	--------------	-------

Legislation: National WHS Act and Regulation 2012

Permit, License or Training Required: (please indicate by ticking box)							
YES		YES		YES		YES	
√	Chemicals handling						
Other:							

PPE Requirements: (please indicate by ticking box)						Environmental Requirements: (tick box)	
YES		YES		YES		YES	
	Dust Masks		Full Face Shield	√	Eye Protection		Air Pollution (dust, fume)
√	Safety Footwear		Full Body Suit	√	Apron (PVC)	√	Storm water Pollution
√	Gloves		Reflector Vests				Soil Erosion
Other:							

Safe Work Method Statement

SWM03 Decanting Chemical

STEP	ACTIVITY List steps/tasks to perform the activity in the actual sequence	HAZARDS Against each task list hazards that could cause injury	Level of Risk	RISK CONTROL MEASURE List control measures to eliminate or minimise risk	Level of Risk after Controls	RESPONSIBILITIES Name the person responsible (supervisor or above) to implement controls
1	Ensure container is not damaged, cracked or leaking.	Chemical burn/Contamination	3	Damaged containers to be discarded. If leaking, contain using a spill kit or appropriate bunding.	3	Supervisor to ensure training and assess for competency
2	Ensure container is correctly and clearly labeled	Risk of incorrect chemical being used or incorrect information	3	Check before filling, ensuring availability of current MSDS	3	Supervisor to ensure training and assess for competency
3	Ensure you are wearing all appropriate safety equipment	Burns/Contamination Skin irritation	3	Safety equipment must be worn at all times, a minimum of gloves. When decanting, it is advisable to always wear protective glasses.	3	Supervisor to ensure training and assess for competency
4	Place open container up under spout and ensure you can take the weight as it fills.	Burns/Contamination Manual handling, sprains strains if container too heavy	3	Ensure container is tight up under spout and that you can conformably manage the weight of a full container	3	Supervisor to ensure training and assess for competency
5	Turn tap on and allow to fill without the fill being too fast and uncontrolled.	Burns/Contamination Risk of spill	3	Ensure container is tight under spout and that you can conformably manage the weight of a full container	3	Supervisor to ensure training and assess for competency
6	Turn tap off when full, slowing flow down as container is two thirds full	Burns/Contamination Risk of spill	3	Turn off before overflowing Any chemical spill must be cleaned up immediately	3	Supervisor to ensure training and assess for competency
7	Seal container as appropriate to the container	Burns/Contamination Risk of spill	3	Ensure lid sealed tight and tap is turned off	3	Supervisor to ensure training and assess for competency
8	Wash sealed container of any excess chemical, ensuring that water does not enter container as this could be a hazard within itself.	Burns/Contamination	3	Wash clean, cold water	3	Supervisor to ensure training and assess for competency

Safe Work Method Statement

SWM03 Decanting Chemical

STEP	ACTIVITY List steps/tasks to perform the activity in the actual sequence	HAZARDS Against each task list hazards that could cause injury	Level of Risk	RISK CONTROL MEASURE List control measures to eliminate or minimise risk	Level of Risk after Controls	RESPONSIBILITIES Name the person responsible (supervisor or above) to implement controls
9	Store chemical in safe storage according to instructions on SDS, ensuring the storage shelving is capable of taking the weight, and the chemical is stored in proximity of chemicals where it will not adversely react should they come in contact. Storage should include bunding facilities.	Contamination Risk of adverse chemical reaction causing fumes Risk of spill	3	Store away from chemicals that may cause a chemical reaction Ensure appropriate bunding is in place	3	Supervisor to ensure training and assess for competency
10	Wash hands to ensure any excess chemicals are removed from skin and surrounding surfaces	Contamination	3			Supervisor to ensure training and assess for competency
11	Do not combine chemicals	Contamination/Chemical reaction	3	Ensure any spills or surface contamination is cleaned up	3	Supervisor to ensure training and assess for competency
12	Do not smoke while using chemicals	Risk of fire	2	Check SDS and ensure fire emergency procedures are in place	3	Supervisor to ensure training and assess for competency
13	Ensure all containers are labeled		2	Use correct Chemical labeling and check SDS	3	Supervisor to ensure training and assess for competency
14						
15						

Safe Work Method Statement

SWM03 Decanting Chemical

Step 1 – Estimate the consequences of an incident occurring

Consequence	Incident
Catastrophic	Fatality or permanent serious disability or permanent ill health
Major	Serious injury, permanent part disability, long-term illness
Moderate	Medical treatment required and several days off work
Minor	First aid treatment required
Insignificant	No injuries

Step 2 – Estimate the likelihood of an incident occurring

Likelihood	Description
Almost certain	Expected to occur in most circumstances
Likely	Will probably occur in most circumstances (ie has been known to occur, or has occurred before)
Possible	Might occur at some time (ie have heard of it happening)
Unlikely	Could occur, but no known instances previously
Rare	May occur only in exceptional circumstances

Step 3 – Determine the risk rating

	Catastrophic	Major	Moderate	Minor	Insignificant
Almost certain	1	1	1	2	3
Likely	1	1	2	3	3
Possible	1	2	3	3	4
Unlikely	2	3	3	4	4
Rare	3	3	4	4	4

Hierarchy of Controls

The hierarchy of controls must be applied in the order below for all identified hazards. The higher the risk score, the more emphasis should be placed on the more effective controls, such as elimination or substitution.

1. Elimination

Elimination is the most effective way of managing a risk. For example – filling in a hole to remove a trip hazard.

2. Substitution

This is the most effective way to manage a risk. For example – using a less harmful chemical.

3. Isolation / Engineering

Isolation may include limiting how many people are exposed to a hazard. For example – using noisy equipment at night time when less people are present.

4. Administrative

Examples of this kind of control include training and instruction.

5. PPE

PPE is the least effective of all the controls and should be seen as the last line of defence.



Safe Work Method Statement

SWM03 Decanting Chemical

TEAM MEMBERS CONSULTATION SIGN OFF & APPROVAL, (print name and sign)

Print Name:	Sign:	Date:	Print Name:	Sign:	Date: