

## SAFE OPERATING PROCEDURE (HANDLING & LABELLING OF CHEMICALS)

### LOCATION DETAILS

School/Branch: Medical Sciences

### SAFE OPERATING PROCEDURE DETAILS

Task/activity (including specify particular equipment, substance)  
Handling & Labelling Chemicals in laboratory

Date prepared:  
21/8/2008

**PREPARED BY** Name, Position and Signature (insert names of the supervisor, HSR, HSO and operator involved)

Name Gordon A. Crabb

Position Lab Manager, HSO

Signature



### RISK ASSESSMENT

Has a risk assessment been completed and have all other environmental considerations been made?

Yes  No

See Risk Assessment dated:  
15/8/2008

Risk Rating:  Low  
 Medium  
 High  
 Very High

### SAFE OPERATING PROCEDURE DETAILS

Procedure (Include control measures listed in risk assessment within the procedure):

#### 1. Scope

- 1.1. Includes all chemicals in use in our laboratories irrespective whether they are hazardous or not.

#### 2. Labeling Chemical Containers

- 2.1. Clearly label all chemical containers in use within the laboratory in accordance with "National code of Practice for the Labelling of Workplace Substances" found at (<http://www.ascc.gov.au/ascc/AboutUs/Publications/NationalStandards/IndexofNationalStandardsCodesofPracticeandrelatedGuidanceNotes.htm>).
- 2.2. The label should preferably be of the adhesive paper variety but permanent felt tip pen labels are acceptable for short-term use.
- 2.3. Paper labels can be produced from the "ChemWatch" web site using adhesive backed printer labels (<http://chemwatch.adelaide.edu.au/testcookie.exe?dummy=.701197061024276>).

2.4. The label should show at least the following information:

- Chemical name & concentration
- Date prepared (or decanted)
- Name of person responsible

Also show if possible other information such as

- Toxicity (described by word such as Hazardous, Caution, Poison, Dangerous Poison etc)
- Flammability
- Personal protection requirement
- Risk & Safety phrases if appropriate

### 3. Transporting Chemicals

- 3.1. Always use safety carriers for transporting glass or plastic containers with a capacity of 2 liters or greater. If a safety carrier is not available containers such as 2.5L Winchester must be supported by two hands (one around neck & one supporting the base)
- 3.2. Make sure container is tightly capped during transportation.
- 3.3. Ensure that container is clearly labelled showing contents.

### 4. Material Safety Data Sheets (MSDS's)

- 4.1. Read the appropriate MSDS's before commencing work using chemicals of any type.
- 4.2. Regard all substances as hazardous unless there is definite information to the contrary.
- 4.3. MSDS's are available at  
<http://chemwatch.adelaide.edu.au/testcookie.exe?dummy=.701197061024276>
- 4.4. Keep a copy of the MSDS next to your workplace as this document contains information on hazard information, first aid, precautions for use, safe handling information etc.

### 5. Precautions for use

#### 5.1. Fume Hoods

- Carry out work in fume cupboards if material is likely to give off toxic or unpleasant odours.
- Keep fume cupboard sashes closed whenever practicable.
- Do not place objects near fume cupboard baffles so that airflow is prevented?

#### 5.2. Flammable Chemicals

- Do not allow flammable materials to accumulate in the laboratory.
- Work involving flammable materials should be confined to appropriate areas such as fume hoods.

#### 5.3. Personal Protection

- Use personal protective equipment (PPE) where appropriate. This could include safety glasses, gloves, aprons & respirator where appropriate.
- Open shoes are not permitted in laboratories.

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### 6. Disposal

- 6.1. Use the correct containers provided to dispose of glass, sharps, metal, paper, infectious waste etc.
- 6.2. Consult with MSDS to find appropriate method of disposal of chemicals.

### 7. Personal Protection/Hygiene

- 7.1. Clean up your work area upon completion of work
- 7.2. Wash hands frequently and upon completion of work.
- 7.3. Don't eat or drink in laboratory areas
- 7.4. Use of mobile phones is not appropriate in laboratories
- 7.5. Gloves of the appropriate type are suggested when using/handling any chemicals.

Note: This Safe Operating Procedure must be reviewed :

- a) after any accident, incident or near miss;
- b) when training new staff;
- c) if adopted by new work group;
- d) if equipment, substances or processes change; or
- e) within 5 years of date of issue.