











# Safe Work Instruction - Cleaning

**DO NOT UNDERTAKE THIS TASK UNLESS YOU HAVE BEEN INSTRUCTED IN ITS EXECUTION**

<b>TASK</b>	<b>DECANTING CHEMICALS</b>	
<b>SCOPE</b>	This SWI describes the process for decanting chemicals used for general cleaning purposes	
<b>EQUIPMENT REQUIRED</b>	5L Chemical Bottle	Spray Bottles
	Funnel	Dispensing Pump
<b>SUPPORTING REFERENCES</b>	SWMS – General – Hazardous Substances and Chemical Use	Safety Data Sheets

PPE REQUIREMENTS – Verify all PPE is in good condition prior to use									
Foot Protection	Hearing Protection	High Visibility	Head Protection	Eye Protection	Hygiene Controls	Hand Protection	Protective Clothing	Disposable Mask	Sun Protection
									
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
<b>OTHER</b>	As required by Safety Data Sheet								

KEY HAZARD AND RISK CONTROLS – Safety, Environment and General
<p><b>Safety</b></p> <ul style="list-style-type: none"> <li>Wear appropriate PPE to minimise risk or irritation or exposure of skin to chemicals</li> <li>Clean up any spills immediately to avoid slips, trips, and falls</li> <li>Only perform chemical decanting in cleaner’s allocated area and over a cleaner’s basin</li> </ul>
<p><b>Environment</b></p> <ul style="list-style-type: none"> <li>Keep chemical use to a minimum</li> <li>Waste solution to be disposed of in sewage (toilet of cleaners sink)</li> </ul>
<p><b>General</b></p> <ul style="list-style-type: none"> <li>Clean equipment and dry after use</li> <li>Read and understand instructions on Safety Data Sheet</li> <li>Review SDS for chemicals prior and ensure chemicals are used by manufacturer’s specifications</li> <li>Be aware of location of spill kit/containment</li> </ul>

**BEFORE YOU START TAKE 5 FOR SAFETY**

<b>STOP</b> and think about the potential dangers of the task and work area	<b>LOOK</b> and identify new hazards, and report these to the manager	<b>ASSESS</b> the risk, consider any possible threats of damage or injury	<b>CONTROL</b> hazard with suitable control measure to reduce risk	<b>DO</b> the task and monitor hazards by keeping a look out for changes
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**STEP BY STEP GUIDE**

**Pre-Operation**

- Collect all equipment required from cleaner’s storage area or cleaner’s trolley
- Check condition of equipment for any damage or faults
- Review SDS of any chemicals to be used
- Wash hands and apply all required PPE, making sure it is in good working condition

**Instructions**

- Prepare by collecting a 5-litre bottle of chemical concentrate, a correctly labelled spray bottle for the chemical they are decanting and the correct, most recent SDS and a funnel or dispensing pump
- All chemical decanting is to occur in the cleaner’s allocated area and over a cleaner’s basin. Under no circumstance are chemicals to be decanted in any other location.
- Read and understand all instructions given on the bottle of chemical concentrate, labelled spray bottle and SDS prior to decanting, including the correct mix ratio as recommended.
- Only once safety information/correct mix ratio is fully understood and all PPE is being correctly worn, can decanting begin.
- Fill the bottle to the recommended level with water before adding the chemical (this will minimize foaming and ensure accuracy of mixing ratio) e.g., if the recommended ratio is 1:4 then in a 500 ml spray bottle, 400 ml of water must be added first
- Place funnel in bottle and gently pour chemical concentrate from 5 litre bottle to the fill line indicated on the neck of the spray bottle
- **DO NOT OVER FILL SPRAY BOTTLES.** If dispensing pumps are being used to decant chemicals, pump the concentrate in until total solution reaches fill line.
- Remove funnel from the neck of the spray bottle and secure the trigger to the bottle. Ensure it is screwed on tightly, then gently mix chemical by turning bottle upside down five times.

**Finishing Up**

- Rinse the filled spray bottle under water to remove any spilt or excess chemical
- Ensure area is cleaned at completion, including washing all PPE and storing in their designated location
- Wash all equipment and allow to dry and ensure all chemical containers are secured and return to cleaner’s storage area

**EMERGENCY REQUIREMENTS**

- Be aware of site emergency response provisions and first aid requirements

**FINAL CHECK**

- Are all work areas clean and tidy?
- Have you put all equipment and materials away neatly?
- Have you reported any near misses or incidents?