

	WORK INSTRUCTION: Handling and storage of oils and chemicals.		DOC # SHEQ-AR-001
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Method Statement: Handling & Storage of Oils and Chemicals

1. Purpose

To provide safe handling and storage procedures for oils and chemicals on-site, minimizing the risk of spills, leaks, contamination, and exposure to hazardous substances.

2. Scope

This method statement applies to all employees and contractors involved in the handling, transportation, storage, and disposal of oils and chemicals.

3. Responsibilities

- **Project Manager:** Ensure compliance with this method statement and all relevant environmental and health and safety regulations.
- **Health & Safety Officer:** Provide necessary training, conduct risk assessments, and monitor compliance.
- **Site Supervisor:** Oversee storage and handling procedures, enforce PPE usage, and ensure spill kits are accessible.
- **Employees:** Follow all procedures outlined in this method statement and use required PPE.

4. Related Documentation

- Material Safety Data Sheets (MSDS) for each chemical or oil used on-site
- Site Risk Assessment
- Emergency Spill Response Plan
- PPE Register
- Hazardous Waste Disposal Records

5. Procedure

5.1. Preparation and Planning

1. **Identify storage areas:** Designate specific areas for the storage of oils and chemicals, away from drainage points, high-traffic areas, and water sources.
2. **Risk Assessment:** Conduct a risk assessment to identify potential hazards associated with each substance. Ensure all employees handling chemicals are familiar with the Material Safety Data Sheets (MSDS).
3. **Personal Protective Equipment (PPE):** Ensure employees have access to appropriate PPE, such as gloves, eye protection, overalls, and respirators (if necessary).

5.2. Storage of Oils and Chemicals

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1. **Labelling:** All containers must be clearly labelled with contents and hazard symbols. Labels should follow the Globally Harmonized System (GHS) of Classification and Labelling of Chemicals.
2. **Segregation:** Store incompatible chemicals separately to avoid reactions. Acids should be separated from bases, and oxidizers should be stored away from flammable substances.
3. **Containment:** All storage areas should have secondary containment, such as bunded pallets, to capture spills or leaks.
4. **Ventilation:** Ensure storage areas are well-ventilated to prevent the build-up of toxic or flammable vapours.
5. **Temperature Control:** Avoid storing chemicals in direct sunlight or near heat sources to prevent degradation or unwanted reactions.

5.3. Handling Oils and Chemicals

1. **Inspection:** Check containers for signs of leaks, damage, or degradation before each use. Report any damaged containers to the Site Supervisor.
2. **Transport:** Use suitable equipment, such as trolleys or spill-resistant containers, for transporting chemicals. Avoid carrying heavy or large containers manually.
3. **Pouring and Dispensing:** Always pour or dispense chemicals slowly to prevent splashes. Use dedicated pumps or funnels to minimize spills.
4. **Spill Control:** Keep spill control kits near storage and handling areas. Kits should include absorbent materials, neutralizing agents, and containment booms for spills.

5.4. Disposal

1. **Hazardous Waste Disposal:** All used or excess chemicals should be disposed of according to local regulations. Arrange for collection by licensed waste disposal contractors where necessary.
2. **Container Disposal:** Empty containers should be triple-rinsed (if appropriate), labelled as empty, and stored for disposal.

6. Emergency Procedures

- **Spill Response:**
 - Stop the source of the spill if safe to do so.
 - Contain the spill using spill kits and prevent it from entering drains.
 - Report the spill to the Site Supervisor immediately.
 - Clean up using absorbent materials and dispose of all waste as per hazardous waste protocols.
- **First Aid:**
 - **Skin Contact:** Remove contaminated clothing and rinse skin with water for 15 minutes.

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- **Eye Contact:** Flush eyes with water for at least 15 minutes and seek medical attention.
- **Inhalation:** Move to fresh air and seek medical attention if breathing difficulties occur.

7. Training Requirements

All personnel involved in handling and storage of oils and chemicals must receive training on:

- Safe handling practices and PPE requirements
- Spill response and emergency procedures
- MSDS interpretation and chemical hazards

8. Monitoring and Review

- **Inspections:** Conduct weekly inspections of storage and handling areas to check for leaks, proper labelling, and equipment condition.
- **Incident Reporting:** Report any spills, leaks, or incidents immediately to the Health & Safety Officer.
- **Review:** Review and update the method statement annually or when changes occur in regulations, chemicals used, or site conditions.

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