



شركة العين للتوزيع
Al Ain Distribution Company

Health, Safety and Environment
Management System
Procedure

Standard Operating Procedure
Chemical Handling
SOP.HSEMS.23

Effective Date 10 / 01 / 2019

Procedure #: SOP.HSEMS.23

Issue : 1

Revision : 0

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Approved by:

Managing Director



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Prepared by:

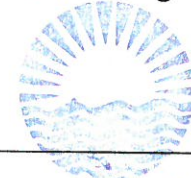
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Approved by:

Managing Director



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Issued by:

HSE Management System Representative

Effective Date: 10 / 01 / 2019

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1. INTENT

- 1.1 This Standard Operating Procedure (SOP) defines the general rules and good practices required for handling, storing, transporting and decanting of hazardous materials.
- 1.2 This SOP is a supplement to the AADC JSAs.
- 1.3 This activity is regarded as a high risk activity and should only be undertaken when adhering to this SOP.
- 1.4 This procedure has been developed in line with the OSHAD CoP 1.0 Hazardous Materials Version 3.0 July 2016 and is applicable to all AADC staff and contractor workers.

2. PRINCIPLES

- 2.1 Hazardous materials are very dangerous substances and shall only be handled by trained persons.
- 2.2 These materials can be highly reactive, corrosive and / or flammable / explosive
- 2.3 Hazardous materials can be regarded as both physical and health hazards.

3. DEFINITIONS

Term	Definition
Health Hazard	A chemical / hazardous material which has the potential to cause health effects on individuals i.e. chemicals that are carcinogens, toxic or irritants, corrosives agents
Physical Hazard	A chemical which is classified as a combustible liquid, compressed gas, explosive, flammable substance and has the potential to react and cause injury.
SDS	Safety Data Sheets – Previously Material Safety Data Sheets (MSDS)

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4. RESPONSIBILITES

The EHS Manager is responsible to distribute this procedure to all involved parties and monitor the implementation. Added responsibilities:

Role	Handling, storing, transporting & decanting of Hazardous Materials
Supervisor	<ul style="list-style-type: none">• Ensure that the contents of this SOP are adhered to• Be aware of the contents of the SDS for each material being handled• Ensures that workers are trained to handle and work with hazardous materials• Observes this activity from time to time to ensure compliance to this procedure• Conduct periodic checks of storage areas – ensure damaged or expired materials are removed and suitable disposed• Ensure health monitoring programme for personnel working with hazardous materials• Ensures that an emergency response plan has been developed for hazardous materials incidents
Operators / workers	<ul style="list-style-type: none">• Ensures they are aware of the risks of working with hazardous materials• Be aware of the contents of the SDS for each material being handled• Work in accordance to this procedure• Work in accordance with the supervisor's instruction and guidance

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5. PROCEDURE

5.1 Offloading, storage, loading and transporting of Hazardous Materials

Required PPE

Face shield

Rubber gloves

Rubber / plastic apron

Safety / knee boots

Suitably rated respirator (not a dust mask)

- 5.1.1 The JSA for handling of hazardous materials shall be reviewed prior to conducting this activity.
- 5.1.2 Ensure that these operations are conducted in accordance with the JSA for handling of hazardous materials.
- 5.1.3 Ensure that all chemical containers are clearly marked indicating the contents.
- 5.1.4 Ensure that Safety Data Sheets (SDS) are available for each type of chemical being delivered and stored.
- 5.1.5 All loading and off-loading of hazardous materials shall take place in the chemical bulk store in AADC's main store facility.
- 5.1.6 Vehicles offloading chemicals containers (max of 20 litres) are to park as close as possible to the chemical storage area in the store as possible – vehicle shall be earthed in order to prevent static current.
- 5.1.7 Chemical container shall only be moved by trained persons.
- 5.1.8 A suitable trolley / cart shall be used for moving containers from the vehicle to the storage area.
- 5.1.9 Full chemical containers must be placed in the specially demarcated and labelled areas.
- 5.1.10 Loading of hazardous materials onto vehicles for use on AADC sites shall be done by trained personnel.
- 5.1.11 Chemical containers are to be stored in the vehicle in such a manner as to prevent it tipping over and spillage.

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5.1.12 Ensure vehicle is uncluttered and does not have other material on-board.

5.1.13 SDS must accompany driver on the route to the destination.

5.1.14 Careful planning of the route is required.

The following should be considered when planning routes for transporting hazardous materials:

- Shortest and safest route – route which has less traffic
- Distance to travel – plan for rest break(s) if required
- Consider a person to accompany the driver when required to assist with loading and off-loading activities

5.2 Handling and decanting of Hazardous Materials

Required PPE

Face shield

Rubber gloves

Rubber / plastic apron

Safety / knee boots

Suitably rated respirator (not a dust mask)

5.2.1 Chemical containers shall be moved around site using a trolley / cart whenever possible.

5.2.2 No container with more than 20 litres shall be hand carried around site.

5.2.3 Containers shall be stored as close to the point of use as possible and be suitably labelled.

5.2.4 No storage of containers in office or eating areas.

5.2.5 Decanting of chemicals shall be done by two operators and the following shall be observed:

- Decant using a funnel when necessary i.e. into smaller containers
- Be aware of SDS and precautions to observe when decanting
- Decant slowly to avoid chemical reactions and spillages

5.2.6 Empty containers to be stored in specially demarcated and labelled areas.

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5.2.7 Empty containers are to be disposed in accordance to the waste management procedure.

5.2.8 PPE is to be cleaned and stored safely after use.

5.3 Chemical Leaks and Spills

Required PPE

Face shield
Rubber gloves
Rubber / plastic apron
Safety / knee boots
Suitably rated respirator (not a dust mask)

5.3.1 Be aware of the spills and clean-up process as detailed in the respective SDS.

5.3.2 Only trained personnel shall clean-up chemical spills.

5.3.3 All chemical leaks must be contained immediately upon discovery, and the leak source repaired as soon as possible.

5.3.4 Spills must be cleaned up urgently to prevent further incidents - at no time shall a leak be allowed to continue uncontained.

5.3.5 For large / uncontrolled chemical spills the respective emergency response plan shall be followed.

5.4 Training and Competency

5.4.1 All personnel working with hazardous materials shall be made aware and trained on the substances that they will be working with. Such training shall include:

- Use and understanding of SDS;
- Properties of and the risks associated with the hazardous materials;
- Storage, handling and decanting requirements;
- Actions to take to prevent accidental exposures or releases of hazardous materials;
- Appropriate disposal requirements;
- Incompatible materials and segregation / separation requirements

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- Meaning of labelling, signs and placards;
- Control measures to take in case of an incident involving hazardous materials.

5.4.2 Personnel transporting hazardous materials shall be trained. Such training shall include:

- Safe driving techniques;
- Correct loading and unloading techniques;
- Correct techniques of securing loads;
- Actions to take in the event of an incident
- Actions to take in case of a release / spill during transporting
- Journey management.

6. REFERENCES

6.1 OSHAD SF CoP 1.0 Hazardous Materials – Version 3.0, July 2016

6.2 OSHAD SF Element 2 – Risk Management – Version 3.0, March 2017.

7. RECORDS (when required)

7.1 SDS

7.2 Journey Plan

7.3 Training Record

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