

13.06.03

DESCRIPTION:

## JOB SAFE PRACTICES

### General - Spills & breakages

ITEM	HAZARD H/M/L	INJURY/RISK	RESPONSIBILITY
<p>Use a dust pan and brush to pick up broken glass.</p> <p>Place glass fragments in a suitable container or newspaper before placing it in the bin.</p>	Broken glass	Lacerations	<p><b>Store and Department Management</b> – To inspect and maintain equipment and to inform, instruct, train and supervise staff.</p> <p><b>Floor walk logs to be done every hour</b></p>
<p>Refer to the relevant Material Safety Data Sheet to determine special cleaning requirements.</p> <p>Refer to <i>Workplace Safety Manual - Stores</i> for the clean up routine for pool chemicals.</p> <p><i>Workplace Safety - Stores</i> manual</p> <p>Use the chemical clean up kit and personal protective equipment provided.</p> <p>Chemicals clean up kit</p>	Chemical spills – for example, pool chlorine, paint	Contact with chemicals	<p><b>Store staff</b> – To work safely, to report unsafe conditions and not operate faulty or unsafe equipment.</p> <p><b>All staff</b> – To identify and report unsafe conditions and implement the Out of Service tag procedure</p>
<p>Ensure staff member guards the spill to prevent customers and staff from coming into contact with it.</p> <p>Place warning signs at both ends of the spill.</p> <p>Clean the area.</p> <p>Ensure the area is dry before removing the warning sign.</p>	Slippery floors – wet spills	Slips, falls	<p><b>Note</b> – This Standard Operation Procedure highlights the critical safety hazards when cleaning up spills and breakages.</p>

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