

## Safe Work Procedure: Decanting Chemicals

Department	Approved by:	Date Created:	Review/Revised Date:
Environmental Services	Regional Director of Support Services	2013/09	2017/06; 2022/06

Potential Hazards:	Personal protective equipment / devices required / other safety considerations
<p><i>Fill in those that apply:</i></p> <p><b>Risk for injury: H=High M=Medium L=Low</b></p> <p><b>L</b> Awkward postures, reaching, twisting &amp; bending</p> <p><b>M</b> Forceful exertions; lifting items</p> <p><b>M</b> Chemicals; contact, vapours</p> <p><b>L</b> Combustibles / flammables</p>	<p>Personal Protective Equipment as per signage on door</p>

### Training / Reference information

- SCHIPP Module 1 training
- Department Orientation
- WHMIS / SDS training
- Follow the manufacturer’s recommendation for dilution rate

**Note:** Signs and symptoms of a musculoskeletal injury (MSI) can include pain, burning, swelling, stiffness, numbness/tingling, and/or loss of movement or strength in a body part. Report these to your supervisor.

**Employers must ensure that workers are trained and follow this safe work procedure Steps to perform this task safely:**

1. Review the product label to determine PPE requirements before using the product. Be aware of location of the SDS sheets in event of a spill or emergency procedures.
2. Decanted products must have a legible workplace label applied/
3. When lifting heavy chemical containers, use proper lifting techniques.
4. If applicable, use a funnel to avoid splashes or spills.
5. Store chemicals in lightly closed, labeled containers.
6. Never mix different chemicals together.
7. Follow manufacturer label for SDS for proper disposal instructions.