



Hazardous Materials Handling and Storage (High Risk) Work Instruction

Document ID: SCEE-BS-HS-WIN-0021

Authority

	Title	Name	Date
Owner	HSEQ Manager	Anthony Gollan	01/03/2026
Reviewer	HSEQ Manager	Anthony Gollan	01/03/2026
Approver	General Manager Operations	Scott Templeton	01/03/2026

History

Revision	Date	Amended By (Name)	Details of Amendment
0.0	06/01/2015	Codie Davies	Document renumbered, supersedes WI-OHS-008
0.1	18/05/2018	Jackie Alfonso	Document transferred to the new SCEE WIN template.
0.2	12/06/2018	Anthony Gollan	Document revised with minor amendments
1.0	13/06/2018	Jackie Alfonso	For Publishing
2.0	21/10/2020	Anthony Gollan	Document reviewed
3.0	26/07/2023	Vanessa Placheta	SCEE Electrical Branding and Review
4.0	01/03/2026	Anthony Gollan	Document Reviewed with minor amendments

Table of Contents

1	Purpose	3
2	Definitions	3
3	Responsibilities	3
4	Flow Chart	4
5	Action	4
5.1	Labels on Substances	5
5.2	Personal Protective Equipment (PPE)	5
5.3	Emergency Procedures	5
5.4	User Responsibility	6
5.5	Common Symbols Associated with Hazardous Substances and Storage	6
6	References	7
7	Related Documents	7

1 Purpose

This Work Instruction (WI) has been developed by SCEE Electrical Pty Ltd to cover all aspects associated with handling and storage of hazardous materials and Safety Data Sheet (SDS) activities and to ensure that SCEE workers are aware of the need to follow approved methods of work.

This WI shall apply to all projects undertaken by SCEE and shall be observed by all personnel of SCEE without exception and will apply while undertaking the management, handling and storage of hazardous materials and Safety Data Sheets. In the event that client procedures dictate alternative methods the system providing the highest standard of protection shall be adopted unless otherwise mandated by client project management.

2 Definitions

Term	Definition
JHA	Job Hazard Analysis
PPE	Personal Protective Equipment
SCEE	SCEE Electrical Pty Ltd
SDS	Safety Data Sheet
Worker	<p>A person is a worker if the person carries out work in any capacity including work as —</p> <ul style="list-style-type: none"> a) an employee; or b) a contractor or subcontractor; or c) an employee of a contractor or subcontractor; or d) an employee of a labour hire company who has been assigned to work in the person's business or undertaking; or e) an outworker; or f) an apprentice or trainee; or g) a student gaining work experience; or h) a volunteer; or i) a person of a prescribed class.

3 Responsibilities

Role	Responsibility
Project Manager	<ul style="list-style-type: none"> • The Project Manager shall be responsible for ensuring resources are available to enable the implementation of this work instruction and for the accountability of person's responsibilities as defined.
Site Manager	<ul style="list-style-type: none"> • Ensure full compliance with the requirements of this work instruction • Ensure the effective implementation of this work instruction
Worker	<ul style="list-style-type: none"> • Comply with the requirements of this work instruction.
HSE Advisor	<ul style="list-style-type: none"> • Audit and monitor compliance with this work instruction.
Supervisor	<ul style="list-style-type: none"> • Ensure the application of this work instruction. • Monitor compliance with this work instruction.

4 Flow Chart

N/A

5 Action

Hazardous substance use and storage has been identified as a **High Risk Work Activity** by SCEE.

The statutory requirements regarding duty of care to both SCEE and its workers remain the first priority at all times.

All SCEE Workers involved in work that may necessitate the use of this WI shall be made aware of it at SCEE inductions.

This WI and associated JHA aims to ensure that all workers are aware of the need to provide safe interactions and clear communications with other workgroups involved or working near the task.

Hazardous substances are defined under the WHS Regulations as a substance entered in the List of Designated Hazardous Substances [NOHSC:10005 (1999)]. The determination of whether a product to be used contains substances classified as hazardous under this list is revealed in the Data Safety Sheet for the product.

Hazardous substances are often contained in products such as pesticides, acids, alkalis, solvents, cleaners and paints. They also include materials containing such things as asbestos and silica. Some substances may cause allergic reactions and other medical conditions of varying severity. Other substances may be flammable, corrosive or toxic, or release hazardous fumes when they are used e.g. welding electrodes. Some substances commonly used in the home and at work can cause effects similar to these even though the substance itself is not classified as a Hazardous Substance according to NOHSC guidelines.

Data Safety Sheet may be sourced from "ChemAlert" or a similar subscription service that provides the latest updates on all SDS's. The purpose of the SDS is to provide the relevant information describing the substances identity, relevant health hazard information, precautions for use, safe handling information and first aid procedures should exposure to the substance occur. SDS are also held for many substances which are not hazardous, but from which information may still be required (e.g. first aid for swallowing).

On site, workers and worker representatives shall have ready access to SDS for the hazardous substances used. Copies shall be readily accessible to workers who are required to use or handle the hazardous substance, as well as to workers who are supervising others working with the hazardous substance. A file shall be held on site and copies of relevant SDS are located in the stores area and in hazardous goods storage containers.

5.1 Labels on Substances

The purpose of labelling is to ensure that the contents of a container can be readily identified by product name, and to draw the attention of a person who is handling or using a hazardous substance to the significant hazards involved.

Where a substance is decanted at work, the type of labelling required would depend on whether the substance is consumed immediately or over a longer period of time. Where a decanted substance is consumed immediately, no labelling is required provided that the container is either disposed of according to environmental procedures or is cleaned so that it no longer contains the substance.

Where a hazardous substance is decanted and is not consumed immediately, the person decanting shall ensure that the container into which the substance is decanted is labelled with the product name and the risk and safety phrases. These phrases are obtainable from the SDS.

Hazardous substance containers shall remain labelled until they are cleaned and no longer contain any hazardous substance. If a worker finds a substance in a container that does not have a label, the supervisor should be advised immediately.

5.2 Personal Protective Equipment (PPE)

PPE is considered the last line of defence against hazardous substances. SDS's will normally contain recommendations on the selection and use of personal protective equipment for the particular materials being used. SCEE Management shall ensure that:

- Protective equipment is provided which are suitable for the individual and give the required level of protection from the risks associated with the particular task;
- All PPE meets relevant Australian Standards;
- PPE is readily available, clean and functional; and
- An effective system of cleaning and maintenance for PPE is implemented (unless PPE is of disposable type).

5.3 Emergency Procedures

In spite of the implementation of all practicable control measures, a leak, spill or uncontrolled release of a hazardous substance could still occur. Established emergency procedures, procedures for safe disposal of the substance and sufficient suitable personal protective equipment should be used, where appropriate, to enable the source of the release to be safely identified and repairs made.

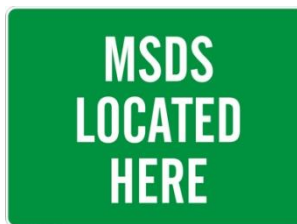
In the event of a spill or leak all workers involved will use the yellow Spill Kits found in the fuel trailer and stores to clean up the spill. Laminated instructions for use are contained inside the Spill Kits. All persons not directly concerned with the emergency should be excluded from the area of contamination.

5.4 User Responsibility

Workers working with the substances should use the following control measures to assist with minimising potential accidents and/or incidents:

- Cooperate with their employer in performing the assessments of hazardous substances in the workplace;
- Use the control measures provided on labels and SDS's for hazardous substances, plant and processes;
- Wear, in a proper manner, the personal protective equipment provided;
- Ensure containers have the lids placed on them when not in use;
- Store personal protective equipment in a proper manner when it is not in use;
- Remove from their bodies any protective equipment that could cause contamination, and wash before eating, drinking or smoking;
- Practice a high standard of personal hygiene, and make proper use of the facilities provided for washing, showering or bathing and for eating and drinking;
- Report promptly to their employer, through their supervisor, any defects discovered in any control measure, device, facility, label or item of personal protective equipment which may affect compliance with the provisions of the national model regulations; and
- Cooperate with their employers in the conduct of appropriate monitoring or health surveillance programs that arise from assessments.

5.5 Common Symbols Associated with Hazardous Substances and Storage



The Emergency Response Plan incorporated into the JHA shall list relevant contact details of site Paramedics. The JHA should also indicate the team member who is first aid qualified.

6 References

Documents, both internal and external, that are referenced within the content of this work instruction, including Australian and International Standards and legislation.

Document ID	Document Title

7 Related Documents

Related documents are those that have a relationship with this document, for example if this was the Operational Risk Management procedure related documents would include the work instruction to complete a JHA, the JHA template, Take 5 work instruction and booklet, etc.

Document ID	Document Title
SCEE-BS-HS-TEM-0008	Job Hazard Analysis Template