

Safe Work Procedure (SWP)

JCUS-STL_LM_SWP_GD_r02

Science
Teaching
Lab



Name of Activity/Equipment	Working with flammable substances		
Doc #	JCUS-STL-SWP-0039	Risk Rating:	LOW
RiskWare #	10606		

Report all incidents immediately. If additional risks are identified, complete a separate risk assessment in RiskWare.

DO NOT PARTICIPATE IN OR CARRY OUT ACTIVITY IF YOU ARE NOT PHYSICALLY AND PSYCHOLOGICALLY CAPABLE.

Discuss any fitness-for-work requirements (e.g., fatigue, injury, illness, and medication effects) with your supervisor.

ACTIVITY SPECIFIC CONTROLS

Pre-operational safety checks

- ☐ Consult the MSDS of the specific substance to be handled.
- ☐ Observe proper PPE.
- ☐ Be aware of the location of fire extinguishing gear.
- ☐ Check that the work area is clean and organized.
- ☐ Check that there are no open flames or ignition sources that could directly affect your work. If there are, extinguish them or place them at a safe distance.



Untrained users must operate under supervision.



If possible, conduct your work in the fume hood. See **SWP for operation of the fume hood**.

Operation and safety checks

- ☐ Be mindful of any spills. Address any in a timely manner. If the volume is significant, use the chemical spill kit.
- ☐ When aliquoting flammable substances, use the appropriate GHS symbols on the new containers.
- ☐ Log the quantity of your use of the flammable substance. See guide on **how to log use of chemicals**.



NEVER transport flammable substances on public transport!

Post-Operation

- ☐ Return flammable substances containers to the flammables cabinet.
- ☐ Dispose chemical material properly (see below).
- ☐ Tidy up.



If placing in cold storage, ensure that the refrigerator or freezer is spark-free and explosion-proof.



Wash hands after handling chemicals.

PERSONAL PROTECTIVE EQUIPMENT *The following PPE are necessary to complete the task.*



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SCOPE *(detail who, what and when this SWP applies)*

Students and staff in the lab

RISKS *(list the risks that are associated with this activity / equipment)*

Burns from uncontrolled flames

ENVIRONMENTAL IMPACT *(list the environmental impacts that are associated with this activity / equipment)*

Fire from improperly disposed flammable substances

MINIMUM SKILLS / EXPERIENCE / QUALIFICATIONS

Ability to follow instructions by supervisor.

Ability to read and understand this SWP document.

SUPERVISION & MINIMUM NUMBER OF PERSONS

None

EQUIPMENT & FACILITIES *(not including PPE identified above)*

None

COMPLETION, HOUSEKEEPING, MAINTENANCE *(list method for chemical disposal, etc.)*

Dispose sharps properly. Dispose sharp objects such as broken glass or needles in the designated sharps collection bins.

Dispose chemicals properly. Consult the MSDS. In many instances, chemicals can be safely disposed in the drain after sufficient dilution with water.

Dispose biological material properly. Dispose in a plastic bag that can be sealed (zip tied) to prevent animals from tampering with it. Alternatively, bury it or seek the services of a third-party waste disposal company.

EMERGENCIES *(identify the types of emergencies and the response)*

Chemical and biological spills must be addressed immediately by the user or competent lab staff. Refer to the MSDS and use available spill kit if necessary.

Exposure to chemical and biological hazards must be addressed by seeking help from lab staff. Emergency shower and eyewash stations are available. Refer to the MSDS for more specific actions.

Bodily injuries shall be attended to by any available First Aider. The First Aid Kit is available from the Lab Office (E1-07) or by calling the JCU Facilities Hotline at local 890 (or 6709 3890). For more serious injuries, call an ambulance at 995 to receive proper medical attention.

Fires must be quickly contained using available fire extinguishing equipment. Consult the MSDS. Consult the FEP. Call JCU Facilities hotline at local 890 (or 6709 3890) for fire and other infrastructure emergencies.

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In all cases of emergencies and other similar incidents or accidents, please inform the lab manager or any JCU staff. The lab manager may be reached at local 751 (of HP# 9114 2834). Refer to the lab's Emergency Response Plan (ERP). The ERP is available in indicated locations around the lab, in the lab office (E1-07), or may be accessed via the lab online portal.

MSDS documents may be accessed via ChemWatch or the lab online portal.
The lab online portal may be accessed via links indicated around the lab.

COMPLIANCE REQUIREMENTS *(including licenses, approvals, permits)*

None

REFERENCES *(resources that can be referenced for further information)*

Singapore Ministry of Manpower - Workplace Safety and Health Act (Chapter 354a, Section 65) Workplace Safety And Health (General Provisions) Regulations
Queensland Government - Work Health and Safety Regulation 2011

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CHANGE LOG

Date	Author	Details
17-FEB-2020	Joseph	Document drafted.
21-OCT-2021	Joseph	Updated header. Added sign-on sheet with link to online sign-on form.

APPROVALS

Designation	Name	Date signed	Signature
Laboratory Manager	Joseph Uichanco	21-OCT-2021	
Campus Dean	Dr. Abhishek Bhati		

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PERSONNEL PERFORMING TASK SIGN ON:

In signing on, I have read and understood my obligations to comply with the requirements of this SWP.

I have been provided with an opportunity to provide feedback on this SWP and I will advise my direct manager or supervisor in the event that additional hazards are identified.

Name	Date	Signature

JCU staff and students may “sign” by accomplishing the

[SWP Compliance Form.](#)



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