



SECTION 1: STANDARD OPERATING PROCEDURES



Operational Generic

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STANDARD OPERATING PROCEDURES

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Aspect covered	Manual Handling
Responsibility	All Staff
General	<p>Carrying, lifting and loading by hand are common practices in all T8 Traffic activities. Sign equipment and delineation devices are usually moved around by hand.</p> <p>What is a safe weight to lift?</p> <p>The Strain imposed on the body when carrying, lifting and loading will depend on a variety of factors, e.g.:</p> <ul style="list-style-type: none"> • weight and size of the load • the grip you can apply • the stability of the load • how close you carry it to your body • the height from which it is lifted and to what level • the path and footing available • how often you lift and • rest time available. <p>Redesign loads and tasks</p> <p>Check the possibilities for avoiding twisting, turning and repetitive or unnecessary lifting:</p> <ul style="list-style-type: none"> • are two people needed? • are loads difficult to grip? • are loads unstable? • are loads too big? • do you lift from the floor? • do you lift too high? • are there obstacle in your path? • plan the lift to avoid twisting/turning <p><i>Prevention is better than a cure!</i></p>
Hazards	<p>1. Personal injury</p> <p><i>Health effects</i></p> <p>(a) Fatigue resulting in accidents Repeated muscle strains either from dynamic or static effort result in fatigue, which leads easily to injury.</p> <p>(b) Hernias Increased pressure in the abdominal cavity can result in herniation of the muscular abdominal wall.</p> <p>(c) Complications to existing health problems The strain of lifting puts pressure on the heart and respiratory systems. This can cause complications for workers who already have heart disease or respiratory illness.</p>



	<p>(d) Back injuries The back is made up of boney spine, muscles and ligaments. Short term injuries to muscles and ligaments due to sprains and strains are painful and many lead to long term effects.</p>
<p>Go Safe</p>	<p>Trained in lifting and handling. PPE required:</p> <ul style="list-style-type: none"> • safety footwear • other relevant PPE items for the task
<p>Process</p>	<p>(a) Redesign loads and tasks if possible. Use correct lifting techniques. Attend a Manual Handling training course</p> <p>(b) Always wear safety footwear Ensure the footing and path of the lift is stable</p> <p>(c) Get help if the load is too heavy or awkward Before you begin, know the right way to do the job</p> <p>(d) Lifting the Load Stand close to the load with feet shoulder width apart and firmly on the floor. Keep your weight centered over your feet. Bend at the hips and knees and squat. Keep your back straight and stomach muscles taught. Grip the load firmly with both hands, not just your fingers. Bring load close to your body, keeping weight centered over your feet Stand slowly with your back straight and let your legs push you up.</p> <p>(e) Carrying the load Carry the load at waist height Be sure you have a good grip and can see where you are going. Walk slowly, especially on uneven ground Move your feet when changing direction Don't twist! That is the major cause of injury.</p> <p>(f) Injury to third party or property Check there are no pedestrian or bystanders close by before lifting or unloading Do not throw equipment off trucks – take time and unload safely</p> <p>(g) Cone lifting limit T8 Traffic recommend staff only lift at all times a maximum of:</p> <ul style="list-style-type: none"> • 3 x 6.1kg delineation cones • 4 x 4.5 kg delineation cones



Aspect covered	Traffic Management Restraint Vest
Responsibility	All Staff
General	The restraint vest is designed to be used with the side mounted lanyards on the steps of the truck attached securely to at least one of the anchor points on the frame. The other connection point on the rear dorsal is to be connected to the adjustable restraint lanyard and the high anchor point on the deck of the work vehicle.
Hazards	<ol style="list-style-type: none"> 1. Faulty equipment 2. Use equipment incorrectly 3. Falls from height
Go Safe	<p>This Lanyard is designed to be used with the Restraint Vest.</p> <ul style="list-style-type: none"> • Inspection of Lanyard is to be completed prior to use • Never extend where it is possible for a user to fall. • Store in a clean, dry environment
Process	<ol style="list-style-type: none"> 1. Faulty equipment <ol style="list-style-type: none"> a) Visually check equipment before use and report any signs of wear and tear to your manager. b) If equipment is exposed to chemicals such as cleaning materials, solvents or hazardous atmosphere, consult the manufacturer for advice. 2. Use equipment correctly <ol style="list-style-type: none"> a) Any person wearing this equipment should be familiar with the use of harnesses and related safety equipment, and must be fully conversant with the safety system in use, including any anchorages, lanyards and connectors that are part of the system. b) Complete T8 Traffic Management Harness Training. c) Correct safety procedures must be used at all times. Seek advice if unsure of procedures. 3. Falls from height <ol style="list-style-type: none"> a) Ensure harness is anchored correctly and test prior to commencing work activity.



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Aspect covered	Adjustable Restraint Lanyard
Responsibility	All Staff
General	The lanyard is designed as a restraint lanyard for use on the overhead anchor point/s of the work vehicles deck. This should be connected to the Top rail anchor point and the top dorsal attachment point of the harness. The lanyard can be adjusted by pulling the webbing through the buckle, this should be done to ensure there is a little slack in the line as possible and should never be extended to a length where it is possible for a user to fall. Please note this is not designed to be used on any other anchor point of the truck.
Hazards	<ol style="list-style-type: none"> 1. Faulty equipment 2. Use equipment incorrectly 3. Falls from height
Go Safe	<p>This Lanyard is designed to be used with the Restraint Vest.</p> <ul style="list-style-type: none"> • Inspection of Lanyard is to be completed prior to use • Never extend where it is possible for a user to fall. • Store in a clean, dry environment
Process	<ol style="list-style-type: none"> 1. Faulty equipment <ol style="list-style-type: none"> a) Visually check equipment before use and report any signs of wear and tear to your manager. b) If equipment is exposed to chemicals such as cleaning materials, solvents or hazardous atmosphere, consult the manufacturer for advice. 2. Use equipment correctly <ol style="list-style-type: none"> a) Wear Lanyard equipment as stipulated. b) Become familiar with Restraint System. c) Complete T8 Traffic Management Harness Training. d) Correct safety procedures must be used at all times. Seek advice if unsure of procedures. 3. Falls from height <ol style="list-style-type: none"> a) Ensure lanyard is adjusted correctly and test prior to commencing work activity.



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Aspect covered	Working on Work vehicle deck
Responsibility	All Staff
General	Moving on or around work vehicle decks
Hazards	<ol style="list-style-type: none"> 1. Personal injury 2. Slip, trips and falls 3. Loose or unsecured equipment 4. Wet or Icy surface
Go Safe	<ul style="list-style-type: none"> • Check for slippery surfaces on the truck (e.g. load platforms, chassis frame, steps). Apply a non-slip covering over walkways, highlight edges where possible. Ensure tread on safety footwear is appropriate and in good condition. • Maintain a clear access around equipment, free of loose objects. Stow all loose items. Good housekeeping is important. • Where possible, suitable guard-rails should be fitted. • Ensure that the deck surface is always in good repair. • Ensure you have clipped the Adjustable Lanyard attached to your Harness, and Harness side-lanyards to anchor points when vehicle is moving. • Ensure you are seated while clipped on to anchor points of moving vehicle
Process	<ol style="list-style-type: none"> 1. Supervisors and Managers are responsible for ensuring work vehicles are equipped with compliant harnesses (2) and adjustable lanyard 2. All workers are required to attend external/internal harness training 3. Inspection of harnesses must be completed before activity commences. Inspection steps are: <ol style="list-style-type: none"> a) Check Label <ul style="list-style-type: none"> - Confirm the label has a valid inspection date - Confirm the manufacturing date does not exceed 5 years b) Equipment check <p>Check the Dorsal ring for:</p> <ul style="list-style-type: none"> - distortion - fatigue/rust - cracking - nicks or excessive wear <p>Check straps, webbing, fasteners, adjusters and connectors for:</p> <ul style="list-style-type: none"> - excessive wear and tear - cracks - damage 4. Harness & Lanyard are to be stored in a dry clean compartment when not being used



Aspect covered	Working in the Dark
Responsibility	All Staff
General	50% of TTM resources are utilised in night works.
Hazards	<ol style="list-style-type: none"> 1. Poor visibility 2. Danger from passing vehicles
Go Safe	<p>Personal protective equipment required:</p> <ul style="list-style-type: none"> • High visibility garments (Transit NZ Standard) • Light wands as per job requirements
Process	<ol style="list-style-type: none"> 1. On the job lighting <ol style="list-style-type: none"> a) Deck lights to be on at all times while worker is working on the vehicle deck. b) Where workers are required to work remote from the work vehicle then light wands are to be provided. c) In addition to the above, battery or generator powered lights are to requested to provide illumination and visibility where required. 2. Protective and warning measures <ol style="list-style-type: none"> a) High visibility garments to be worn at all times. Ensure reflective striping on garments are adequate. b) Clean reflective signs, flashing wand/lights and reflective cones are installed as per CoPTTM



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Aspect covered	Working long hours
Responsibility	All Staff
General	Excessive hours are a serious hazard for workers
Hazards	<ul style="list-style-type: none"> • Personal injury • Chronic sleep deprivation • Stress • Mood swings • Damage to plant, equipment or property
Go Safe	Staff to notify their Supervisor or Manager if they think they are likely to work beyond 16 hours in any 24 hour period.
Process	<ol style="list-style-type: none"> 1. Staff to notify their Supervisor or Manager if they think they are likely to work beyond 16 hours in any 24 hour period. 2. The Supervisor or Manager is to question the physical and mental state of staff as to their ability to carry on working, based on the following: <ul style="list-style-type: none"> • when they had a break last and for how long; • when they last had something to eat or drink; • do they feel tired or fatigued; • ask others working with them if they notice any slower reaction times/responses; • are they able to drive a vehicle safely; • hours they have worked prior to start of shift; • any other issues 3. If the Supervisor or Manager is satisfied the worker/s are fit to continue working, they are to instruct staff to take suitable rest and meal breaks, and the Supervisor or Manager will contact them in an agreed timeframe. 4. The Supervisor or Manager to arrange relief if deemed necessary and if available. 5. The Supervisor or Manager to stand down staff if requested by a staff member, or they deem necessary for health and safety reasons.



Aspect covered	Working wet and cold
Responsibility	All Staff
General	<p>Workers exposed to cold climates, wind and wet are under cold stress. The body attempts to conserve heat by constricting blood supply to the skin and by shivering. Workers cannot acclimatise too cold as they can to heat. Body heat is lost when temperature falls below 10° and is affected by wet and wind chill factors.</p> <p>1. Health effects</p> <ol style="list-style-type: none"> a) Hypothermia – Lowering of core body temperature resulting in brain effects causing erratic behaviour, numbness, muscular weakness and cramps b) Frost-bite, Frost-Nip and Chilblains. c) Medical condition made worse by cold stress, e.g. arthritis d) Long term health effects of working in cold include arthritis, rheumatism, chest complaints and heart disease.
Hazards	<ol style="list-style-type: none"> 1. Health effects 2. Increase in accidents
Go Safe	<p>Personal protective equipment required:</p> <ul style="list-style-type: none"> • Overalls/Long Shirt and Pants • Safety footwear with woollen socks. • Swandri or Fleece jersey • Safety Gloves • Wet weather Jacket and Pants
Process	<p>1. Health effects</p> <ol style="list-style-type: none"> a) Warm, water and wind proof clothing. b) Work breaks taken regularly in a warm dry area. c) Provision of warm non-alcoholic drinks. d) Immediate reporting of adverse health effects. <p>2. Increase in accidents</p> <p>Accidents can be caused by poor tactile control in cold hands and heavy protective clothing. All care must be taken in correct work procedures used at all times.</p>



Aspect covered	Working in dusty conditions
Responsibility	All Staff
General	Dust can occur created by client works and on metal roads and shoulders. It can also accumulate and cause hazards when inadequate housekeeping standards are condoned.
Hazards	<ol style="list-style-type: none"> 1. Poor visibility 2. Inhalation of dust
Go Safe	<p>Personal protective equipment required:</p> <ul style="list-style-type: none"> • Overalls/Long Shirt and Pants • Safety footwear with woollen socks. • Safety glasses • Dust mask or Respirators • Hi Visibility garments
Process	<ol style="list-style-type: none"> 1. Poor visibility <ol style="list-style-type: none"> a) Where possible dampen dusty areas with water, especially where members of the public could be affected. b) Wear safety glasses and dust mask or respirator and high visibility garments. 2. Inhalation of dust <ol style="list-style-type: none"> a) Wear dust masks to protect from nuisance dust. b) Respirators should be used in confined spaces. c) High standards of housekeeping to limit dust gathering and causing later breathing problems.



Aspect covered	Working in hot temperatures
Responsibility	All Staff
General	<p>The human body must keep its internal temperature within a narrow range of 37°C. The body of a worker is under stress when more heat is absorbed from the environment than it is capable of losing. We get rid of body heat by pumping warm blood to the skin where the heat is removed by sweating.</p> <p>Environmental factors affecting heat stress on the body are:</p> <ul style="list-style-type: none"> • Air temperature • Humidity • Air movement • Heat radiated from the surroundings <p>Personal factors are:</p> <ul style="list-style-type: none"> • Clothing worn • How hard you work • Age, gender and fitness <p>Health effects</p> <p>Heat stress - Dry hot skin, rapid collapse, can be fatal</p> <p>Heat exhaustion - Clammy moist skin, weakness, fatigue, headache, nausea. Remove from heat exposure and rest.</p> <p>Heat cramps - Painful muscle spasms caused by salt loss because of excessive sweating</p>
Hazards	<ol style="list-style-type: none"> 1. Poor visibility 2. Inhalation of dust
Go Safe	<p>Personal protective equipment required:</p> <ul style="list-style-type: none"> • Overalls/Long Shirt and Pants • Safety footwear with woollen socks. • Safety glasses • Dust mask or Respirators • Hi Visibility garments
Process	<ol style="list-style-type: none"> 1. Poor visibility <ol style="list-style-type: none"> a) Where possible dampen dusty areas with water, especially where members of the public could be affected. b) Wear safety glasses and dust mask or respirator and high visibility garments. 2. Inhalation of dust <ol style="list-style-type: none"> a) Wear dust masks to protect from nuisance dust. b) Respirators should be used in extreme weather events.



	c) High standards of housekeeping to limit dust gathering and causing later breathing problems.
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Aspect covered	Vehicle handling
Responsibility	All Staff
General	Travelling to various job sites can involve all hazards of road use. Reversing vehicles, parking on slopes and installing and removing Temporary Traffic Management equipment require extra care and training. Our vehicles are clearly marked with our logo and so identifiable. It is important they are driven sensibly, courteously and within the road code.
Hazards	<ol style="list-style-type: none"> 1. The unexpected actions of other road users. 2. Weather conditions i.e. rain, fog, sunstrike etc. 3. Cyclists 4. Pedestrians 5. Parking, reversing, turning and collisions with low obstacles when the Attenuator Cushion/Scorpion Pad is down. 6. Parking on slopes.
Go Safe	Personal Protective equipment required: <ul style="list-style-type: none"> • Sun/tinted safety/prescription glasses for glare protection • As appropriate for the task
Process	<ol style="list-style-type: none"> 1. Other drivers <ol style="list-style-type: none"> a. Ensure you are rested and fit for driving. b. Ensure your driver licence is current and appropriate to the vehicle. c. Wait until other vehicles are clear of the area before manoeuvring or parking. d. Do not be provoked by antagonistic behaviours by members of the public. 2. Poor weather conditions <ol style="list-style-type: none"> a. Slow down. b. Keep good following distance. c. Use headlights as appropriate. d. Ensure windscreen is clear and you have good visibility at all times. 3. Cyclists <ol style="list-style-type: none"> a. Give cyclists good berth, be aware of the width of your vehicle including wing mirrors b. Do not park or drive in cycle lanes. 4. Pedestrians <ol style="list-style-type: none"> a. Take extra care near schools and child care centres. b. Take extra care at intersections that have pedestrians crossings



	<p>5. Parking, reversing, turning and collisions with low obstacles when the Attenuator Cushion/Scorpion Pad is down.</p> <ul style="list-style-type: none">a) Park vehicle legally at all times where you can.b) If you are required to park on the pavement, ensure you install a temporary footpath to provide pedestrians a safe and clear path past the vehicle.c) Ensure clear way when reversing – use a spotter to guide the reversing activity.d) Vehicles equipped with reversing cameras must be used, wipe the camera prior to reversing to remove condensation or grime from lens.e) Ensure the reversing and wing mirrors are correctly aligned, and the reversing lights are working correctly. <p>6. Parking on slopes</p> <ul style="list-style-type: none">a) Always park in the safest, lowest gradient position possible. Park on the road at all times where possible. Take care when parking on steep or unsealed sites.b) Turn the front wheels up hill, or into the inside kerb/berm.c) Ensure the hand brake is engaged.d) When parked on a slope always put the vehicle into gear opposing the slope, i.e. vehicle facing downhill = engage in reverse gear.e) Do not leave vehicle in neutral, or idling.f) Chock the wheels if chocks are providedg) The above measures must be employed whenever a vehicle is parked on any slope, regardless of gradient.
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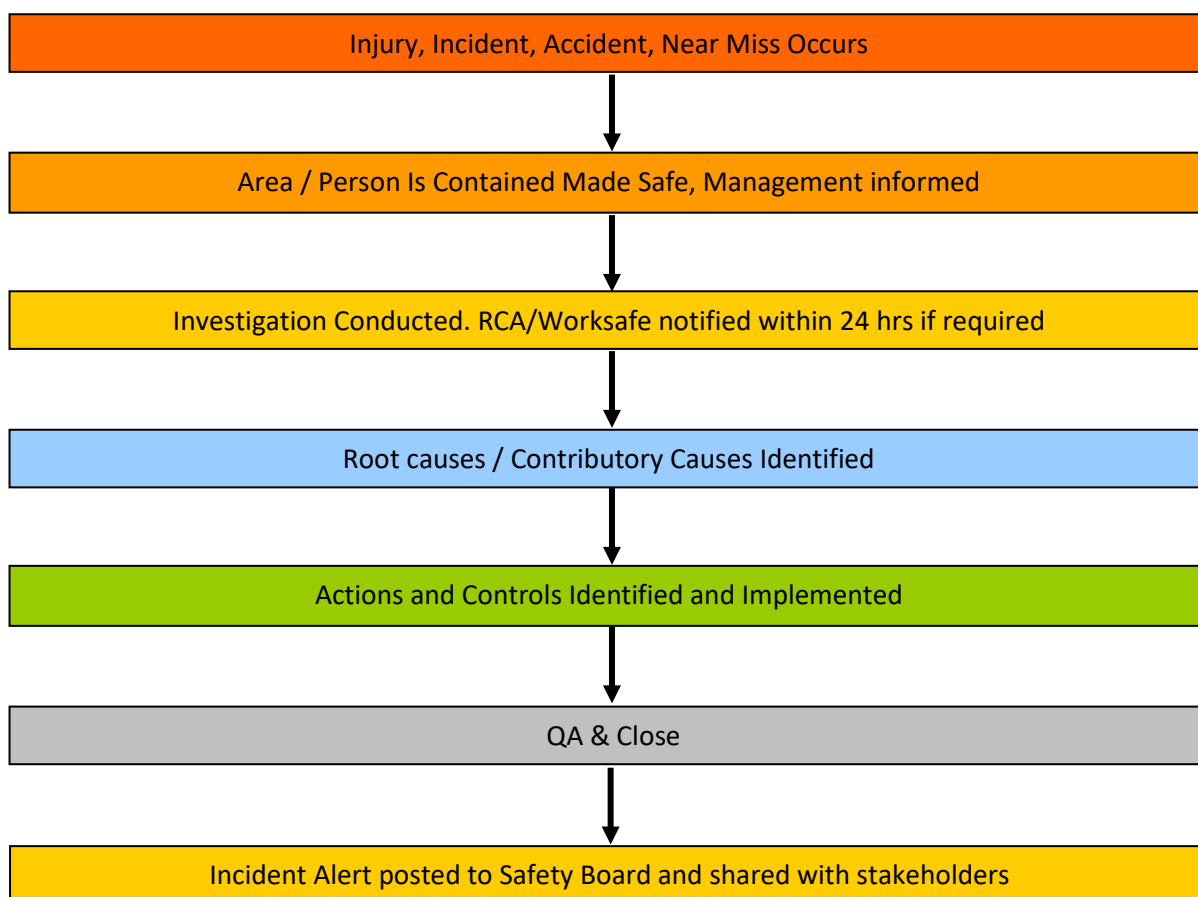
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Aspect covered	Incident & Accident reporting
Responsibility	All Staff
General	All near misses, discomfort reports, first aid, accidents and serious harm events must be reported immediately to your Supervisor. If required, the Supervisor or Manager will accompany you to any medical practitioners visit following any work place injury.
Definitions	<ul style="list-style-type: none"> • Near misses: Events that could have or had the potential to cause injury or serious harm. • Discomfort report: Notification of pain or discomfort not attributed to any particular event. It may or may not be work related. • First aid: Events where injury does not require referral to a medical provider, and no lost time is incurred. • Accidents: A workplace injury that requires medical attention, or hospitalisation for less than 48 hrs • Serious Harm Injury: Injuries falling within the definition of serious harm as described in the HSWA 2015
Process	<ol style="list-style-type: none"> 1. Take immediate action to provide appropriate first aid or medical care and prevent further harm. You may be required to stem blood flow or call an ambulance. Ensure your safety first then freeze the accident scene as necessary 2. Inform your Supervisor 3. Attend medical provider/hospital with your Supervisor. Except for emergency situations, your Supervisor must accompany you and present the company work questionnaire and confirm the availability of alternative duties, and transportation to and from the work place. 4. Assist in any investigation. An Incident report form must be completed for all event categories. 5. Assist in the creation of a rehabilitation plan. Manage your return to work by regular communication and consultation with your Supervisor. 6. Make suggestions so similar events can be prevented
Reference	Near Miss/Incident/Accident/Injury Form



Process Overview

The following key steps must be followed for all Injury, Incident, Accident, and Near Miss by T8 Traffic staff:



EMERGENCY NUMBERS TO BE CALLED FOR WORKPLACE INCIDENT		
CLIENT	CONTACT	NUMBER
T8 Day Supervisor	Eddie Taimai-Philipa	021 449 567
T8 Night Supervisor	Dwayne Harding	021 444 960
Accident or Injury	Stiza Te Moananui	027 463 0174



T8 INCIDENT ESCALATION PROCESS		
TYPE	CONTACT	TIMELINE
NEAR MISS		
Individual to inform STMS		Immediately
- incident report card completed		Immediately
- incident report card handed in with site record form		Shift end
- notification to Client		Within 24 hrs
- notification to T8 Safety		Within 24 hrs
- notification to T8 GM		Monthly report
- notification to T8 Directors		Monthly report
FIRST AID		
STMS to inform T8 Supervisor		Immediately
- incident report card completed		Immediately
- incident report card handed in with site record form		Shift end
- notification to Client		Within 24 hrs
- notification to T8 Safety		Within 24 hrs
- notification to T8 GM		Monthly report
- notification to T8 Directors		Monthly report
INCIDENT		
Closure Breach	STMS to notify Client Supervisor	Immediately
Altercation	STMS to notify Client Supervisor and T8 Supervisor	Immediately
Damage (Property)	STMS to notify Client Supervisor and T8 Supervisor	Immediately
Damage (Plant)	STMS to notify Client Supervisor and T8 Supervisor	Immediately
- incident report card completed		Immediately
- incident report card handed in with site record form		Shift end
- notification to Client		Within 24 hrs
- notification to T8 Safety		Within 24 hrs
- notification to T8 GM		Monthly report
- notification to T8 Directors		Monthly report



T8 INCIDENT ESCALATION PROCESS cont.		
TYPE	CONTACT	TIMELINE
ACCIDENT		
STMS to inform T8 Supervisor		Immediately
- incident report card completed		Immediately
- incident report card handed in with site record form		Shift end
- notification to Client		Immediately
- notification to T8 Safety		Immediately
- notification to T8 GM		Within 24 hrs
- notification to T8 Directors		Within 48 hrs
INJURY		
STMS to inform T8 Supervisor		Immediately
- incident report card completed		Immediately
- incident report card handed in with site record form		Shift end
- notification to Client		Immediately
- notification to T8 Safety		Immediately
- notification to T8 GM		Within 1 hr
- notification to T8 Directors		Within 24 hrs
FATALITY		
STMS to inform T8 Supervisor		Immediately
- incident report card completed		Immediately
- incident report card handed in with site record form		Shift end
- notification to Client		Immediately
- notification to T8 Safety		Immediately
- notification to T8 GM		Immediately
- notification to T8 Directors		Immediately



Aspect covered	Noise
Responsibility	All Staff
General	<p>Noise accompanies virtually every activity where plant and machinery are used. Noise can also be associated with particular work sites.</p> <p>Noise induced hearing loss due to prolonged exposure to excessive noise is a serious and incurable condition.</p> <p>Noise may interfere with work efficiency by producing stress and loss of concentration. Communication is made difficult and warning signals may be unheard</p> <p>Symptoms of noise induced hearing loss</p> <ol style="list-style-type: none"> 1. Speech is heard but unclear. Difficulty in understanding the spoken word in a crowd. 2. Sufferer may speak too loudly because they cannot hear their own voice. 3. There may be constant ringing in the ears, which can cause annoyance and disturb sleep. This is called Tinnitus. <p>Noise as a safety hazard</p> <p>The obvious hazard associated with noise is the interference with communications. Often this may be just annoying but there are documented cases where the failure to hear warning signals has resulted in serious harm accidents. Noise also contributes to a lack of concentration, which can lead to a higher injury count.</p>
Hazards	<ol style="list-style-type: none"> 1. Interruption to communication. 2. Annoyance to the general public. 3. Damage to hearing.
Go Safe	<p>PPE required:</p> <ul style="list-style-type: none"> • Hearing protection equipment e.g. Ear muffs or Ear plugs
Process	<ol style="list-style-type: none"> 1. Interruption to Communication <ol style="list-style-type: none"> (a) Where communication is imperative to safety, alternative warning systems must be identified if noise levels cannot be reduced, e.g. lights, sirens, hand signals or flags. 2. Annoyance to the general public <ol style="list-style-type: none"> (a) Inform local residents what you are doing, that there will be some noise, and how long the job is likely to take (b) Check the equipment. Mufflers and exhaust pipes should be in good condition 3. Damage to hearing <ol style="list-style-type: none"> (a) Do not over-protect, because it may reduce communication unnecessarily. (b) Earmuffs must fit firmly over the ears.



	<ul style="list-style-type: none">(c) Earmuffs must be kept in good condition. The seals should be replaced when they are no longer clean and smooth – the inner should be clean.(d) Earplugs must be properly inserted with clean hands, and cleaned and stored correctly when not in use.(e) Check the current grade for protection for the job you are doing.
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Aspect covered	Hazardous chemical storage and disposal
Responsibility	Management
General	It is necessary to store chemicals such as diesel petrol cans, oils, solvents and cleaning product for maintenance and cleaning of plant and TTM equipment
Go Safe	<p>Storage</p> <ul style="list-style-type: none"> • Store hazardous chemicals for safe disposal at a later date • SDS sheets are to accompany hazardous chemicals wherever possible • Wear appropriate PPE gear • Adopt safe handling and storage procedures • Know where fire extinguishers and spill kits are located • No smoking or naked flame within 5 metres of hazardous chemical storage area <p>Disposal</p> <ul style="list-style-type: none"> • Keep hazardous chemicals up to date, sign out register • Duplicate Hazardous Chemicals Register to be stored in Wellington depot with Supervisor in case of emergency • Appropriate PPE gear to be worn
Process	<p>Storage for dangerous and expired chemicals</p> <ul style="list-style-type: none"> • Create Hazardous Chemicals Register and keep up to date at all times • All staff are to sign in all new hazardous chemicals through the Supervisor • Security key to be held by nominated person. • Supervisor to carry out a weekly audit and keep records updated. • Appropriate storage containers with sealable lids to be used. • Any spills need to be cleaned immediately • No waste cloth or materials to be left in the storage area. <p>Maintenance</p> <ul style="list-style-type: none"> • Hazardous Chemicals storage facility to be secured at all times • Regularly remove waste hazardous materials to an appropriate disposal facility <p>Handling</p> <ul style="list-style-type: none"> • Ensure adequate ventilation to disperse fumes. • All containers to be sealed after use. • Wear appropriate PPE gear. <p>Fires</p> <ul style="list-style-type: none"> • In the event of a fire staff are to make every precaution to ensure their own safety as well as that of their workmates • Any attempt to contain or extinguish a small fire should be carried out with extreme caution