

STANDARD OPERATING PROCEDURE

Adhesives, Solvents & Coatings (Safe Handling & Storage)

DO NOT use this item unless you have been trained and assessed to a competent level in its safe use and operation, and have been given permission to use it.



Safety glasses must be worn when working with adhesives, solvents or coatings.



Disposable, chemical resistant gloves must be worn when appropriate.



Enclosed footwear must be worn when working with adhesives, solvents or coatings.



A respirator is required when spray painting and maybe required for other tasks if the area is not well ventilated.

PRE-OPERATIONAL SAFETY CHECKS

1. Ensure that risk assessment has been read. **UQ risk assessment task ID # 35894.**
2. When decanting liquids, ensure that Spill Kit **UQ risk assessment task ID # 35886** has been read.
3. If using Spray Painting Plant, ensure **UQ risk assessment task ID # 1900** has been read.
4. Ensure no slip/trip hazards are present in workspaces and walkways.
5. Always read the Material Safety Data Sheet for the product prior to use.
6. Paint should be mixed or thinned in a spray booth with the extraction system operating.
7. Do not eat or drink when using adhesives, solvents or coatings.
8. If working area is not well ventilated or engineering controls are not effective in controlling airborne exposure, respiratory PPE should be used suitable for protecting against airborne contaminants.
9. A respirator is required when spray painting to avoid inhalation of fine airborne paint droplets.

OPERATIONAL SAFETY CHECKS

1. If aerosol delivery used, ensure it is performed in a well-ventilated area, preferably a spray booth.
2. Always ensure any aerosol spray nozzle used is directed safely away from personnel or flammable material and where possible, into a waste container.
3. Always replace cap/lid of container when not in use.
4. Decanting of solvents (flammable liquids) and oils must take place on a bunding container and in a well-ventilated location and away from sources of ignition.
5. Ensure all receiving containers are of the correct type and suitably marked using compliant labelling.
6. Funnels should be used to control flow.
7. Ensure spill kit station is nearby.
8. Carefully decant the solvent ensuring the receiving container isn't completely full or overflowing.
9. Ensure correct manual handling techniques are used when lifting 20L drums.

HOUSEKEEPING

1. Dispose of all residue and/or containers safely. Refer to UQ Environmental Management System.
2. Do not discard waste chemicals in sinks or drains.
3. Discard any used disposable gloves in a suitable waste container.
4. Ensure the equipment and work area are in a safe, clean and tidy state after job is completed.
5. Always wash hands with soap and water after work is complete.
6. Always store adhesives, solvents and coatings in compliant containers with correct labelling
7. Keep containers securely sealed and store in a bunded location in a cool, dry, well-ventilated area.

POTENTIAL HAZARDS

- Chemical ingestion or inhalation
- Chemical absorption (skin, eyes, mouth, nose)
- Fire
- Spillage
- Eye injuries
- Skin burns & irritation

FORBIDDEN

- Disposal of chemicals in stormwater or drainage systems
- Storing chemicals in incorrectly labelled containers
- Storing chemicals with incompatible chemicals/agents
- Distracting user
- Using near an ignition source

This SOP does not necessarily cover all possible hazards associated with the substance and should be used in conjunction with other references. It is designed to be used as an adjunct to teaching Safety Procedures and to act as a reminder to users prior to substance use.