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| **Safety Task Card** |
| **POR 15** | **Collection and transportation of hazardous chemicals**  |
| **Workplace Safety Hazards** |
| What are the hazards? | How might they be harmed? |
| Contact with hazardous chemicalContact with cariogenic chemicalsSpillagesFireEnvironmental pollutionHeavy or awkward loadsTraffic- contact with moving vehicle | BurnsCutsPoisoningExplosionCrushingTrappingAsphyxiation Cancer |
| **Safe System of Work** |
| * Contact HSE to review procedure and storage to ensure safety controls in place at site.
* Only trained operatives to collect the trust hazardous chemicals for disposal in the waste stream.
* Do not transfer Flammable and non-flammable chemicals at the same time.
* Completed waste disposal form to be fully completed by trust department
* All checks for COSHH data sheets to be completed.
* PPE appropriate to chemical to be available on chemical trolley
* Spillage kit/medium to be available on trolley for chemical being transported.
* On arrival at collection point department authorising personnel to sign Waste disposal for’ confirming:

 Chemical in suitable container Fully sealed Labelled clearly to identify contents Filled to a safe level.In areas where there is no clear access for the trolley a bottle carrier supplied by the relevant department must be used.* Caution must be observed when moving the trolley in busy areas and keep to one side of the road/corridor.
* Observe any uneven or changes in height on route and if necessary, request assistance if the trolley needs to be lifted or becomes unstable.
* On roads all operators must wear high visibility jackets
* All operatives must wear safety shoes while carrying out operation.
* On delivery to store area check ramp is not slippery or wet.
* Only one bottle to be carried at one time.
* In the event of any spillage the immediate area must be cordoned off to prevent access and prevent spillage spreading and the immediate spill plan instigated via the helpdesk.
* Any concerns or problems must be reported immediately.
* Do not at any time whilst transporting flammable chemicals use a mobile phone or radio.
* Inventory to be kept available 24/7 for fire brigade access – location to be agreed with Trust.
* All help desk operatives to be aware of correct process of lock down in event of spillage.
* Any chemical collection request without relevant documentation to be referred to HSE for further guidance.

In emergency or situations bunded trolley is out of service:Conventional trolley to be set up with appropriate P.P.E and Chemical WIVA bins with suitable absorbent material in base ( check individual chemical RA) bin to be fully sealed prior to movement of chemical to waste compound. All non-access points suitable bottle carrier to be provided by originating department/lab. |
| **Site Specific Actions**List any actions required in addition to the above safe system of work |
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| The above control measures are implemented within my unit. All relevant staff are aware of these control measures and this is recorded in the training record for this safety task card. |
| Unit Manager Name | Signed | Date |

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| **Safety Card Training Record** |
| **POR 15** | **Collection and transportation of hazardous chemicals**  |
| I confirm that I fully understand the risks and control measures associated with the taskand that I will follow the Safe System of Work at all times.  |
| Operative Name | Signature | Date |
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