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OCCUPATIONAL SAFETY & HEALTH PROGRAMME

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SAFE WORK INSTRUCTION

Task Operation: USE OF SOLVENTS			Form SW 020 Rev A
Special Comments: This procedure is to be used in conjunction with the procedure "Material Safety Data Sheet" and appropriate training.			
ACTIVITY	HAZARDS	HOW TO DO IT	PERSONAL PROTECTIVE EQUIPMENT REQUIREMENTS
Steps in order of performance	Applicable to each step	Identify Equipment, Safety Quality and Performance Requirements	
Preparation		<ul style="list-style-type: none"> . Check work area for possible source of ignition . Ensure work area is suitably ventilated 	
Operation	Poisoning Skin Irritation Eye Injury Respiratory Irritation (Possible Drowsiness) Fire Explosion	<ul style="list-style-type: none"> . Ensure First Aid Instruction is held on worksite . Ensure containers are placed on stable surfaces to avoid spillage . Ensure the correct solvent is used for the specified task only . Always replace lid on container when not in use . Ensure ventilation is maintained during use . Ensure ignition sources are excluded during use 	
After Use Care	Fire Explosion	<ul style="list-style-type: none"> . Rags used to facilitate cleaning with the solvent must be disposed of properly . Ensure the lid is sealed . Store in a suitable storage area . Ensure ignition sources are excluded until vapour has dissipated 	
Precaution	Fire	<ul style="list-style-type: none"> . Provide appropriate Fire Fighting Equipment . Remove all flammables from work area 	