



Physical Activity and Leisure Management Ltd

DELIVERY OF CHEMICALS TO A FACILITY

A chemical delivery protocol must be a site-specific document, as the design and location of 'drop-off' points, etc., can differ from facility to facility.

The following document, therefore gives a generic overview of the principles of the safe delivery of chemicals.

- Prior to entering the chemical storage area or the plant room, ensure that you have informed a colleague of your whereabouts, and that the lone working procedure is being followed.
- Ensure that full personal Protective Equipment and clothing is being worn correctly.
- When chemicals are to be delivered they should be moved into storage as soon as possible, and never left unattended in a public area.
- Ensure that the delivery area is free from obstructions, and unauthorised personnel.
- Make sure that the hazards of a consignment containing packaged, dangerous substances are identified before being accepted.
- Check that the contents of ***EACH*** consignment or the individual packages are as detailed on the shipping documentation.
- Referring to the Safety Data Sheet, and the chemical hazard signs on the container, ensure that acidic and alkaline chemicals are stored separately.
- Ensure that there are no obstructions between the delivery point, and the storage area.
- Do not store liquid chemicals above solid chemicals.
- Do not store chemicals above head height
- Some containers of chemicals have ventilated caps. Such containers should be handled carefully after transit in case there is corrosive liquid on the outside.
- Make sure that cylinders, drums and other containers are clearly labelled with their contents. Packaging and labelling should comply with the Classification, Packaging and Labelling of Dangerous Substances Regulations (CHIP). Chemicals should be stored only in the container they were delivered in.
- Containers should be stored in bunds or on bund trays, and should not be stored more than two high, to reduce the risk of containers falling, or being knocked over.



Bulk delivery of liquids or gases

- Sodium hypochlorite, carbon dioxide and chlorine gas can be delivered in bulk, direct to large capacity containers.
- Access to the fill point will be controlled by the delivery driver, who will have key access. However, a member of staff, competent in the handling and storage of chemicals should be in attendance, to prevent access to the area by unauthorised persons.

Incompatible materials received at the same time.

- Should incompatible chemicals be delivered at the same time, and on the same vehicle, it is important that each one is off-loaded, transported and stored safely and correctly, before a second chemical type is off-loaded.

Ventilation

- Ventilation is important (except in the sealed chlorine gas installations) for the dispersal of fumes and to cope with the consequences of any accident. Stores must be ventilated to the outside air, by louvered doors, windows and low level air vents. If through draught is not sufficient, a low level exhaust fan, operated by a switch outside the store, should be installed. Four air changes per hour is necessary – and discharge, whether natural or mechanical, must be at least 10m from public areas, doors, windows, ventilation intakes, etc. The prevailing wind directions should also be taken into account.

1. When diluting chemicals ALWAYS add chemical to water, NEVER water to chemical
2. Keep wet hands and dirty scoops out of chemicals. Contamination is often a cause of problems.
3. Don't store chemicals where other materials can fall into them.
4. NEVER mix neat chemicals. When adding chemicals to a pool allow one to disappear before adding another, eg 15 -minute intervals.
5. Use gloves and goggles.
6. Make sure chemicals are locked away.
7. Always label containers
8. ALL forms of acids react DANGEROUSLY with all forms of chlorine or bromine.