







Safe Work Procedure

Process/Equipment: Weighing out hazardous substances		Location : School of Chemistry, JJR lab	
Procedure Developed by : Dr Minyan Tang, Sandra Chapman		Approved by : Prof. Stephen Pyne	Date : Feb 2008
Referenced UOW Guidelines, legislation, codes of practice, Australian Standards etc:		AS2242.2 (1997) Laboratory safety – Chemical aspects OHS114.3 Working with Hazardous Substances Guidelines OHS 119.4 Contaminated waste Disposal Guidelines	
Personal Protective Equipment Required			
   			
<p>Appropriate gloves Safety glasses Covered shoes Labcoat</p>			

Step	Activity	Hazards Identified	Risk Score	Controls
1	Check MSDS and complete the risk assessment form before handling any chemicals.	Hazard of substance not controlled	Medium	Put into place any specific control necessary that are identified in risk assessment, particularly in regards to PPE such as specific gloves,.
2	Tare a sealed vial or flask on the balance.	Breakage of glass resulting damage or injury	Low	If weighing into unstable flask, place in beaker or RBF corks stand to weigh. Carefully clean up any broken glass and chemicals immediately and place in broken glass bin
3	In the fume-hood:- a) Open vial or flask b) Open container holding hazardous substance. c) Transfer substance to the tared vial and flask d) Recap or reseal vials or flasks	Inhalation, irritation to skin and eyes Spill during transfer	Medium Medium	Open containers of hazardous substances in fume cupboard, particularly lachrymators, irritants, toxic and material with low volatility. Clean up spills immediately and dispose of waste appropriately (check the MSDS).
4	Weigh the sealed vessel on the balance.	Exposure from sealed flask	Low	In the case of volatile or toxic substances parafilm or double containers may be required.

Step	Activity	Hazards Identified	Risk Score	Controls
5	Return sealed sample to the fume-hood to use.	Breakage of flask containing hazardous substance, resulting in contaminated waste	Medium	Carefully clean up any broken glass immediately and dispose as contaminated waste Use secondary containment when transporting material (i.e. place flask in plastic container to transport any distance)
6	Transfer your sample to your reaction flask as a solid or as a solution via syringe.	Spillage during transfer Needlestick injury	Medium Low	When possible weigh directly into a reaction flask Always point needle away from body
7	Clean vials or flasks containing hazardous substances in the fume-hood.	Exposure to contaminated waste/ rinsings	Low	When cleaning with acetone, always rinse flask and allow to air dry in fume-hood