



**LOCATION DETAILS**

**School/Branch:** School of Molecular & Biomedical Science

**SAFE OPERATING PROCEDURE DETAILS**

For using balances to weigh and measure chemicals and other substances

Date Prepared: 18/03/2005

Date Reviewed: 27/08/2009

**PREPARED/REVIEWED BY:** Name, position, & Signature (insert names of supervisor, HSO, subject matter expert)

Tony Richardson – School Safety Co-ordinator

Signature:

Reviewed by: Kate Dixon – School HSO

**RISK ASSESSMENT**

Has a risk assessment been completed and all other environmental considerations been made?

See risk assessment dated:

**TBA**

Risk Rating:

- Low
- Medium
- High
- Very High

**NO**

**RISKS IDENTIFIED**

- Chemical exposure when handling chemicals and substances

**SAFETY PRECAUTIONS**

The following control measures **MUST** be adhered to:

- Spills must be cleaned up immediately

**PERSONAL PROTECTIVE EQUIPMENT REQUIRED**

The following PPE must be worn at all times:

- Safety eye protection
- Lab coats
- Gloves

**OPERATING PROCEDURE**

- Do not tip chemicals, always use a spatula
- Do not scrape the chemical out with the spatula
- Do not overload the spatula, only take as much substance that the spatula can hold
- Hold the bottle as close to the balance pan as possible
- Always use a weighing tray
- Clean the balance immediately after use

**OTHER INFORMATION**

- Labs should hold various sized spatulas to handle various quantities of chemical
- Be aware that small amounts of chemical that may be invisible to subsequent users may still pose a risk.

- Do not rush the process of weighing chemicals

## **ADMINISTRATION**

Note: This Safe Operating Procedure must be reviewed :

- a) after any accident, incident or near miss;
- b) when training new staff;
- c) if adopted by new work group;
- d) if equipment, substances or processes change; or
- e) within 5 years of date of issue.