



**LOCATION DETAILS**

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

**SAFE OPERATING PROCEDURE DETAILS**

Changing the dishwashing liquid in Technical Services Unit wash up room.

Date Prepared:  
10/02/2010

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

Kate Dixon – School Health & Safety Officer

Signature:

**RISK ASSESSMENT**

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

See risk assessment dated:  
10/02/2010

Risk Rating:  
Low  
Medium  
High  
Very High

**RISKS IDENTIFIED**

- Burns/illness caused by exposure to dishwashing liquid
- Musculoskeletal injuries from handling heavy containers of liquid

**SAFETY PRECAUTIONS**

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

- Personal Protective Equipment must be worn
- Use appropriate manual handling techniques – (refer to MBS Manual Handling Guidelines and HSW Handbook Chapter 3.32 – Manual Handling)

**PERSONAL PROTECTIVE EQUIPMENT REQUIRED**

The following PPE must be worn at all times:

- Gloves
- Lab coat
- Safety glasses

**SAFE OPERATING PROCEDURE**

1. Take a container of the dishwashing liquid from the store room.
2. Place it near the empty container.
3. Remove the empty container.
4. Remove the lid from the full container and put in place ensuring all seals are tight.

**OTHER INFORMATION**

- Large amounts of liquid should not be decanted from one container to another. If there is a small amount of dishwashing liquid in the old container, use a funnel to ensure that the liquid is not spilt.

## 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.