

SOP 6.03 – Hazardous Goods Storage & Handling

Section 6 – Occupational Health and Safety

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Effective Date – 10 December 2020

Review Date – 10 December 2022

Electronically Controlled Document

Purpose

To describe the procedure to be followed by applicable agency personnel involved in the usage and handling of hazardous goods.

Scope

This standard operating procedure (SOP) applies to all Life Saving Victoria (LSV) personnel (i.e., paid staff, officers and volunteer members) where engaged in the usage and handling of hazardous goods.

Policy Statement

LSV requires all rescue water craft (RWC) operators to adhere to the established policies, procedures and guidelines to ensure safe and effective practices relating to the usage and handling of hazardous goods.

Responsibilities

Lifesaving volunteers, lifeguards, local operations officers, duty officers (among others).

Definitions

Name	Definition
LSV	Life Saving Victoria
PPE	Personal Protective Equipment
SDS	Safety Data Sheet

Procedure

Legislative Requirements

Chemicals should be stored in a manner that conforms to the relevant Australian standards and Victorian regulatory or legislative requirements that may be applicable to the place of storage. The following procedures for Victorian Life Saving Clubs have been made with reference to the *Dangerous Goods Act 1985*, the *Dangerous Goods*



(Storage and Handling) Regulations 2012 and the Code of Practice for the Storage and Handling of Dangerous Chemicals.

All lifesaving clubs and affiliated services must use an appropriate hazardous materials storage cabinet to store fuel when more than 20 litres of fuel is stored at any one time. A hazardous materials storage cabinet has a built-in spillage containment feature which prevents fuel leaking from the cabinet and reduces the chance of ignition of the contents.

Considerations when Storing Fuel

- Assess risks by reviewing the safety data sheet (SDS).
- Minimise quantities stored at any one time.
- Method of storage: fuel cabinet and fuel storage containers.
- Labelling of fuel storage containers.
- Volume of fuel being stored.
- Storing fuel out of craft when not in use.
- Storage area location (i.e., away from exits and fire escapes).
- Decanting: ventilation and Personal Protective Equipment (PPE).
- Ventilation of storage area.
- Safety signage/placarding.
- Approved fire extinguisher.
- Training of members.
- Risk assessment.

Maximum Fuel Storage

Petrol is classed as a Class 3 Dangerous Good. A Dangerous Goods License is required if greater than 250 litres of fuel is stored in any one location. Bulk storage of fuel in lifesaving clubs is restricted to an absolute maximum of 250 litres. If a club or service needs to store more than 250 litres of fuel at any one time, a Dangerous Goods License must be obtained.

LPG Gas Cylinders (BBQ Gas)

All LPG cylinders must be kept in a cool, dry place away from any other types of gas cylinders. Always handle this gas in a well-ventilated area, away from any sparks, flames and other ignition sources. DO NOT store in confined spaces and have fire extinguishers at the ready.

Fuel Storage Containers

All clubs that store fuel over 20 litres must use an appropriate hazardous material storage cabinet which has inbuilt spillage containment and prevents fuel leaking from the cabinet, thus reducing the chance of ignition of the contents. This cabinet should also be able to be locked whilst the gear/IRB shed is kept open and can provide security against theft and vandalism. It will also protect the fuel from small children and passing smokers. This holding container must be clearly marked as a fuel container. It must be sealed and made from a fuel-resistant material.

Medical Grade Oxygen

All oxygen cylinders must be kept in a cool, dry place away from any other types of gas cylinders.



Safety Signage

You must display 'HAZCHEM' outer-warning placards at your premises if the quantities of dangerous goods stored and handled at your premises exceed the 'Placarding Quantity' in Schedule 2 of the DG (S&H) Regulations. These are

- oxygen - 50 litres or more, and
- petroleum (fuel) - 250 litres or more.

It is a requirement to place signage at or near places where you store flammable liquids, gasses and toxic chemicals.

Additional appropriate signage includes the following:

- Petroleum: A 'Dangerous Goods Diamond' (red diamond, 250-mm square, picture of flame, black lettering 'FLAMMABLE LIQUID' and the number '3').
- Oxygen: An 'Oxidising Gas Diamond' (yellow diamond, 250-mm square, picture of a flame, black lettering 'Oxidising Gas' and the number '2').
- A general warning sign stating, for example, 'Danger – Flammable Liquid – No Smoking – Keep Fire Away', being placed on the outside of the shed and adjacent to the storage area.
- A sign with the UN number and Hazchem code from the Safety Data Sheet (SDS).

Safety

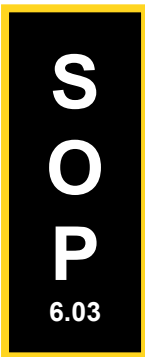
Safety Data Sheets

A safety data sheet (SDS) of a good provides valuable information and guidance on what to do in the event of a spill, splash or incident involving that substance.

The SDS must be located near the storage place of the chemical. In addition, a master copy must be held in the Club Safety Folder in an accessible place (e.g., in the first aid room near the patrol log books).

Approved Fire Extinguishers

Dry chemical powder (DCP) extinguishers should be used for minor storages and kept close to fuel storage and their location indicated by an appropriate sign. A 9kg DCP extinguisher (2A 60B) must be kept within 3–10 metres of a hazardous material storage cabinet.



Reference	
Related Documents	Code of Practice for the Storage and Handling of Dangerous Chemicals
	AS 4326-2008 Storage and Handling of Oxidising Agents
	AS 1940-2004 Storage and Handling of Flammable and Combustible Liquids
Legislation	Dangerous Goods Act 1985
	Danger Goods (Storage and Handling) Regulations 2012 (Vic)

Review	
Date of Issue	10 December 2020
Date Effective	26 December 2020
Date to be Reviewed	1 July 2022
Date to Cease	10 December 2022

Authority
The Life Saving Operations Council Executive has approved this SOP under section 8.3.6(e) of the Life Saving Victoria By-laws, 2019.

