

Module 3:

Handling, storage and segregation requirements



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Module objectives

At the end of **Module 3: Handling, storage and segregation requirements**, you will be able to:

Explain how to safely handle
dangerous goods

Explain how to safely store
and segregate dangerous
goods

Summarise the procedure to
follow if goods are unlabelled
or stored incorrectly



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General safety principles for handling - Refresher

General safety principles which will apply to safe handling:

Wearing the appropriate **PPE**:



Reading and following all requirements of the **SDS**:

- | | | |
|--|-------------------------------------|-----------------------------|
| 1. Identification of the material/supplier | 6. Accidental release measures | 11. Toxicology information |
| 2. Hazard identification | 7. Handling and storage | 12. Ecological information |
| 3. Composition/information on ingredients | 8. Exposure controls and PPE | 13. Disposal considerations |
| 4. First aid measures | 9. Physical and chemical properties | 14. Transport information |
| 5. Fire fighting measures | 10. Stability and reactivity | 15. Regulatory information |
| | | 16. Other information |

Maintaining **good hygiene** before, during and after handling, by washing your hands and not touching your face or eyes



Report any **unknown** or **unlabelled** substance to your supervisor so it can be assessed prior to handling.

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Tips for moving goods safely

Click on each of the common methods below for safety tips.

General tips



Moving
manually



Using a pallet
truck



Using a forklift



Tips for moving goods safely

Click on each of the common methods below for safety tips.

General tips



Moving manually








Using a pallet truck



Using a forklift



-  Select the most appropriate method
-  Follow all information on labels
-  Follow the site layout and traffic management plan
-  Ensure ground surfaces are even and clear of obstructions
-  Follow all workplace procedures

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Tips for moving goods safely

Click on each of the common methods below for safety tips.



Use correct manual handling techniques to **avoid dropping or damaging** the dangerous goods

Before **starting**, check:

-  Whether there is any **assistive equipment**
-  That the task **does not exceed** your capacity
-  Whether someone can **help you**

You should then:

-  **Stretch** before starting the task
-  **Alternate** between **repetitive** tasks
-  Perform movements **smoothly** in a comfortable position.
-  Work mainly between **shoulder** and **waist** height
-  Maintain **good posture** for the duration of the task

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Tips for moving goods safely

Click on each of the common methods below for safety tips.







Have a hydraulic jack system which is either **manually** or **electrically operated**

Lifts the load **just clear** off the ground and **does not** have **forward reach** capacity

Follow these safety tips:



-  Always **check** the **weight** of the load before using this equipment
-  Reduce the height of the pallet load so that it **does not obstruct** your view
-  Ensure the load is **balanced** evenly and the jack slides are **completely under** the pallet
-  **Always pull** the load to the destination, **do not push** the load by the handle

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Tips for moving goods safely

Click on each of the common methods below for safety tips.



Forklifts are the **most commonly used** equipment for moving loads.

Follow these safety tips:



- ✓ Use the **correct forklift** for the **type** and **weight** of **load** you are lifting
- ✓ Ensure the load is **balanced evenly** and the **forks** are completely **under** the **pallet**
- ✓ Tilt the forks **backwards** slightly if the load you are lifting is **top-heavy**
- ✓ Drive with the lifting forks approximately **one foot** off the ground



Always follow your **workplace procedures** when operating equipment.

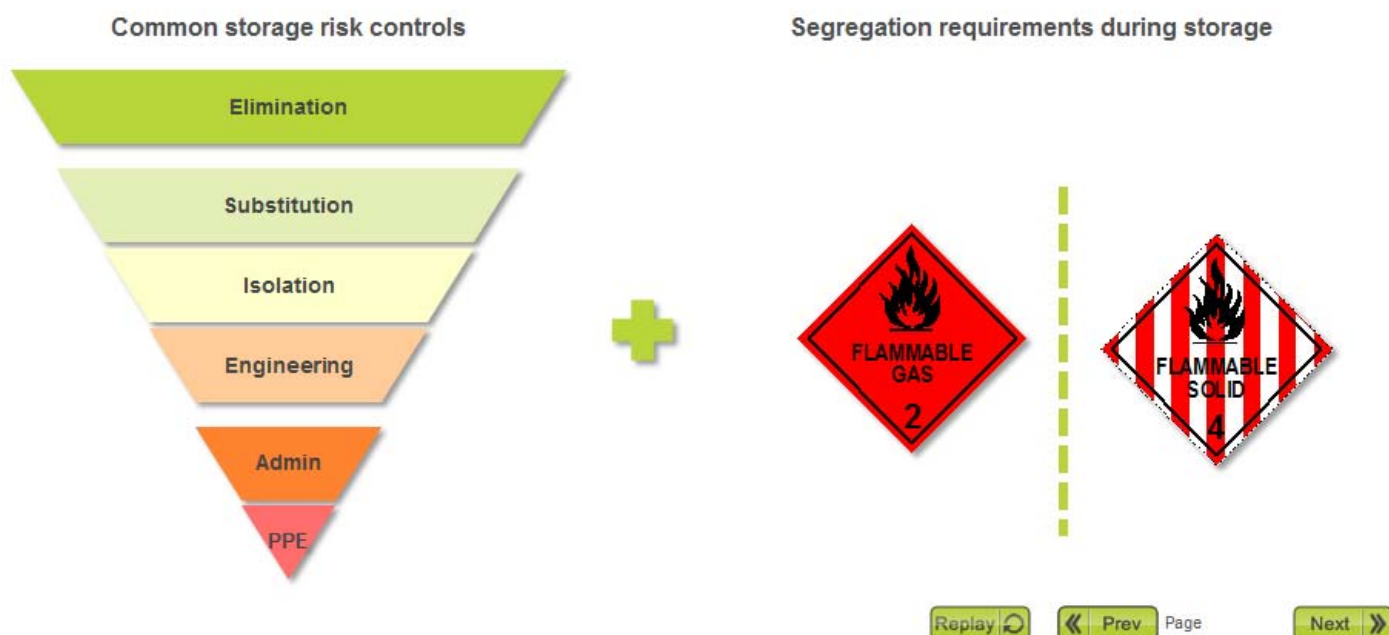
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What are safe storage and segregation procedures?

Let's look at safe **storage** and **segregation** procedures.



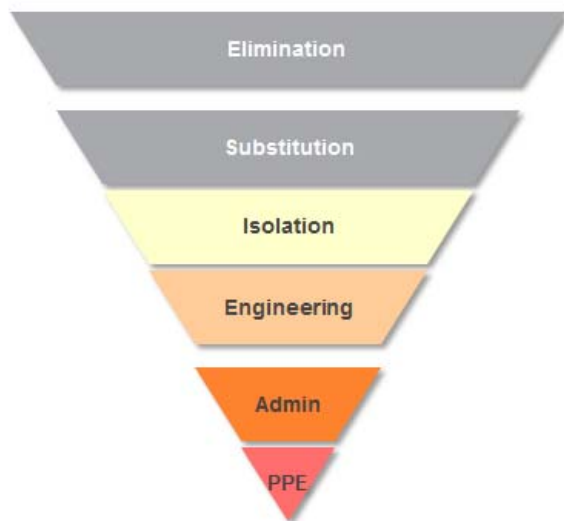
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Common storage risk controls - Refresher

Click on each of the last four levels of the hierarchy of controls to refresh yourself.

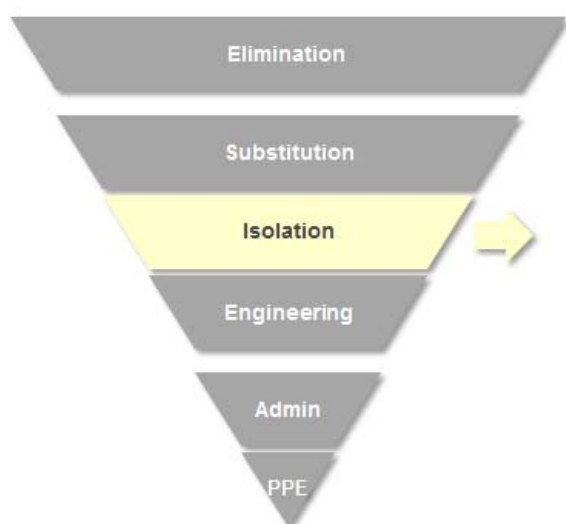


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Common storage risk controls - Refresher

Click on each of the last four levels of the hierarchy of controls to refresh yourself.



Use a range of isolation measures to minimise the risks of **unauthorised** or **accidental interaction** with dangerous goods and substances

Sites may use **fences** and **secure** areas where entry requires a **key** or electronic **pass**

Some areas will be designated as '**no ignition source**' areas to isolate potentially **combustible** or **flammable** solids, liquids and gases



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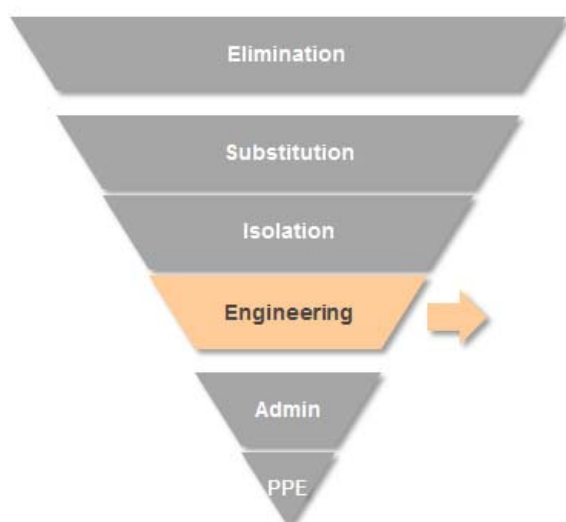
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Common storage risk controls - Refresher

Click on each of the last four levels of the hierarchy of controls to refresh yourself.



Include storing the materials on **spill pallets** or in **bunded rooms** or **areas**

Bunding is used primarily for **spill management** and minimises the risk of spilled materials **spreading** outside the containment zone or entering the **environment** through drains, waterways, soil etc.

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Common storage risk controls - Refresher

Click on each of the last four levels of the hierarchy of controls to refresh yourself.



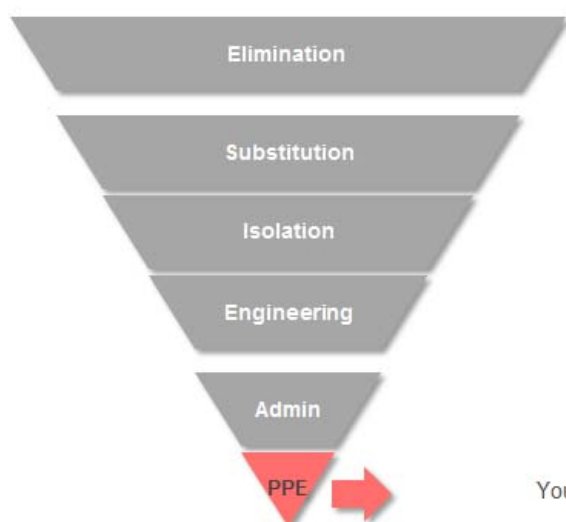
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Common storage risk controls at CCA - Refresher

Click on each of the last four levels of the hierarchy of controls to refresh yourself.



A range of **PPE** is required to be worn to **reduce exposure** to a hazard

You must be **trained** on how to use it, use it correctly and ensure it is properly **maintained**

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What are common storage areas?

Range of areas within the workplace where dangerous goods and hazardous substances may be **stored**.

Common areas



General warehouse storage
Receiving area temporary storage
Production areas
Outdoor gas bottles
Bulk tank storage

Secure areas



Cleaner's Storage Room



If you **don't have permission** to enter an area, **do not enter**. You will put yourself and others at risk.

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What are general storage tips?

Follow these general tips when storing:

-  Read and follow all requirements of the SDS
-  Follow all labels, storage procedures and safety signs
-  Store items to minimise their chance of falling
-  Don't store liquids above solids
-  Keep packaging securely closed
-  Don't store dangerous goods near food products
-  Keep heat and ignition sources away from storage areas
-  Segregate incompatible dangerous goods

What are storage segregation requirements?

It is important to understand the dangerous goods **segregation rules**



Minimise the risk of **incompatible** dangerous goods **reacting** dangerously if they come into **contact** with each other



Prevent **food products** from being **contaminated** by dangerous substances



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What are the segregation rules?

Class	1	2.1	2.2	2.3	3	4.1	4.2	4.3	5.1	5.2	6	7 (7)	8	9	Food	Fire-risk or combustible
1 Explosives	(1)	(1)	(1)	(1)	(1)	(1)	(1)	(1)	(1)	(1)	(1)	(1)	(1)	(1)	(1)	(1)
2.1 Flammable gas	(1)	0	0	0	0	N	N	N	N	N	0	N	0	0	0	0
2.2 Non-flammable non-toxic gas	(1)	0	0	0	0	0	N	0	0	N	0	0	0	0	0	0
2.3 Toxic gas	(1)	0	0	0	N	0	N	0	N	N	0	0	0	0	N (8)	0
3 Flammable liquids	(1)	0	0	N	0	0	N	0	N	N	0	N	0	0	0	0
4.1 Flammable solids	(1)	N	0	0	0	0	N	0	N	N	0	N	0	0	0	0
4.2 Spontaneously combustible	(1)	N	N	N	N	N	0	0	N	N	0	N	0	0	0	0
4.3 Dangerous when wet	(1)	N	0	0	0	0	0	0	N	N	0	N	N	0	0	0
5.1 Oxidizing substances	(1)	N	0	N	N	N	N	N	0	N	0	N	N	0	0	N
5.2 Organic peroxides	(1)	N	N	N	N	N	N	N	N	0	0	N	N	0	0	N
6 Toxic/ infectious substances	(1)	0	0	0	0	0	0	0	0	0	0	0	0	0	N (8)	0
7 Radioactive material (7)	(1)	N	0	0	N	N	N	N	N	N	0	0	N	0	N (8)	0
8 Corrosive substances	(1)	0	0	0	0	0	0	N	N	N	0	N	0	0	N (8)	0
9 Miscellaneous dangerous goods	(1)	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0

←

Incompatible
N
Compatible
0
Exception
(No.)



Click [here](#) to download the
'Segregation Table'



Click [here](#) to access the ADG
Code for full information.

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What are the segregation methods?

Specific rules around what **method of segregation** is appropriate for different incompatible dangerous goods



Click [here](#) to access the ADG Code for full information.

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Labelling requirements - Refresher

You must be able to **read** and **understand** the information on the **labels**

Different labelling requirements depending on whether the materials are:



Labelling of Workplace
Hazardous Chemicals
Code of Practice



Australian Dangerous
Goods Code

Labelling requirements - Refresher

Stored in the
workplace





Read label before use. Keep out of reach of children

Flammosol
FLAMMABLE LIQUID, TOXIC N.O.S.
(aliphatic hydrocarbons, toxicole)
UN 1992

Contains:
Aliphatic hydrocarbons 95%
Toxicole 5%

4 L

DANGER

Highly flammable liquid and vapour
Toxic if swallowed
Causes skin irritation

IF ON SKIN (or hair): Take off contaminated clothing and wash before re-use.
Rinse skin using plenty of soap and water.

IF SKIN IRRITATION OCCURS: Get medical advice/attention.

IF SWALLOWED: Immediately call a POISON CENTRE or doctor/physician.
Rinse mouth.

Store locked up in a well-ventilated place. Keep cool.

Dispose of contents/container in accordance with Jurisdictional regulations.
Refer to the Safety Data Sheet before use.
Madeup Chemical Company, 999 Chemical Street, Chemical Town, My State. Telephone: 1300 000 000
www.madeup-chemical-company.com.au

In case of fire: Use powder for extinction.
Keep away from sparks and open flames – No smoking.
Keep container tightly closed.
Ground/bond container and receiving equipment.
Use explosion-proof electrical equipment.
Use only non-sparking tools.
Take precautionary measures against static discharge.
Wear protective gloves and eye and face protection.
Wash hands thoroughly after handling.
Do not eat, drink or smoke when using this product.

(Example for illustrative purposes)

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Labelling requirements - Refresher

Transported by
road and are not a
placard load

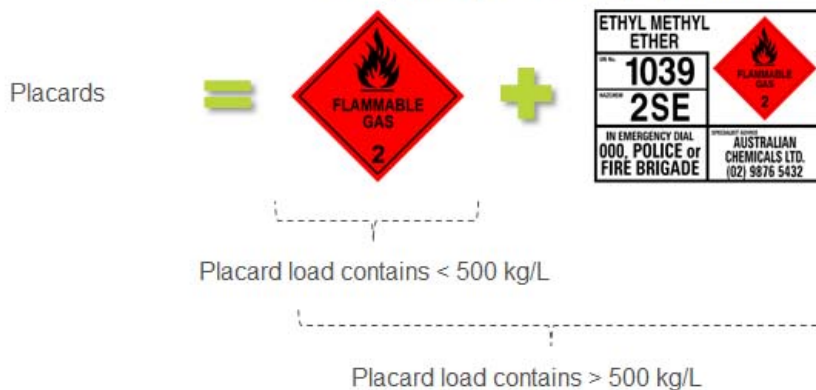


Flammosol FLAMMABLE LIQUID, TOXIC N.O.S. (aliphatic hydrocarbons, toxicole)	
UN 1992	 
Madeup Chemical Company, 999 Chemical Street, Chemical Town, My State.	

(Example for illustrative purposes)

Labelling requirements - Refresher

Transported by road and are a placard load



Single class of dangerous goods



More than one class of dangerous goods



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What to do if goods are unlabelled or stored incorrectly?

Dangerous goods that are unlabelled or stored incorrectly could create significant **hazards** and must be **reported immediately**.

For example:

-  A hazardous substance with a **damaged label**
-  A decanted chemical in an **unlabelled bottle**
-  A **secure** storage area left open and unlocked
-  **Incompatible** dangerous goods stored next to each other
-  Dangerous goods stored near the '**smoking area**'
-  Food products stored near dangerous goods

If you notice or discover any unlabelled or incorrectly stored dangerous goods

-  **Notify** your supervisor
-  Ensure your **own** and **others safety**
-  **Secure** the area and **contain** the incident.






Module Summary



Congratulations! You
have completed
Module 3.

You should now be able to:

-  Explain how to safely handle dangerous goods
-  Explain how to safely store and segregate dangerous goods
-  Summarise the procedure to follow if goods are unlabelled or stored incorrectly

You can now return to the home page and move on to the next module which will look at additional **transport requirements**.



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