

Health and Safety Flammable Liquids Management Plan

(Worked Example)

In accordance with the H&S at Work Act 2015 (Regulation 212) the aim of this organisation is

to reduce the risk of an unintended fire or explosion; and

to control the adverse effects of any fire or explosion.

1) Identifying our hazards:

- a) Catalogue all the flammable liquid items and suspected flammable liquid items that you have in your institution.
- b) Have an inventory of all your flammable liquids. This should contain the name, location, amount and type of container the flammable liquid is stored in.
- c) Where possible store your flammable liquids in a flammable liquids' cabinet.

2) Assess the risks from your hazards:

- a) The risk of starting a fire or adding "fuel" to a fire. Ensure you know the locations and amounts of flammable liquids that you have at your location. Fire and Emergency services will want to know this information in the event of a fire.
- b) The flammable liquids in the store-room are a potential fire hazard. The risks are low but if a fire did occur the outcome would be disastrous. Any old containers of flammable liquids can be disposed of and the remainder can be stored separately from the other chemicals.
- c) Ensure that you are only storing the minimum amount of flammable liquids you require, this reduces the risk of fire and explosions.
- d) Ensure that potential self-combusting chemicals are stored separately from your flammable liquids. An example of a self-combusting chemical is Linseed or Flax seed oil, especially if left on a cloth.
- e) Ensure that when you open your flammable liquid containers you are away from heat sources or potential sparks. This reduces the risk of the vapour igniting.
- f) Ensure that your flammable liquids are kept locked away.

3) Have processes for accidents, incidents, emergencies, and disposal:

- a) If there was a fire in your institution, ensure you have simple, clear instructions telling your staff what to do, and who to contact.
- b) If you decided that you wished to dispose of old and unwanted flammable liquids from your store room, are there procedures/instructions telling the staff what to do and who to contact? You can find a list of accredited contractors on the Worksafe website <https://www.worksafe.govt.nz/topic-and-industry/flammable-liquids-and-fire-risk/>
- c) If there was an incident such as a chemical spill, ensure you have procedures for safely cleaning up the spill. There is a video on how to clean up a chemical spill on the Tuhura Otago Museum Hidden Hazards website.

Keep your procedures simple and easy to read. Ensure that any emergency contact numbers are in large bold print on the front page e.g. emergency plumber in the event of a leaking water pipe.

4) Document staff training:

- a) Keep training records for all your staff, this should include the dates the training was received.
- b) Ensure staff have regular training sessions and that training is updated at least every 2 years.
- c) Ask staff for feedback on training sessions to determine if the training is regarded as useful and/or effective.

5) Review the plan for effectiveness:

- a) In the light of any accidents, incidents, emergencies or disposals, review your procedure to see: 1) if it worked and 2) if it did not work, what do you have to do to ensure that it will work next time.
- b) Document and date any changes you make to your procedures.