

ILLUSIONS AUSTRALIA

SAFE WORK PROCEDURE

SWP 062 – PAINTS, COATINGS, ADHESIVES & SOLVENTS - SAFE USE

1. PURPOSE AND SCOPE

Minimum requirements for safe storage, handling and use of paints, coatings, adhesives, thinners and solvents at Illusions Australia.

Applies across workshop and site activities unless a more specific process SWP applies.

2. AUTHORISATION AND COMPETENCY

Workers must follow product labels and SDS and understand ventilation, ignition, skin/eye contact and waste controls.

Higher-risk products or processes require specific risk assessment and controls.

3. REQUIRED PPE

The following PPE must be worn as appropriate:

- Chemical-resistant gloves appropriate to the product.
- Eye protection where splash risk exists.
- Protective clothing as required.
- Respiratory protection where specified by risk assessment/SDS after higher-order exposure controls are applied.
- Safety footwear.

4. PRE-START CHECKS

Before commencing work, confirm that:

- Product is labelled and approved for use.
- Current SDS is accessible.
- Ventilation is adequate.
- Flammable products are separated from ignition sources.
- Containers are sound and closed when not in use.
- Spill response materials are available.
- Waste/rag disposal arrangements are suitable.

5. SAFE OPERATING PROCEDURE

1. Read the label/SDS before first use or where unfamiliar.
2. Use the least hazardous suitable product and minimum quantity practicable.
3. Work in a ventilated area and use local extraction where required.
4. Keep containers closed except when dispensing.
5. Prevent skin/eye contact.
6. Control ignition sources for flammable products.
7. Store products in designated compatible storage after use.

8. Dispose of solvent/paint waste and contaminated rags through approved waste streams.
9. Wash hands before eating/drinking.

6. PROHIBITED PRACTICES

Workers must not:

- Use unlabelled chemicals.
- Mix incompatible products.
- Decant into food/drink containers.
- Use flammable solvents near uncontrolled ignition sources.
- Use solvents to clean skin.
- Pour chemical waste into drains.
- Ignore ventilation requirements or symptoms of exposure.

7. SDS AND LABELLING

Labels and SDS provide product-specific hazard and control information.

- Maintain labels on workplace containers.
- Ensure decanted containers are appropriately identified.
- Follow storage incompatibility requirements.

8. FLAMMABLE AND COMBUSTIBLE PRODUCTS

Vapours may travel to ignition sources and contaminated rags may contribute to fire risk.

- Use designated storage.
- Keep lids closed.
- Dispose of rags in appropriate containers.

9. EXPOSURE CONTROL

Inhalation and skin contact can occur during application and cleanup.

- Prefer substitution/ventilation/extraction before relying on respirators.
- Use correct gloves rather than assuming all gloves resist all solvents.

10. FAULTS, DAMAGE AND ABNORMAL CONDITIONS

Stop for spill, fire, unexpected reaction, strong vapour accumulation, worker symptoms or failed ventilation.

Implement SDS/site emergency controls and obtain assistance.

11. SHUTDOWN AND HOUSEKEEPING

- Close and return containers to storage.
- Clean tools/work area using approved methods.
- Dispose of contaminated waste.
- Remove PPE safely and wash hands.
- Report spills/exposure concerns.

12. EMERGENCY AND INCIDENT RESPONSE

1. Stop the equipment or activity immediately.
2. Isolate the hazard or energy source where safe to do so.
3. Provide or obtain first aid as required.
4. Notify the Foreman, Leading Hand or other authorised Illusions Australia representative.
5. Call emergency services where required.
6. Do not recommence until the incident, defect or unsafe condition has been addressed.

13. STOP WORK REQUIREMENT

Work must stop where:

- Product is unlabelled/unknown.
- SDS or required controls are unavailable.
- Ventilation is inadequate.
- Ignition sources cannot be controlled.
- A worker experiences adverse symptoms.

No production requirement or deadline takes priority over safe work.

DOCUMENT CONTROL

Document	SWP 062 – Paints, Coatings, Adhesives & Solvents - Safe Use
Document Type	Safe Work Procedure
Prepared By	Aidan McDonnell
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Status	Controlled Document