

# Chemical Delivery Procedure

<b>SITE &amp; LOCATION</b>	P.B. Leiner	<b>REFERENCE</b>	H60075/MS010
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This method statement has been prepared for persons carrying out the work detailed below and should be read in conjunction with a suitable and sufficient written risk assessment.

Those carrying out the work must read, understand, and work to the approved Safe Systems of Work including the wearing of any personal protective equipment, following local site rules and the implementation of any Permits for Work.

JOB / TASK DESCRIPTION	
<p><b>Receiving chemical deliveries (Pump-over from IBC)</b></p>	
SAFE SYSTEM OF WORK – PERMIT TO WORK	
Permit required Y/N	No

PERSONAL PROTECTIVE EQUIPMENT	
PPE	PPE
Full Face Visor	Safety Boots
Nitrile Gauntlets	Hard hat/bump cap
Long Sleeved Attire	
PVC/Nitrile Apron	

SPECIAL PRECAUTIONS	
Lock off / Isolation / Harness / Fire Prevention etc.	Description and Permit for Work and Serial Number

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Risk Assessments	
Assessment Description	Assessment Reference
Access to/Egress from site	H60075/ARA001
Access to/Egress from Boilerhouse	H60075/ARA002
Filling Chemical Dosing Tanks	H60075/ORAO02
Aspects & Impacts Matrix	H60075/ENV001

COSHH Assessments	
Substance	Assessment Reference
Aquatreat B112	3789669
Aquatreat 204	3789668
Aquatreat A25 (20%)	3789672

PLANT AND EQUIPMENT (All equipment must carry an 'in date' inspection where applicable)	
Plant	Description

All plant and equipment must be inspected before use. Where certificates are applicable these must be within date and be available for scrutiny.

SPECIALIST COMPETENCE REQUIRED	
Individual & / or Company Name	Requirement / Experience / Qualification etc.
Veolia Technician	Site familiarity, COSHH awareness training completed
Aquatreat delivery driver	Trained and competent in the safe handling of chemicals

## JOB / TASK SEQUENCE

- Veolia technician to confirm chemical storage tank levels and record in site log before commencing delivery.
- On arrival of the chemical supplier check the delivery note for the quantity ordered and correct chemical name.
- Check that receiving tanks have sufficient free capacity to accept delivery.
- Don the appropriate PPE for the task and ensure that the supplier is also adhering to the requirements.
- Instruct the supplier to commence transfer from delivery vehicle to site tanks, monitor chemical stock at all times during delivery.

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- **Do not leave the supplier or delivery process unattended for any reason.** Inspect hoses and fittings at regular intervals throughout the delivery process for leaks and stop immediately if any are found.
- In the event of an emergency, instruct the supplier to cease delivery immediately and make the area safe, then follow the **Emergency Preparedness plan H60075/EP02** (available on the site notice board and in the site Red Book).
- On completion of the delivery, check all bund areas for spillages.
- Record delivery details in site log book and note new tank stock levels in the feedwater log book.
- Store the delivery note in the appropriate file in the site office.
  
- All spillages must be dealt with immediately.

## OUT OF HOURS DELIVERY

- **No deliveries are to be accepted outside of office hours.**

PREPARED BY		
Print Name	Revision	Date
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REVIEWED BY		

Review Date	Print Name	Sign
13/07/21	Jon Barwick	
12/06/22	Andy Brown	
10/06/23	Andy Brown	
01/06/24	Rob Barnes	
23/05/25	Rob Barnes	