

4.3. Forms and Other Records

| Number | Form Title |
|--------|--|
| 1 | Corrective and Preventive Action Requests |
| 2 | Management Review Meeting Minutes |
| 3 | Statutory Declaration |
| 4 | Serious Incident Notification – Initial Report |
| 5 | Serious Incident Notification – Final Report |
| 6 | Standard Compliance Checklist |

This is an explanation of the Forms that go with the Standard

Corrective Action Request (CAR)

- The form used to initiate an improvement request (CAR).

Final Incident Form

- The form used to notify the DIA of the outcome of a serious problem or incident.

Statutory Declaration

- A pro forma of the statutory declaration notifying the DIA of your compliance with the Standard.

Initial Incident Report

- The form used to notify the DIA that a serious problem or incident has occurred.

Management Review Minutes

- An example of how minutes of these meetings (at least annually) are kept.

Compliance Checklist

- A simple checklist to check compliance with this Standard.

Other records and information that each business is required to maintain include:

- Equipment maintenance and cleaning records (required under the Code of Practice for Plant in the Drycleaning Industry),
- Hazard assessment records (required under the Code of Practice for Plant in the Drycleaning Industry),
- Employment Records (required under Federal and State employment laws) and an
- Injury Register (required under Occupation Health and Safety laws).

5. Implementing the Standard in your Business

5.1 Read this Booklet First

After you have read this booklet read the Standard and each Policy, Procedure, Register and Form. As you read them assess how they apply to your business.

5.2 Decide between Using the Sample Documents Provided or Designing your Own

You can choose to set up your own documents or you could use the recommended documents supplied with the Standard. Rather than re-invent the wheel it may be much easier to use the sample documents.

If you have an existing system or are a larger operation you could use your existing ones, adapt the sample documents or design your own. Do what is most convenient for you.

5.3 Using the Sample Documents

Read each document carefully. If you think that the documents suit your business and do not require any modification you can very simply personalise each document.

The documents have been formatted on disk using Microsoft Word 97^e. Each of the documents are titled *Your Company Drycleaners*. Using the computer disks open each document on your computer and then:

- (i) select *edit*
- (ii) select *find and replace*
- (iii) at the *find what prompt* type in "Your Company Drycleaners"
- (iv) at the *replace prompt* type in the name of your business
- (v) select *replace all* and hit *enter*
- (vi) the name of your business should now have replaced any reference to *Your Company Drycleaners*
- (vii) save the changes to the document by pressing *save*
- (viii) print a copy of the new document
- (ix) update the Policies and Procedures Manual by replacing the old version of the document with the new one.

Now you have a printed set of the personalised documents as well as on computer disk.

It is as simple as that. Remember to keep the manual up-to-date by replacing the copy in the manual each time you change a document.

For those drycleaners not using computers simply cross out *Your Company Drycleaners* on each document and write in your own business name.

6 Help and Assistance

Help and assistance in implementing and using the Standard is available through the Branch of the Drycleaning Institute of Australia in your State or on the **Standard Helpline 1800 810 820** number.

The **1800 810 820 Helpline** is a free call and is available to every drycleaner throughout Australia.

Details of the number are also contained in the Standard Manual.

6.1 Who else can Help.

- The State Branches of the DIA.
- The Workplace Standards Authorities and Environmental Protection Authorities in your State can advise you on the legislation and regulations that effect your business. Some States also publish Guides for Drycleaning and Laundry Workplaces.
- Suppliers and Manufacturers can help, for example, with material safety data sheets, cleaning and maintenance schedules, advice on the use, storage and disposal of chemicals.

7. Case Study - Air Emissions

7.1 Background

Australian communities are becoming increasingly aware of, and insistent upon, pollution free environments, particularly from air borne pollutants. Many States have had legislation governing emissions to air since the 1970's and 1980's. However, since the early 90's there has been an increasing focus on air quality.

Under Section 15 of the Natural Heritage Trust of Australia Act (1997), environmental protection includes "preventing, combating or rectifying pollution of the environment (whether natural or otherwise)". Funding for the implementation of the Drycleaning Industry Regulation Standard has been provided by Environment Australia, under the Natural Heritage Trust. This project is part of the "Clear the Air" package, which is the Commonwealth Government's initial response to the independent Inquiry into Urban Air Pollution.

Many planning permits include conditions such as "The use hereby permitted shall be such that the .. processes carried on, the material used or stored, machinery employed and the transportation of materials ... to and from the premises will not cause injury to or prejudicially affect the amenity of the location by reason of the emission of smell, fumes, vapor, steam, waste products ..." (City of Melbourne May 1997)

The National Occupational Health and Safety Commission (Worksafe Australia) has set the exposure standard for Perchloroethylene at 340mg/m³ (50ppm). The Standards are set as time weighted average levels calculated over an eight hour working day. This Standard is set at a level that should not cause adverse health effects nor undue discomfort to nearly all workers i.e. fit healthy workers. They do not apply to the general population or those people who may be extra sensitive to any chemical (including Perc) due to age, illness or hypersensitivity.

Where drycleaners are located in residential/domestic buildings they should also be aware of the air quality standards for non-workplace exposures. One approach to setting these indoor air quality standards is to divide the occupational standard by an appropriate safety factor. For example, in Victoria the Environmental Protection Authority (Publication 327, Sept. 1993) uses a safety factor of 30 which is derived from:

- a protection factor of 3 for exposure over 24 hours in the home rather than 8 hours in the workplace; and
- a protection factor of 10 to protect the sensitive sub-group of the population.

Based on this EPA formula a domestic exposure air quality standard would be 11.3mg/m³ (1.67ppm) over 24 hours. For workers in such a building the 3 times safety factor should be adjusted as the exposure is over 8 hours (not 24) giving a figure of 34.0mg/m³ (5ppm)

The World Health Organisation (WHO) Air Quality Guidelines for domestic exposure to Perc at 5mg/m³ (0.74ppm) over a 24 hour exposure period or 15mg/m³ (2.2ppm) exposure for 8 hours.

7.2 Confusion

Having just read the above you may well have thought: 'Help! I'm just a simple drycleaner! How am I supposed to know all that?' The reality is that you do have to know about it. Ignorance is neither bliss, an excuse nor a defense.

7.3 The Standard – Procedure 15 Air Quality and Registers 9 and 12 Safety Standard Identification and Air Quality

This is where the Standard comes to your aid.

The procedure (15 Air Quality) describes how air quality is maintained. It provides simple processes covering:-

- loading and unloading machines;
- leak detection;
- door seals;
- emissions measurement;
- spill containment measures;
- advising neighbours;
- venting; and
- notifying the relevant authorities.

Register 9 Safety Standard Identification provides a simple form in which you can record all the relevant safety standards appropriate to your business. The Branch Drycleaning Industry Association in your State can help you with this information.

Register 12 Air Quality Register provides a simple form to record relevant information on testing and leaks and actions taken.

By following the procedures (which is shown on the following pages) and using the registers you have a simple system for managing these risks.

Policy and Procedure 15 Air Quality

| | | |
|--------------------------------------|-------------------------------------|--------------|
| Policy & Procedure Manual | Procedure: Proc.15 | Date: |
| Air Quality | Authorised by: <i>managing dir.</i> | Page: 1 of 3 |

15. Air Quality

Policy

1.0 Policy

1.1 'The primary drycleaning emissions of solvents are to air through both fugitive and direct emissions at the end of the cycle when the machine door is opened during loading and unloading operations.' (National Pollutant Inventory Emission Estimation Technique Manual for Drycleaning 3.1)

'The major potential hazard in the use of perc in drycleaning is the inhalation of vapours at concentrations above those prescribed for safe operation' (Code of Practice and Training Program for Safe Handling of Perchloroethylene Solvent in the Drycleaning Plant p13).

We endeavor to optimise air quality by ensuring that exposure and emissions are minimised by operating a safe environment by adopting effective means for limiting the concentration of perc and other solvent vapours in the atmosphere by:

- . proper maintenance of equipment;
- . ensuring adequate ventilation;
- . training staff in the safe handling of solvents, our policies and procedures; and
- . ensuring our policies, procedures and practices are consistent with Drycleaning Industry Regulation Standard.

Exposure to Perc (and other solvents) should be kept as low as practicable, as recommended by Worksafe Australia.

The threshold limit values (TLVs) should not exceed an 8-hour time-weighted average (TWA) of 50 ppm and a 15-minute short-term exposure limit (STEL) of 150 ppm.

| Exposure Limits for Perchloroethylene | | |
|---------------------------------------|------------------|--|
| NOHSC* Exposure Standard | Vapour Conc. Ppm | Recommended Max Limits |
| 8-hour TWA | 50 | 8 hrs/day (40hrs/week) |
| 15-minute STEL | 150 | Not to be exceed in any 15 min period (the 8-hour TWA must still be met) |

Procedure

2.0 Purpose

2.1 This procedure describes how air quality is maintained.

3.0 Scope

3.1 This procedure applies to the maintenance of air quality through management of emissions to air of Perchloroethylene (and other solvents).

4.0 References

- 4.1 National Pollutant Inventory Emission Estimation Technique Manual for Drycleaning
- 4.2 Code of Practice for the Safe Handling of Perchloroethylene in the Drycleaning Plant
- 4.3 Code of Practice and Training Program for Safe Handling of Perchloroethylene Solvent in the Drycleaning Plant
- 4.4 Manufacturer's instructions or Material Safety Data Sheets
- 4.5 Procedure No. 12 Spills and Leakages

5.0 Definitions

- 5.1 NOHSC National Occupational Health and Safety Commission
- 5.2 STEL Short Term Exposure Limits
- 5.3 TLV Threshold Limit Values
- 5.4 TWA Time Weighted Average

6.0 Procedure

Loading/Unloading**

- 6.1.1 The loading door shall be kept closed except while loading and unloading garments, and adding new solvent.
- 6.1.2 Machines are not to be opened during a cycle. Garments may not be added during a cycle. Once started, machines are to remain closed until the cycle is completed.
- 6.1.3 Loading and unloading garments should only take place in bulk. Garments should not be removed one at a time and placed on hangers.

Leak Detection**

- 6.2.1 A thorough leak test of all pipe work, valves, gaskets and the access door seals is conducted weekly. Tests are conducted whilst the machines are in operation using an electronic leak detector, or *self indicating detector tubes*. If a halide lamp is used care must be taken to avoid the potential risk of toxic gas production if there is a high concentration of volatile solvent in the area.
- 6.2.2 A leak test is conducted after the replacement of new gaskets.
- 6.2.3 All leaks are fixed immediately upon detection and the rectification work is recorded in the maintenance records.
- 6.2.4 Results of leak detection tests and air monitoring tests are recorded. (see Register 12 Air Quality Register).

Door Seals**

- 6.3.1 All door seals shall be kept clean and should be wiped daily.
- 6.3.2 Access door seals are replaced at least annually, or sooner, whenever a leakage is found and recorded in the maintenance records.

** Adapted and/or taken from the Code of Practice and Training Program for Safe Handling of Perchloroethylene Solvent in the Drycleaning Plant. Drycleaning Institute of Australia 1996.

Emissions Measurement (see pages 14,15 & 16 of the Code of Practice for the Safe Handling of Perc)

6.4.1 Emissions to air are monitored, responded to appropriately and recorded.

6.4.2 When using an electronic leak detector:
. a very fast ticking indicated high vapour levels; and
. a continuous squealing indicates a serious leak.

Spill Containment Measures

6.5 Spill containment measures are instituted to prevent/minimize chemicals being discharged into drains or off-site.
NB. Do not flush spills down stormwater or sewer systems.

Advise Neighbours

6.6 Advise neighbours if there is risk of them being effected by a spill.

Venting

6.7 Vapour absorbers are used when venting fumes arising from a spill and, as much as possible without compromising other buildings, vapours are vented externally.
NB. Impacts on neighbours are considered before any venting.

Notify Authority

6.8 The relevant Environmental Protection Authority is notified if spills escape beyond the boundaries of the premises or down drainage/sewer systems.



The Australian Drycleaning Industry Regulation Standard



Foreword

The Drycleaning Industry Regulation Standard has been developed by the Drycleaning Industry to provide industry participants with a simple framework to responsibly and safely manage their enterprises and to comply with their obligations under Federal and State legislation and regulations.

The Standard supports and compliments the:

- Code of Practice and Training Program for Safe Handling of Perchloroethylene Solvent in the Drycleaning Plant (1996); and,
- Code of Practice for Plant in the Drycleaning Industry (1996).

The Standard and Codes of Practice set out policies and procedures developed from industry experience and extensive national and international research to enable industry participants to operate at current world best practice. The Standard has been reviewed by State environmental regulatory authorities and amended to incorporate their improvement suggestions.

The profile of drycleaning in Australia is unique in many aspects when compared to common practices in both Europe and North America. Generally, the uptake of technology has been much quicker and more penetrating in Australia than elsewhere, particularly in respect of closed circuit machinery. Similarly, industry practices regarding solvent management have been much more rigorous.

The principle solvent used in the drycleaning industry is tetrachloroethylene, or perchloroethylene (Perc) as it is more commonly called. A small amount of petroleum solvents are also used. In respect of the solvents used in the industry, the Standard is mainly focused on Perc, however equal care and diligence applies to the use, handling and disposal of all solvents and any other chemicals used.

Widespread use of Perc since it was introduced in 1934 has shown that Perc can be stored, handled and used safely in normal drycleaning practice when proper safety processes and precautions are practiced. Because it is nonflammable and non-explosive Perc has made a substantial contribution to the safety of drycleaning operations. Under normal conditions of operation Perc is chemically and thermally stable, however, the inappropriate storage, use and disposal of Perc can be an environmental hazard. Perc was listed in the National Pollutant Inventory in 1998.

Recognised training programs are available throughout Australia to enable industry participants to become accredited in the safe handling of Perc.

This Standard does not alleviate the need to comply with existing and future legislation and regulations.

The Australian Drycleaning Industry Regulation Standard

A. Introduction

This Standard embodies all existing Codes of Practice and has been established as the basis of Regulation of the Drycleaning Industry in Australia.

The Standard is Binding.

Compliance with the Standard is binding on all participants of the Drycleaning Industry in Australia and has been designed to make it as easy as possible for drycleaners to be aware of what their obligations are and to demonstrate that they are complying with existing legislation and regulations.

B. Elements of the Standard

Each member of the Drycleaning Industry in Australia agrees to the following:

1. Establish and practice a Regulation Policy and System within their plant/s that observes and complies with this Standard.
2. Observe and comply with the Code of Practice for the Safe Handling of Perchloroethylene Solvent in their drycleaning plant/s by 1 January 2000.
3. Observe and comply with the Code of Practice for Plant in the Drycleaning Industry by 1 January 2000.
4. As much as practicable ensure that at least one accredited person be on site during Perchloroethylene equipment operating hours and that only accredited personnel supervise the operation of Perchloroethylene machinery.
5. Appoint a Management Representative (either the owner/s or their representative) to establish a system to ensure, to the best of their knowledge and belief, compliance with the Standard.
6. Ensure that compliance with, and the effectiveness and efficiency of, their system is reviewed at least annually.
7. Operate and maintain a safe work place which complies with legislative and regulatory requirements and which is environmentally responsible.
8. To maintain records to verify compliance with this Standard.
9. To institute policies and procedures to ensure compliance with this Standard.
10. To encourage formal training of staff and management to enable the business to better accommodate community expectations.
11. To annually submit to the Drycleaning Industry Association in their State or Territory a Statutory Declaration declaring that, to the best of their knowledge and belief, this Standard has been and will be complied with.
12. **This Standard does not alleviate the need for each drycleaner to comply with existing and future legislation and regulations.**

References

In addition to State Legislation and Regulations the following references were researched in the development of this Standard.

Centre for Emissions Control

- . The Safe Handling of Perchloroethylene Drycleaning Solvent, Washington 1996.

Californian Department of Toxic Substance Control, Hazardous Waste Reduction Grant Program

- . Case Study - Recycling for the Dry Cleaning Industry, Eric Nichol, 1992.

Canadian Council of Ministers of Environment

- . Environmental Code of Practice for the Reduction of Solvent Emissions from Dry Cleaning Facilities CCME December 1992 EPC/AITG-50E.

Delaware Department of Natural Resources and Environmental Control

- . A Pollution Prevention Guide for the Dry Cleaning Industry 20/12/1996.

European Community

- . CE Mark Directives - Medical Devices Directives 1- 7 1993
- . Report to the Commission of the European Communities DG XI (Environment) Final Report No. B6611-90-005747.00 November 1991 Reduction of Volatile Organic Compounds from Drycleaning Facilities by Jourdan M. and Rentz O.

New Zealand Ministry for the Environment:

- . Compliance Monitoring and Emission Testing of Discharges to Air Wellington August 1998 ISBN 0 478 09030 7
- . Managing Hazardous Waste Wellington November 1998 ISBN 0 487 09043-9

Standards Australia.

- . ISO 9000 Guide for Small Business SAA.SNZ HB:1996
- . AS/NZS 4360 1999 Risk Assessment
- . AS/NZS 3666 1995, 2000 Air Handling and Water Systems of buildings
- . AS/NZS 4452 1997 The storage and handling of toxic substances

U.S. Environmental Protection Agency , Office of Compliance, Office of Enforcement and Compliance Assistance (OECA):

- . Plain English Guide for Dry Cleaners Washington 1996
- . Perchloroethylene Dry Cleaners Compliance Assistance - OECA Fact Sheet Series
- . Sector Notebook Project EPA/310-R-95-001 Washington 1995.

U.S. Environment Protection Agency, Office of Pollution Prevention and Toxics:

- . Chemicals in the Environment: Perchloroethylene (CAS No. 127-18-4)
- . Chemical Fact Sheet 749-F-94-020 August 1994
- . Design for Environment Dry Cleaning Project 1995:
- . Dry Cleaning Industry Partners with EPA and Public Interest Groups to Reduce Toxics (7406) EPA 744-F93-004
- . Lewis S., and Henkels D., Good Neighbor Agreements: A Tool for Environment and Social Justice. Social Justice, Volume 23, Number 4.

U.S. Environmental Protection Agency, Office of Air Quality Planning and Standards:

- . National Emission Standards for Hazardous Air Pollutants from Perchloroethylene Dry Cleaning Facilities - Final Rule - Fact Sheet, August 1995
- . A Simple Guide to Air Quality Rules for Perc Dry Cleaners. State of Colorado. Colorado Dept. of Public Health and Environment APCD - Small Business Assistance Program. December 1996

U.S. Environmental Protection Agency

- . National Emission Standards for Hazardous Air Pollutants for Source Categories: Perchloroethylene Dry Cleaning Facilities; Amendments - Final Amendments to the Rule [AD-FRL-5612-2] RIN 2060-AF90 19/9/1996 Vol. 61 No: 183 PP 49263 - 49265
- . New Regulations Controlling Emissions from Dry Cleaners EPA-453-F-94-025 May 1994.

Victorian Government

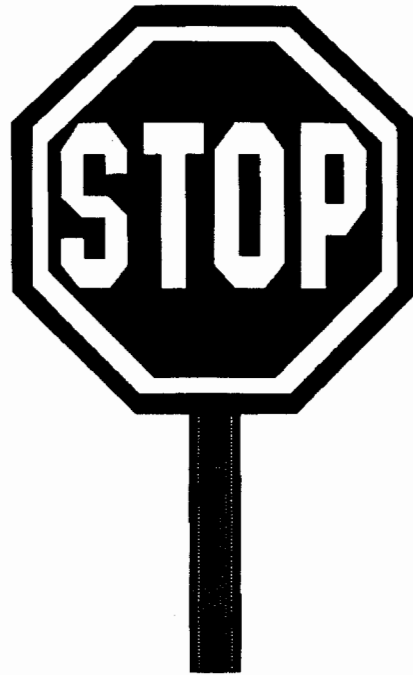
- . Dept. Human Services. Legionnaires' Disease: Managing the Health Risk Associated with Cooling Tower and Warm Water Systems. Regulatory Impact Statement. Health (*Legionella*) Regulations 2001. Dec 2000
- . WorkCover Safety Occupational Health and Safety Act 1985. Code of Practice Hazardous Substances. No 24, 1 June 2000

Drycleaning Industry Regulation Standard Policy & Procedures Manual

Introduction, Policies & Procedures, Registers, Records & Forms

The Implementation and Practice of the Drycleaning Industry Regulation Standard throughout the Australian Drycleaning Industry is proudly supported by:





Disclaimer

Whilst all care was taken in their preparation, Environment Australia, the Natural Heritage Trust and the Drycleaning Institute of Australia Limited accepts no responsibility or liability for the use of, or reliance on, the pro-forma registers, records, forms and/or other information contained in this Policy and Procedure Manual. User onus and responsibility applies at all times and in all circumstances. It is the responsibility of each drycleaner to observe the legislation and regulations affecting their operations.

Drycleaning Industry Regulation Standard Policy and Procedures Manual

Introduction



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Disclaimer Whilst all care was taken in their preparation, EA the NHT and the DIA accepts no responsibility or liability for the use of, or reliance on, the pro-forma registers, records, forms and/or other information contained in this Policy and Procedure Manual. User onus and responsibility applies at all times and in all circumstances. It is the responsibility of each drycleaner to observe the legislation and regulations affecting their operations.

Regulation Policy

As a member of the Drycleaning Industry *Your Company Drycleaners* is committed to the implementation and practice of the policies and practices of responsible regulation as set out the Drycleaning Industry Regulation Standard.

Our Company and our Staff are committed to observing the requirements of the Standard at all times.

Each person within our Company has a personal responsibility to assist the Company to honour this undertaking at all times.

Management Representative

The Owner/s or their representative (i.e. the Managing Director) is responsible to ensure compliance with the Standard and that Register and Records are properly maintained. The Owner/s may appoint a management representative/s (i.e. the Managing Director) to act in his/her place with the same responsibility to ensure compliance with the Standard.

Policy and Procedures

The following policies and procedures are required to be implemented to comply with the Standard.

- Proc. 01 Policy Statement
- Proc. 02 Accredited Supplier Review
- Proc. 03 Assessment of Risks
- Proc. 04 Corrective and Preventive Action
- Proc. 05 Cleaning and Maintenance of Equipment
- Proc. 06 Fire and Medical Emergency Procedure
- Proc. 07 Product or Service Problem Notification
- Proc. 08 Safe Operation of Dry Cleaning Equipment
- Proc. 09 Safe Storage and Handling of Chemicals including Perchloroethylene
- Proc. 10 Safe Waste Management
- Proc. 11 Serious Incident Notification
- Proc. 12 Spills and Leakage of Perchloroethylene and Hazardous/Dangerous Chemicals
- Proc. 13 Training
- Proc. 14 General Environmental Risk
- Proc. 15 Air Quality
- Proc. 16 Cooling Towers and Legionella
- Proc. 17 Hazardous Substances Risk Assessment



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Registers and Records

Current copies of the Registers and Records are available from the Managing Director.

The following registers and records are maintained.

Registers:

- Register 1. Document Register
- Register 2. Accredited Supplier Review
- Register 3. Corrective and Preventive Action
- Register 4. Hazard and General Risk Management and Control Measures Audit
- Register 5. License and Registered Plant Register
- Register 6. Maintenance of Drycleaning Equipment Schedule
- Register 7. Material Safety Data Sheets/Register of Hazardous Substances
- Register 8. Safety and Measuring Equipment
- Register 9. Safety Standard Identification
- Register 10. Training Register
- Register 11. Waste Record
- Register 12. Air Quality
- Register 13. Cooling Tower Maintenance and Testing Register

Records

- Equipment Maintenance and Cleaning Records
- Hazard Assessment Records
- Employment Records
- Injury Records
- Minutes of Management Review Meetings
- Serious Incident Notification Reports – Initial Incident Report and Final Report

A compliance checklist is also provided with the Standard to provide drycleaners with a simple tool to review their performance.

Codes of Practice

The Managing Director is responsible to ensure that the Code of Practice for Plant in the Drycleaning Industry is complied with. The Managing Director is also responsible to ensure that the Code of Practice and Training Program for the Safe Handling of Perchloroethylene solvent in the Drycleaning Plant are complied with.

Training

The Managing Director is responsible to ensure that staff operate machines and perform tasks and duties in which they have been appropriately trained and licensed (where appropriate).



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Drycleaning Industry Regulation Standard

Policies and Procedures

| | | |
|----|---|----------|
| 1 | Policy Statement | Proc.01 |
| 2 | Accredited Supplier Review | Proc.02 |
| 3 | Assessment of Risks | Proc.03 |
| 4 | Corrective and Preventive Action | Proc.04 |
| 5 | Cleaning & Maintenance of Equipment | Proc.05 |
| 6 | Fire and Medical Emergency's | Proc.06 |
| 7 | Product or Service Problem Notification | Proc.07 |
| 8 | Safe Operation of Equipment | Proc.08 |
| 9 | Safe Storage and Handling | Proc.09 |
| 10 | Safe Waste Disposal | Proc.10 |
| 11 | Serious Incident Notification | Proc.11 |
| 12 | Spills and Leakage | Proc.12 |
| 13 | Training | Proc.13 |
| 14 | General Environment | Proc.14 |
| 15 | Air Quality | Proc.15 |
| 16 | Cooling Towers and Legionella | Proc. 16 |
| 17 | Hazardous Substances Risk Assessment | Proc. 17 |



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Drycleaning Industry Regulation Standard

Policy Statement

As a member of the Drycleaning Industry in (*your State*) *Your Company Drycleaners* is committed to the implementation of, and compliance with, the policies and practices of responsible Industry Regulation as set out in the Drycleaning Industry Regulation Standard.

Your Company Drycleaners is committed to observing the requirements of the Standard at all times.

Each person within *Your Company Drycleaners* has a personal responsibility to assist the Company honour its undertakings to observe the Standard at all times.

A priority within our enterprise is to ensure that every employee and customer is provided with a safe and healthy place in which to work or shop. We will make every effort in the areas of safety education, accident prevention, hazard control, injury prevention and rehabilitation, health preservation and promotion to ensure the safety of the workplace, and the health of our staff and to protect the environment.

The Owners (or their representative i.e. the Managing Director) are/is responsible to ensure compliance with the Standard.

Our system, and our compliance with it, is reviewed at least annually by Management to ensure that it is operating effectively and efficiently.

Signed: *Owners/Managing Director*

Date:

| | | |
|--------------------------------------|--|---------------------|
| Policy & Procedure Manual | Procedure: Proc.02 | Date: |
| Accredited Supplier Review | Authorised by: <i>managing dir.</i> | Page: 1 of 1 |

2. Accredited Supplier Review

1.0 Policy

- 1.1 Because our performance is partly determined by our suppliers we prefer to deal only with enterprises who have demonstrated their ability to meet our needs and who hold Accredited Supplier status from the Drycleaning Institute of Australia Limited (DIA)

2.0 Purpose

- 2.1 This procedure describes how the performance of Accredited Suppliers is reviewed.

3.0 Scope

- 2.1 This procedure applies to the review of all Accredited Suppliers

4.0 References

Nil

5.0 Definitions

- 5.1 Accredited Supplier means any supplier from whom we purchase drycleaning equipment, goods or services in excess of \$4000.00 annually or whose products or services, in the opinion of the Managing Director, are critical to our effectiveness and who have been approved by the Managing Director as an Accredited Supplier and who hold Accredited Supplier status with the Drycleaning Institute of Australia Limited (DIA).

6.0 Procedure

- 6.1 The Managing Director will pre-qualify each Accredited Supplier by evaluating their performance using the following criteria:
- . being the holder of current Accredited Supplier status with the DIA
 - . a history of satisfactory supply
 - . product or service quality
 - . promptness of delivery
 - . after sales service
 - . follow-up on requests, and
 - . price
- 6.2 The performance of each Accredited Supplier will be audited by the Managing Director at least annually and their status recorded in the Accredited Supplier Register.
- 6.3 Where the performance of a supplier is unsatisfactory, or where a nonconformance continues despite requests for rectification, the status of the supplier will be reviewed and, if necessary, their Accredited Supplier status revoked.
- 6.4 Supplier performance is reported on at Management Review Committee meetings. In cases of serious or continuing non-satisfactory performance the Corrective and Preventative Action procedure should be used to issue a Corrective Action request.

| | | |
|--------------------------------------|--|---------------------|
| Policy & Procedure Manual | Procedure: Proc.03 | Date: |
| Assessment of Risks | Authorised by: <i>managing dir.</i> | Page: 1 of 1 |

3. Assessment of Risks

Policy

1.0 Policy

- 1.1 We ensure that all hazards and risks associated with the installation, commissioning, erection and use of plant, equipment, chemicals and associated systems of work are identified, assessed and responsibly managed.

Procedure

2.0 Purpose

- 2.1 This procedure describes how hazards and risks are identified, assessed and responsibly managed.

3.0 Scope

- 3.1 This procedure applies to all types of plant covered by the Regulations and used in the Drycleaning Industry and to Perchloroethylene *and other drycleaning solvents*.
- 3.2 Registered plant is still required to be inspected by a registered plant inspector *or competent person*.

4.0 References

- 4.1 Code of Practice for Plant in the Drycleaning Industry
- 4.2 Code of Practice for Safe Handling of Perchloroethylene Solvent in the Drycleaning Plant
- 4.3 *List here Federal, State and Local OHS legislation and regulations applicable to you. If you are not certain of what they are phone the DIA in your State.*
- 4.4 *Guidance Note for the Assessment of Health Risks Arising from the Use of Hazardous Substances in the Workplace [NOHSC:3017 (1994)]*

5.0 Definitions

- 5.1 Plant means equipment that processes material by way of mechanical action which presses, combines, mixes, sorts and packs materials, lifts or moves people or materials, and pressures equipment.

6.0 Procedure

- 6.1.1 General Risk and Hazard assessment and identification on all plant, equipment, chemicals and associated work systems and our premises is conducted annually or in accordance with the Code of Practice for Plant and State Regulations as appropriate. Potential risks arising from loss of amenity and the health impact of chemical releases are also considered.
- 6.2 Identified Hazards or Risks are controlled using the hierarchical approach to risk control set out in the Code of Practice for Plant. Risk Control Measures are established for each piece of plant (as appropriate) *and each hazardous substance* .
- 6.3 Employees and supervisors are trained in hazard identification, risk assessment and control and in the workplace. Records of this training is recorded in the Training Register.
- 6.4 Boilers and compressed air receivers are registered (as and where required) and are serviced and maintained in accordance with manufacturers recommendations.
- 6.5 Risks to the environment if Perc and or other solvents is spilled into stormwater and sewer systems are considered and actioned.
- 6.6 Records of general risk and hazard assessment and identification, inspection maintenance and service are maintained and are also recorded in the Hazard and General Risk Management and Control Measures Audit Register.

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| Policy & Procedure Manual | Procedure: Proc.04 | Date: |
| Corrective & Preventive Action | Authorised by: <i>managing dir.</i> | Page: 1 of 2 |

4. Corrective and Preventive Action

Policy

1.0 Policy

- 1.1 We ensure, to the best of our knowledge, that our work practices, plant and equipment, storage and handling of equipment and chemicals, and disposal or discharge of waste, all operate safely, effectively and efficiently and are environmentally responsible.

Procedure

2.0 Purpose

- 2.1 This procedure describes the use of Corrective Action Requests (CARs) to initiate Corrective & Preventive Action to investigate and rectify substantial nonconformance/s and opportunities for improvement in our compliance with the Drycleaning Industry Regulation Standard.

3.0 Scope

- 3.1 This procedure applies to all substantial nonconformance/s and/or improvement opportunities including (but not restricted to) those arising from:
- . installation of new equipment
 - . repairs
 - . equipment failure
 - . service or maintenance problems
 - . chemical spills/handling problems
 - . supplier or contractor problems.
- 3.2 When immediate action is required, staff shall use their judgment and authority to take the necessary corrective action and submit a CAR as soon as practicable thereafter.

4.0 References

- 4.1 Code of Practice for Plant in the Drycleaning Industry.
- 4.2 Code of Practice for Safe Handling of Perchloroethylene Solvent in the Drycleaning Plant.

5.0 Definitions

- 5.1 Nonconformance means a deficiency resulting in a deviation from our own standards and compliance with the Drycleaning Industry Regulation Standard
- 5.2 Substantial means non-petty, of importance, significant, resulting in potentially serious consequences e.g. a spillage of Perchloroethylene, the continuous emission leaking from a machine despite the seals being replaced or any serious matters revealed during the hazard audit inspections.

6.0 Procedure

6.1 Initiating a CAR

A Corrective Action Request (CAR) may be initiated by any staff member filling in the appropriate sections of a Corrective Action Request form by:

- . describing the details of the corrective or Preventive situation,
- . outlining their improvement or remedial suggestions

6.2 Implementing and Recording CAR's

6.2.1 The Managing Director or their representative shall enter the CAR in the Corrective and Preventive Action Register upon receipt.

6.2.2 As soon as practicable after receiving a CAR the Managing Director, or their representative, shall:

- . review the CAR in conjunction with the person submitting the CAR;
- . develop an action plan;
- . review and settle the action plan with those effected by it;
- . outline the actions, responsibilities and anticipated completion dates of the action plan on the CAR;
- . oversee its implementation; and
- . review the effectiveness of the action taken and, if necessary, continue to take action until satisfied with the outcome.

6.2.3 *Consultation with the Safety and Health Representative (or the employees in a small enterprise) is essential.*

6.2.4 The status of the CAR will remain 'Open' until the Managing Director is satisfied that the remedial or improvement action/s have been effective. In the case of an serious incident or near incident, the CAR will be marked 'Closed' when the final report has been lodged.

6.2.5 The status of CAR's will be reported on at the Management Review Committee meetings.

6.3 Summary - the above actions can be summarised in the following 4 steps:

- Step 1. Person initiates a CAR
- Step 2. CAR is entered in CAR Log (other than in emergencies where remedial action will be taken straight away and the CAR entered afterwards)
- Step 3. Commence remedial or improvement action/s, and monitor until satisfied with the effectiveness of the action, report on the progress of the CAR at the Management Review Committee meetings.
- Step 4. Close the CAR and note in records: CAR log & the CAR itself.

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| Policy & Procedure Manual | Procedure: Proc.05 | Date: |
| Cleaning & Maintenance | Authorised by: <i>managing dir.</i> | Page: 1 of 1 |

5. Cleaning and Maintenance of Equipment

Policy

1.0 Policy

- 1.1 All drycleaning equipment is to be cleaned, serviced and maintained in accordance with manufacturer's instructions and legislative and regulatory obligations consistent with competent practices within the Drycleaning Industry by personnel qualified and accredited in that particular trade or profession.

Procedure

2.0 Purpose

- 2.1 This procedure describes how cleaning, servicing and maintenance of drycleaning equipment is to be carried out.

3.0 Scope

- 3.1 This procedure shall apply to all drycleaning equipment required to be cleaned, serviced and maintained by legislation or regulation.

4.0 References

- 4.1 Code of Practice for Plant in the Drycleaning Industry
4.2 Code of Practice for the Safe Handling of Perchloroethylene Solvent in the Drycleaning Industry
4.3 Suppliers/Manufacturers Equipment Maintenance Schedule
4.4 Australian Standards as appropriate

5.0 Definitions

- 5.1 Drycleaning equipment encompassed by legislation or regulation means (*List here all the categories of equipment that you have that are regulated*).

6.0 Procedure

- 6.1 Drycleaning equipment is cleaned, serviced and maintained in accordance with the schedule set out in the Maintenance of Drycleaning Equipment Schedule. *This schedule will have to be adapted to suit what you do in your business.*
- 6.2 Records of cleaning, servicing and maintenance are maintained. *Individual Drycleaners will determine their own record keeping needs.*
- 6.2 Particular care is taken to ensure appropriate ventilation during cleaning and maintenance of equipment to ensure that air quality is maintained.**

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| Policy & Procedure Manual | Procedure: Proc.06 | Date: |
| Emergency Procedure | Authorised by: <i>managing dir.</i> | Page: 1 of 2 |

6. Fire and Medical Emergency Procedure

Policy

1.0 Policy

- 1.1 The personal safety and well-being of all staff is paramount in fire and medical emergency situations.

Procedure

2.0 Purpose

- 2.1 This procedure describes how fire and medical emergency situations are to be handled.

3.0 Scope

- 3.1 This procedure applies to all fire and medical emergency situations

4.0 References

Occupational Safety and Health Regulations (in your State) including

- *Emergency egress from workplaces*
- *Fire Precautions*
- *Evacuation procedures*
- *First Aid*

5.0 Definitions

Nil

6.0 Procedure

6.1 Fire

- 6.1.1 Assess the situation and assist anyone who is in danger (if it is safe to do so).
- 6.1.2 Raise the alarm by:
- . engaging the fire alarm
 - . if appropriate, notifying the switchboard/receptionist
 - . notify the manager (or Managing Director or General Manager, as appropriate), who will notify the fire brigade, if appropriate.
- 6.1.3 Close any doors to prevent drafts and retard the spread of the fire.

Fire and Medical Emergency Procedure cont'd.

- 6.1.5 If appropriate, or if it has not already been done by the owner, manager or supervisor, notify the fire brigade.
- 6.1.6 Ensure that all customers and or visitors are safely off the premises.
- 6.1.7 Check staff and have them assemble in a safe place and in the nominated safe external assembly point if it becomes necessary to evacuate the building
- 6.1.8 If necessary, evacuate the premises as a group and regroup at the assembly point. The owner, manager, supervisor, OHS representative or senior person will account for each staff member.

6.2 Medical Emergency

- 6.2.1 Assess the situation and control it when safe to do so.
- 6.2.2 Remain with the person/s (unless there is no other option) and provide appropriate support.
- 6.2.3 Do not move the person/s unless they are in a life threatening situation.
- 6.2.4 Notify the First Aider and the Manager (or Managing Director or General Manager) who will, if appropriate, notify the ambulance service.
- 6.2.5 If appropriate, and if it has not already been done, notify the ambulance service and designate someone to meet them.
- 6.2.6 Provide support to the First Aider or ambulance as required.

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| Policy & Procedure Manual | Procedure: Proc.07 | Date: |
| Product Problem Notification | Authorised by: <i>managing dir.</i> | Page: 1 of 1 |

7. Product or Service Problem Notification

Policy

1.0 Policy

- 1.1 When a serious problem with a product or service becomes obvious notify the supplier as soon as practicable so that they may take appropriate action to rectify the problem.

Procedure

2.0 Purpose

- 2.1 This procedure describes our procedure for notifying suppliers of serious problems we experience or are aware of in respect of the products or services they provide to us.

3.0 Scope

- 3.1 This procedure applies to all products and services relating to chemicals, equipment maintenance and servicing and to waste management.
- 3.2 The Managing Director or their representative will determine the necessity to notify the Drycleaning Institute of Australia Limited (DIA).

4.0 References

Nil

5.0 Definitions

- 5.1 Serious means non-trivial, or likely to have serious outcomes.

6.0 Procedure

- 6.1 As soon as practicable, the supplier or provider of a product or service with which we are or have experienced problem/s will be notified of the problem/s and requested to take appropriate remedial action.
 - 6.1.1 If appropriate, the supplier or contractor may be requested to issue an industry wide general product recall notice.
- 6.2 At the discretion of the Managing Director, the DIA may be notified of the problem/s.

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| Policy & Procedure Manual | Procedure: Proc.08 | Date: |
| Safe Operation of Dry Cleaning Equipment | Authorised by: <i>managing dir.</i> | Page: 1 of 1 |

8. Safe Operation of Dry Cleaning Equipment

Policy

1.0 Policy

- 1.1 All equipment shall be operated in a competent and safe manner consistent with manufacturers' directions and industry practices.
- 1.2 Equipment and operating practices are appropriate to the size and type of operations carried out.

Procedure

2.0 Purpose

- 2.1 This procedure describes how all equipment is to be used.

3.0 Scope

- 3.1 This procedure applies to the use and operation of all drycleaning equipment.

4.0 References

- 4.1 Code of Practice for Plant in the Drycleaning Industry
- 4.2 Code of Practice for Safe Handling of Perchloroethylene Solvent in the Drycleaning Industry
- 4.3 Manufacturer's Instructions, as appropriate

5.0 Definitions

Nil

6.0 Procedure

- 6.1 Equipment shall be used and operated in accordance with its manufacturer's instructions.
- 6.2 In the absence of manufacturer's instructions, industry practices will be followed.
- 6.3 Supervisors will ensure that all operators are properly trained in the use of the particular equipment used.
- 6.4 Practices ensure that there is appropriate ventilation during general work practices including a complete change of air every 5 minutes within **3 meters (10 feet)** of the drycleaning equipment.

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| Policy & Procedure Manual | Procedure: Proc.09 | Date: |
| Safe Storage and Handling of Chemicals Incl. Perchloroethylene | Authorised by: <i>managing dir.</i> | Page: 1 of 1 |

9. Safe Storage and Handling of Chemicals including Perchloroethylene

Policy

1.0 Policy

- 1.1 Operators of drycleaning equipment shall not be exposed to Perchloroethylene emissions, during an eight hour working period, of an average exposure not exceeding 50 parts per million with short-term exposure of a maximum of 150ppm (15 minute exposure). ***Action shall be taken if exposures to perchloroethylene exceed 25ppm TWA as the process is exhibiting lack of control.***
- 1.2 Perchloroethylene shall be stored in accordance with manufacturer's instructions and the Code of Practice.
- 1.3 Our policy is to ensure that our processes and practices comply with relevant Standards, Legislation and Regulations particularly in respect of waste disposal.

Procedure

2.0 Purpose

- 2.1 This procedure describes how Perchloroethylene Solvent, Spotting Agents and Wet Cleaning Agents are to be handled and stored.

3.0 Scope

- 3.1 This procedure applies to all Perchloroethylene Solvent stored or used on our premises

4.0 References

- 4.1 Code of Practice for Safe Handling of Perchloroethylene Solvent
- 4.2 ***Occupational Safety and Health Regulations.***
- 4.3 ***National Model Regulations for the Control of Workplace Hazardous Substances [NOHSC:1005 (1994)]***

5.0 Definitions

Nil

6.0 Procedure

- 6.1 The Code of Practice for the Safe Handling of Perc is followed.
- 6.2 All dangerous/hazardous goods and/or chemicals shall be stored and handled in accordance with manufacturer's instructions.
- 6.3 Material Safety Data Sheets shall be obtained for all chemicals used in the plant. These shall be recorded in Register 7 and filed together in an appropriately marked file e.g. Material Safety Data Sheets.
- 6.4 Ventilation is appropriate.
- 6.5 ***Remedial action will be taken if exposures to perchloroethylene exceed 25pm TWA.***

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| Policy & Procedure Manual | Procedure: Proc.10 | Date: |
| Emissions & Safe Waste Management | Authorised by: <i>managing dir.</i> | Page: 1 of 1 |

10. Emissions & Safe Waste Management

Policy

1.0 Policy

- 1.1 Our policy is to ensure that our processes and practices comply with relevant Standards, Legislation and Regulations particularly in respect of waste Management.
- 1.2 *Drycleaning waste solvent are recycled wherever possible.*
- 1.3 *Drycleaning waste including contact water is disposed of in accordance with Environmental Protection and local government legislation and regulations by approved/licensed transporters and facilities.*

Procedure

2.0 Purpose

- 2.1 This procedure describes how any/all waste material, water from separators and contaminated filters and equipment is managed and safely disposed.

3.0 Scope

- 3.1 This procedure applies to any/all waste material, water from separators and contaminated filters and equipment.

4.0 References

- 4.1 Code for Safe Handling of Perchloroethylene Solvent in the Drycleaning Industry
- 4.2 Requirements of Environment Regulatory Authorities.
- 4.3 Appropriate Australian Standards
- 4.4 *Environmental Protection (Waste Disposal) Regulations*

5.0 Definitions

Nil

6.0 Procedure

- 6.1 Prior to disposal any/all waste material, contaminated filters and equipment are stored in sealed containers in well ventilated, cool, secure, storage areas.
- 6.2 *Trade waste agreements are maintained.*
- 6.2 Any/all waste material, water and contaminated filters and equipment are disposed of through a hazardous waste contractor licensed to transport that waste.
- 6.3 Waste disposal records are maintained.

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| Policy & Procedure Manual | Procedure: Proc.11 | Date: |
| Serious Incident Notification | Authorised by: <i>managing dir.</i> | Page: 1 of 1 |

11. Serious Incident Notification

Policy

1.0 Policy

- 1.1 To practice good corporate governance, due diligence and to act as a responsible corporate citizen at all times.

Procedure

2.0 Purpose

- 2.1 This procedure describes how the Drycleaning Institute of Australia Limited (DIA) is notified if we become aware of any incident for which we are responsible which did, or could have, resulted in death, serious injury, deterioration in the health of a person or persons or serious risk to the environment.

3.0 Scope

- 3.1 This procedure applies to all cases where we have been involved in a situation which did, or could have, resulted in:
- . death, or
 - . serious injury or serious deterioration, or the potential thereof, in the state of health of a person or persons, or in a serious risk to the environment.
- 3.2 The Workplace Standards Authority legislation also require that the Authority be notified of incidents of this type.

4.0 References

- 4.1 *Occupational Safety and Health Act (in your State)*
4.2 *Occupational Safety and Health Regulations (in your State).*

5.0 Definitions

- 5.1 Drycleaning Institute of Australia Limited (DIA) means the relevant State Branch of the DIA.

6.0 Procedure

6.1 Statutory Authorities

- 6.1.1 Statutory Authorities such as the Workplace Standards Authority and Environmental Regulatory Authority e.g. the EPA will be notified in accordance with legislation.

6.2 Drycleaning Institute of Australia Limited (DIA)

- 6.2.1 Within 10 days (actual death) or 30 days (serious deterioration or potential death or deterioration) of our becoming aware that we have been involved in a situation covered in the Scope of this procedure, the Managing Director or their representative will lodge an Initial Report (in the attached format) with the State Branch of the DIA.
- 6.2.2 Following the implementation of the Corrective Action Request arising from the incident the Managing Director or their representative will lodge a Final Report (in the attached format) with the State Branch of the DIA.

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| Policy & Procedure Manual | Procedure: Proc.12 | Date: |
| Spills and Leakage of Perc. | Authorised by: <i>managing dir.</i> | Page: 1 of 2 |

12. Spills and Leakage of Perchloroethylene and Hazardous/Dangerous Chemicals

Policy

1.0 Policy

- 1.1 Only properly equipped, trained people are to clean up spills and leaks.
- 1.2 Proper safety equipment are to be used at all times when cleaning up spills.
- 1.3 A buddy system of at least two people shall be engaged while cleaning up spills.

Procedure

2.0 Purpose

- 2.1 This procedure describes how spills or leakages of Perchloroethylene and hazardous/dangerous chemicals are to be handled.

3.0 Scope

- 3.1 This procedure applies to the handling of all spills or leakages of Perchloroethylene and hazardous/dangerous chemicals.

4.0 References

- 4.1 Code of Practice for the Safe Handling of Perchloroethylene in the Drycleaning Plant.
- 4.2 Manufacturer's instructions or Material Safety Data Sheets.

5.0 Definitions

- 5.1 Safety equipment, in this procedure, includes gloves and a respirator approved for use with organic vapours.

6.0 Procedure

- 6.1 A spill should immediately be reported to the Manager upon detection by the person observing it.
- 6.2.1 **Appropriate protective equipment (including respirator/s) should be used.**
- 6.2.2 **At least one back-up staff member is to be on-site to ensure the safety of the person cleaning up the spill.**
- 6.2.3 **The back-up person should remain outside the immediate area wearing a respirator to assist if the person performing the clean-up is effected/overcome by fumes.**
- 6.3.1 Whilst minimising the associated risks, vent as much of the vapours as possible outside.

Spills and Leakages of Perchloroethylene and Hazardous/Dangerous Chemicals Procedure cont'd.

- 6.3.2 Using absorbent cloth such as blankets or clothes, cover the spill to minimise its spread.
- 6.3.3 When saturated, place the blankets or clothes into a drycleaning machine and close its door. Continue until the surface is dry.
- 6.4 **Immediately leave the area if Perc. or other odour is detected through the respirator and notify the Manager. Use an approved respirator when re-entering.**

Boil-Overs

- 6.5 In the event of a boil-over of a cooker or still:
 - 6.5.1 Immediately leave the area unless an approved respirator is being worn
 - 6.5.2 Assess the situation and its incumbent risks. Take only those actions that are safe and ensure that all people involved are using the appropriate safety equipment
 - 6.5.2 When safe to do so, turn off the steam line to the still or cooker from a remote location (where possible)
 - 6.5.3 When safe to do so, and if it is not already on, start the cooling water through the coils
 - 6.5.4 **Do not enter the area if the solvent is 'hot' unless it is safe to do so and contained breathing apparatus and recommended personnel protective clothing is worn.**
 - 6.5.6 Where a hot spill occurs the appropriate State authority should be notified as required by State legislation.

Spill Containment Measures

- 6.6 Spills containment measures are instituted to prevent/minimize chemicals being discharged into drains or off-site.
NB. Do not flush spills down stormwater or sewer systems.

Advise Neighbours

- 6.7 Advise neighbours if there is risk of them being affected by a spill.

Fugitive Emissions

- 6.8 Procedures and practices are in place to minimise and control fugitive emissions that may occur when doors are opened after a load has been cleaned or when some maintenance tasks are performed (see Codes)

Venting

- 6.9 Vapour absorbers are used when venting fumes arising from a spill and, as much as possible without compromising other buildings, vapours are vented externally.
NB. Impacts on neighbours are considered before any venting.
- 6.10 **Maximise ventilation by opening doors and windows and by increasing the air conditioning fresh air intake (if air conditioning is not connected to other premises)**

Notify Authority

- 6.11 The relevant Environmental Protection Authority is notified if spills escape beyond the boundaries of the premises or down drainage/sewer systems.
- 6.12 **If the situation gets out of control call the Fire and Rescue Service immediately.**

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| Policy & Procedure Manual | Procedure: Proc.13 | Date: |
| Training | Authorised by: <i>managing dir.</i> | Page: 1 of 1 |

13. Training

Policy

1.0 Policy

- 1.1 Staff will be trained appropriately to ensure their competency is consistent with the duties and tasks they perform, particularly with respect to the safe use and handling of Perchloroethylene Solvent *and other hazardous substances*.

Procedure

2.1 Purpose

- 2.1 This procedure relates to staff and management training.

3.1 Scope

- 3.1 This procedure covers all staff and management training.

4.1 References

- 4.1 Code of Practice and Training Program for Safe Handling of Perchloroethylene Solvent in the Drycleaning Plant.
 4.2 Code of Practice for Plant in the Drycleaning Industry.
 4.3 Drycleaning Industry Regulation Standard.
 4.4 Trainee program.
 4.5 Training programs, courses and seminars provided by DIA approved providers.

5.1 Definitions

Nil

6.1 Procedure

- 6.1 Staff members are trained in our System and the Codes' as appropriate.
 6.2 All training is undertaken on an 'as required basis' to ensure that skill levels are appropriate to tasks undertaken.
 6.3 Training may be initiated by some or all of the following:
 . request by an individual,
 . introduction of a new or recommissioned piece of equipment,
 . explanation of our System,
 . improvement or development in an individual's knowledge and skills base as determined by the individual or Managing Director.
 6.4 Training may be conducted on-site or off-site as appropriate to the training need and the skill and expertise within our firm.
 6.5 In determining training needs the Managing Director shall have regard to:
 . tasks performed, including emergency tasks (such as fire evacuation drills, extinguisher use and the use of protective equipment and clothing),
 . existing skill and knowledge base,
 . training required to ensure that the skills base is appropriate to ensure that tasks are performed competently,
 . timing and impact on others.
 6.6 In determining the selection of the appropriate training provider the Managing Director shall:
 (a) for internally provided training, have regard to the competence, communication skill and interpersonal skills of the people who could provide the training competently,
 (b) for externally provided training, have regard to the competence, qualifications, reputation, availability and cost of appropriate trainers.
 6.7 Records of training undertaken are maintained in the Training Register.
 6.8 Training is reported on at Management Review meetings.