

DRUM FILLING – LIQUIDS**SCOPE**

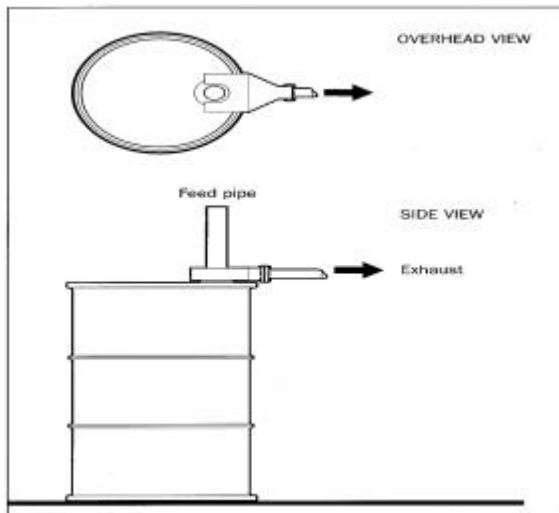
This control sheet is part of the ILO Chemical Control Toolkit and should be used when the toolkit identifies that a control approach 2 – engineering control solution is needed. This sheet provides good practice advice on filling drums, and can be applied to tasks involving medium quantities of liquids. It is important that all the points are followed. Some chemicals are flammable or corrosive and your controls must be suitable for those hazards too. Look at the safety data sheet for more information. Air cleaning equipment may be necessary before discharging exhaust air to the atmosphere. This sheet identifies the minimum standards you need to apply to protect your health. It should not be used to justify a lower standard of control than that which may be required for process control or control of other risks.

ACCESS

- Keep unnecessary people away from the work area. Ensure that no one is working close by downwind.

DESIGN AND EQUIPMENT

- Carry out drum filling only in a separate area with spill containment.
- Position the local exhaust ventilation (LEV) slot as near to the top of the drum as possible so that vapours don't escape.



adjustable for different size drums.

- Airflow across the drum cap towards the LEV should be at least 0.5 metre per second.
- The length of the fill pipe should enable it to be submerged during filling.
- Prevent splashing by using funnels, guards, etc.
- Ensure drums can be easily positioned close to the LEV slot. Guides should be used for positioning drums and
- Use a load cell or metered flow to prevent overfilling.
- For flammable liquids, use suitable pumps/fans and appropriately earthed equipment to prevent sparking from build-up of static electricity.
- Where possible, locate the work area away from doors, windows and walkways to stop draughts interfering with the ventilation and spreading contamination.

- Keep extraction ducts short and simple and avoid long sections of flexible duct.
- Provide an air supply to the workroom to replace extracted air.
- Provide an easy way of checking the control is working such as a tell-tale.
- Consider providing handling aids to minimise manual handling.
- Discharge extracted air to a safe place away from doors, windows and air inlets.
- Vapours must not be recirculated into the work area.

EXAMINATION, TESTING AND MAINTENANCE

- Get information on the design performance of the equipment from the supplier. Keep this information to compare with future test results.
- Check that the extraction system is working every day when it is switched on.
- Visually check the ducting once a week for signs of damage, and repair when necessary.
- Have the system thoroughly examined and tested at least once a year.
- Maintain the equipment as advised by the supplier/installer, in effective and efficient working order.
- Do not use the equipment if you have any suspicion that it is not working properly.

CLEANING AND HOUSEKEEPING

- Only keep the amount of material in the workplace that will be used that day.
- Clean the work equipment and work area daily.
- Spills are the major cause of dust or vapour in the workplace. Clean up all spills immediately.
- Don't clean up dusts with a brush or compressed air. Use a damp cloth or vacuum.
- Put lids on containers immediately after use.
- Store containers in a safe place where they won't get damaged.
- Store volatile liquids out of direct sunlight.
- Dispose of empty containers safely.

PERSONAL PROTECTIVE EQUIPMENT (PPE)

- Chemicals in hazard group **S** can damage the skin or eyes, or enter the body through the skin and harm you. **Sheets Sk100 and Sk101** give good advice on how to keep the materials off your skin.
- Check the material safety data sheet or ask your supplier to find out what personal protective equipment is needed.
- Look after your protective equipment. When not in use, keep it clean and store it in a clean, safe place.

- Keep your protective equipment clean and change it at recommended intervals or when it is damaged.

TRAINING AND SUPERVISION

- Tell your workers about any harmful properties of the substances they are working with and why they must use the controls and PPE provided.
- Teach them to handle chemicals safely. Check controls are working and ensure that they know what to do if something goes wrong.
- Have a system to check that the precautions you have put in place are being followed.