

Safe Work Procedure

Solvent Recycling

Facility:	Written By:	Approved By:	Date Created	Date of Last Revision:

Hazards Present:	PPE or Devices Required:	Additional Training Required:
pinch points fire explosions splashing	anti vapor mask Steel toed boots Face shield / safety glasses solvent proof gloves emergency shower/ eyewash station fire extinguisher	Operator training/certification First Aid

Safe Work Procedure:
<ol style="list-style-type: none"> 1 Inspect the solvent recycling unit to make sure it has been thoroughly cleaned from the last use. 2 Visually inspect the unit for an efficient grounding pole . 3 Visually inspect the unit to ensure it is at least 24" away from other objects including the wall. 4 Remove solvent containment unit lid ensuring fingers and hands on outside of clamps 5 Install the holding ring from solvent containment unit 6 Insert the plastic liner into the solvent containment unit making sure there are no air bubbles between boiler and 7 Replace the holding ring into solvent containment unit 8 Replace the holding ring into solvent containment unit 9 Cut plastic liner to allow venting of liquids and vapors 10 Inspect and put on anti vapor mask and solvent proof gloves 11 Slowly pour used solvent into the solvent containment unit 12 Replace solvent containment lid, ensuring not to overtighten the clamps and inspect for a proper seal 13 Remove anti vapor mask and solvent proof gloves and start recycling machine 14 Wait at least 1 hour after the process has finished to allow the machine to cool down before removing the lid 15 Carefully remove recycled liquid container so not to spill liquid 16 Inspect the gun wash storage container for proper grounding 17 Slowly pour contents of recycled liquid into the gun wash storage container 18 Remove holding ring from inside solvent containment unit 19 Slowly pull plastic edges towards the middle of the container 20 Store solid materials where they can be safely stored until a certified waste disposal team removes them

If an emergency situation occurs while conducting this task, or there is an equipment malfunction, engage the emergency stop and follow the lock out procedure

REPORT ANY HAZARDOUS SITUATIONS TO YOUR SUPERVISOR

Guidance Documents/Standards: MB Workplace Safety & Health Act & Regulations: 2.1 Safe Work Procedures 6 Personal Protective Equipment 16 Machines. Tools and Robots 35 WHMIS 36 Chemical and Biological Substances	This Safe Work Procedure will be reviewed any time the task, equipment or materials change and at a minimum of every three years Reviewed By Worker Rep/ WSH Committee: Date:
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