

Standard Operating Procedure

Hand Sanitizer Dispenser Refill

HAZARDS:

Effective hygiene strategies and practices assist individuals in protecting against the potential risk of contagious diseases and illnesses. Sanitizer products are highly flammable and need to be handled away from heat sources that would cause a fire or a combustible reaction.

ASSESSMENT:

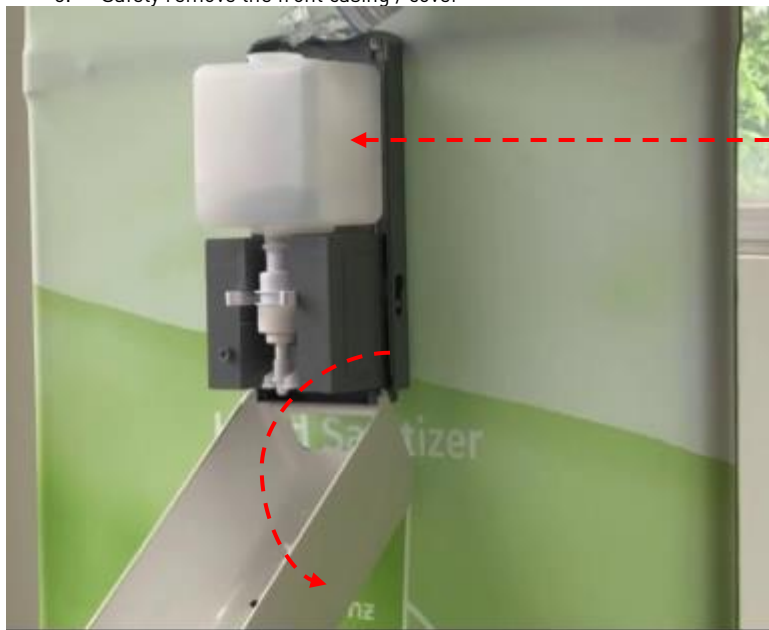
- Identify the sanitizer dispensers / stations that require to be refilled.
- Inform the Site Supervisor of the station locations that require refill

PPE / EQUIPMENT / MATERIALS:

- Hand Sanitizers to be used prior to wearing PPE and after removal of PPE
- Wear gloves
- Follow SDS and PPE guidelines at all times
- Collect the approved 5L sanitizer from Site Supervisor

PROCEDURE:

1. Perform hand hygiene / sanitize thoroughly using a hand sanitizer
2. Wear PPE listed above
3. Ensure that you identify the sanitizer/hygiene stations low on sanitizer in advance
4. Unlock the dispenser using the dispenser key
5. Safely remove the front casing / cover



Sanitizer container

6. Remove the rubber lid
7. Carefully decant the approved sanitizer from the 5L container into the dispenser sanitizer container slowly and steadily. Ensure that you maintain the correct posture during the entire task. If you are unsure or not able to perform this task alone, please seek assistance.
8. Once you re-fill the sanitizer container, close the lid and close the casing/cover.
9. Lock the dispenser using the key

CLEANING UP

10. Avoid spillage on equipment or ground. If you have a spill, you MUST report to your Site Supervisor and contain the spill if its uncontrollable
11. If it's a controllable / small spill, use wipes to clean up the spill.
12. Wipe up any spills or drips and allow any damp spots around the dispenser
13. Return the equipment / key and left over sanitizer container to the Site Supervisor
14. Remove PPE and perform hand hygiene

NOTE: Pay attention at all times to complete tasks safely