WHS DOCUMENTS & TEMPLATES

DOC-CHL-SWI · Chlorine and Water Treatment Chemical Handling Safe Work Instruction Template

Product Overview

For: Businesses whose workers store, transfer, dose or receive deliveries of chlorine and other pool and water treatment chemicals: owners, supervisors, WHS advisers and workplace assessors

Version 1.0 · 9 November 2026

SAMPLE

An editable water treatment chemicals safe work instruction: what the worker does, step by step, the hazards and controls, and the points where the work stops.

The safe work instruction sets out the purpose and scope, who may do the work, the equipment, the hazards and their controls (most effective first), PPE, the steps with clear stop points, the stop-work points, emergencies, consultation and approval, and a signed acknowledgement.

It is the same safe work instruction as in the Chlorine and Water Treatment Chemical Handling Pack (DOC-CHL-PACK), word for word. The Chlorine and Water Treatment Chemical Handling VOC Assessment Template (DOC-CHL-VOC) and the Chlorine and Water Treatment Chemical Handling Field Verification Checklist (DOC-CHL-FV) are also sold on their own. The Chlorine and Water Treatment Chemical Handling Pack (DOC-CHL-PACK) contains them all: the safe work instruction, the chemical delivery and transfer checklist, the VOC and the field verification, with a setup guide.

No licence is needed to handle pool and water treatment chemicals at work, but they are hazardous chemicals and often dangerous goods. WHS and OHS laws require the business to manage the risks, keep a register and safety data sheets (SDS), label containers, store incompatible chemicals apart, and train workers. Some quantities bring extra duties, such as placards, manifests or notifying the regulator, and some states have separate dangerous goods laws or licences: check yours. A VOC is the business's own check that a worker can handle these chemicals safely at its site: it is not a licence and it is not a nationally recognised qualification.

These documents support your business to manage risk and meet its WHS or OHS duties. They do not do that on their own. They are general templates: adapt them to your equipment, your site and your people, consult your workers, and check that the controls they describe are in place and working.

What is included

Item	File
Water treatment chemical handling safe work instruction: SDS, segregation, transfer and dosing, deliveries, spills and gas release; stop-work points	02_SAFE_WORK_INSTRUCTION/Water Treatment Chemicals Safe Work Instruction.docx and .pdf
Setup note: what to adapt before use, and every placeholder	01_START_HERE/Setup Note.pdf
Start here: Read Me First, Product Overview, Permitted Use Terms, Version Information	01_START_HERE/ (four PDFs)

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YOUR LOGO
Right-click > Change Picture

[Company name]

WHS DOCUMENTS & TEMPLATES · DOC-CHL-SWI

Water Treatment Chemicals Safe Work Instruction

How to store, transfer, dose and receive pool and water treatment chemicals safely at [Site name]

Document number		**Version**	
Site		**Work area**	
Approved by		**Review date**	

1 Purpose and scope

This instruction sets out how to store, transfer, dose and receive deliveries of chlorine and other pool and water treatment chemicals at **[Site name]**, and how to respond to a spill or gas release. The safety data sheet (SDS) for each chemical comes first.

It applies to every worker who handles these chemicals at the site, including contractors and delivery drivers on site. Where the SDS or the plant manufacturer's instructions differ from this instruction, follow them and tell your supervisor.

2 Who may do the work

- Has completed chemical handling training and has a current VOC
- Has been authorised by **[Supervisor name]**
- Has read this instruction and signed the acknowledgement at the end

Licences and duties

No licence is needed to handle pool and water treatment chemicals at work, but they are hazardous chemicals and often dangerous goods. WHS and OHS laws require the business to manage the risks, keep a register and safety data sheets (SDS), label containers, store incompatible chemicals apart, and train workers. Some quantities bring extra duties, such as placards, manifests or notifying the regulator, and some states have separate dangerous goods laws or licences: check yours. A VOC is the business's own check that a worker can handle these chemicals safely at its site: it is not a licence and it is not a nationally recognised qualification.

3 The chemicals and the plant room

Fill in for each site or plant room.

Chemicals held and container sizes	
SDS kept at: [SDS location]	
Storage areas, bunds and segregation	
Fill points (labelled) and dosing plant	
Eyewash, shower and spill kit locations	
Emergency plan: [Emergency plan reference]	

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Chlorine and Water Treatment Chemical Handling Safe Work Instruction Template

END OF THE FREE SAMPLE

This sample shows a few pages, so you can judge the layout and the quality. An editable water treatment chemicals safe work instruction: what the worker does, step by step, the hazards and controls, and the points where the work stops.

What the full product contains

- **Water treatment chemical handling safe work instruction: SDS, segregation, transfer and dosing, deliveries, spills and gas release; stop-work points**
  02_SAFE_WORK_INSTRUCTION/Water Treatment Chemicals Safe Work Instruction.docx and .pdf
- **Setup note: what to adapt before use, and every placeholder**
  01_START_HERE/Setup Note.pdf
- **Start here: Read Me First, Product Overview, Permitted Use Terms, Version Information**
  01_START_HERE/ (four PDFs)

Formats

- Word (.docx), editable, with your logo and business name in the header
- PDF copy of the Word document, for printing blank
- Delivered as a single ZIP download

Get the full editable documents

https://training.oranaskillscentre.com/documents/chlorine-and-water-treatment-chemical-handling-safe-work-instruction-template

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