

INDUCTION - MODULE 2

CHEMICALS



BSCAA CLEANING INDUSTRY TRAINING



**Queensland
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Department of
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Index

Hazardous Substances and Dangerous Goods	
Dangerous Goods	2
Hazardous Substances	3
Chemical Safety Rules	4
Material Safety Data Sheets	6
Personal Protective Equipment PPE	7
Handling and Storing Chemicals	8
Chemicals Containers Labelling	9
Task Assessments	10
Chemical Decanting	11
Filling Chemical Spray Containers	13
Assessment Questions	
Proof of Induction	

Hazardous Substances / Dangerous Goods

DANGEROUS GOODS are substances that may be solids, liquids or gases with any of the following characteristics:

- corrosive
- flammable
- explosive
- spontaneously combustible
- toxic
- oxidising, or
- water reactive

These goods can be deadly, and can cause serious damage to people, property and the environment.

Dangerous goods are materials that are classified on the basis of immediate physical or chemical effects such as fire, corrosion and poisoning affecting people, property and the environment.

Dangerous Goods are indicated
by their class label

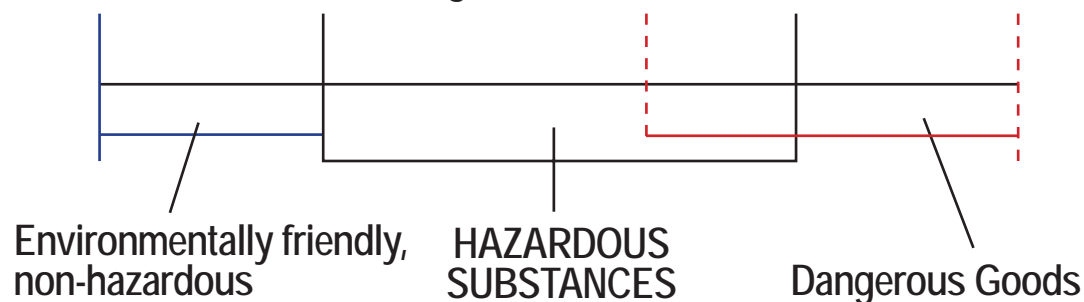


HAZARDOUS SUBSTANCES have the potential to harm human health. These may be solids, liquids or gases. They may be pure substances or mixes.

When used in the workplace, these substances often generate vapours, fumes, dusts and mists. A wide range of industrial and cleaning chemicals are classified as hazardous. Examples of hazardous substances are:

- degreasers and solvents
- disinfectants
- petrol and oils
- graffiti removers
- carpet spotters
- bleaches

Hazardous Substances are classified only on the basis of health effects (whether immediate or long term).



How do you identify a Hazardous Substance

The only way to identify whether a substance is a hazardous substance is to look for a statement on the Material Safety Data Sheet (MSDS) which says something like "This substance is classified as hazardous according the Worksafe criteria (or the NOHSC criteria)" or alternatively "this substance is classified as non-hazardous (or not classified as hazardous) etc". Reading the label may help, but the MSDS has the only fully complete information.

The label may say "Poison", "Caution", "Warning" or "Hazardous".



The MSDS may state: "This substance has been determined to be hazardous against the Worksafe Criteria".

March 2007
Page 3 of 14

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Chemicals Safety Rules

- Ensure all hazardous substances used in the workplace are labelled and have MSDS's
If they are not, tell your Supervisor.
- Provide for the assessment of the risk of, and the control of, exposure to hazardous substances
You may be asked to be part of the risk assessment.
- Ensure that all cleaners who could be exposed to hazardous substances at work are provided with appropriate information and training on such substances
If you have not been trained in the use and handling of hazardous substances, do not use them. Inform your Supervisor.
- Look for non-hazardous substitutes to replace dangerous substances
If you have the choice of using different chemicals, always choose to use the non hazardous one
- Ensure, so far as is practicable, access by unauthorised persons to areas where hazardous substances and dangerous goods are stored IS PREVENTED
Keep storage areas locked where possible – do not leave containers of chemicals lying around unattended

Chemicals Safety Rules

What you should do

- Read the MSDS and make sure you understand it – especially how to use the substance properly and how to protect yourself from exposure to it
- Read the risk assessment that has been completed if the substance is classified as a hazardous substance
- Know where the MSDS's are stored at your workplace
- Know what to do in the event of a spillage or if you get the substance on your skin or in your eyes.
- If you have ANY doubts, ask your supervisor.
- Follow the instructions and procedures you have been trained in, and also the information on the MSDS and labels for the chemicals, to make sure the substance is used correctly.
- Have access to first aid treatment for any chemical related incidents.
- Use Personal Protective Equipment if it is provided and you are instructed on how you use it properly.

Your Obligations!

- ✓ Always read the MSDS
- ✓ If you can't understand it – ASK!!
- ✓ Always wear PPE when required to do so

What your employer should do

- Provide you with access to a copy of all the MSDS's for substances that you are required to use.
- Conduct and make written records of risk assessments for any chemicals classified as hazardous substances that you are required to use, and implement the controls listed to "fix" or minimise the risk associated with using the substance.
- Provide you with access to (or copies of) the written risk assessments
- Provide you with training in the use of the chemicals – including decanting/dilution, labelling containers, the procedure to be used for using the chemical etc.
- Provide you with access to first aid treatment in the event of any injuries or illnesses
- Provided you with appropriate storage areas at the workplace and the necessary containers and labels for diluted solutions when required.
- Provide a way to keep unauthorised persons away from the chemical storage area.

March 2007
Page 5 of 14

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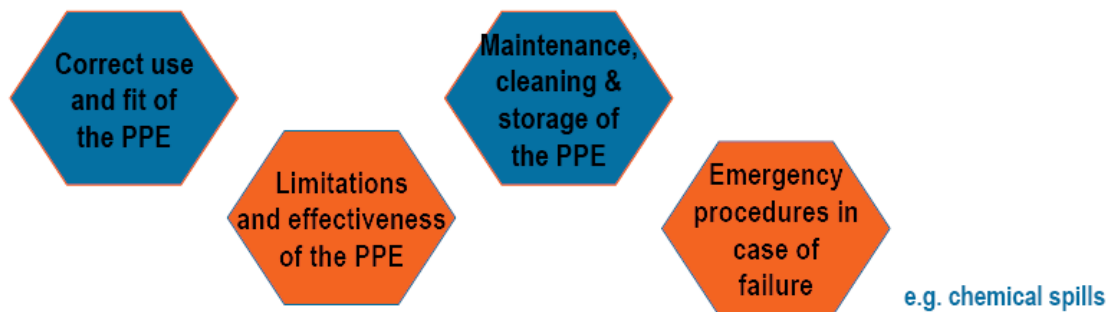
Personal Protective Equipment

PPE should only be used as a last resort and should be used in conjunction with other control measures when using chemicals. PPE does not remove or control the hazard.

Try to eliminate the use of hazardous substances or at least limit their use. If you have a choice of substances when cleaning, check the MSDS and always use the least hazardous.

PPE - Training

If you receive and are required to wear PPE as part of using chemicals you will be provided with training in:



PPE should be provided to you:

- As indicated on the MSDS
- Ensure the PPE is appropriate for the task – can be worn comfortably
- With instructions on how to maintain it or how to dispose of it and replace with fresh PPE

Your Obligations!

- ✓ You must be trained in the use of chemicals
- ✓ You **MUST** wear PPE

Handling & Storing Chemicals

Put on gloves and goggles before preparing chemical solutions.
Always add chemical to water.
Never add water to chemical.



DO



DON'T

Store smaller containers on top shelf, heavier containers on lower shelf



DO



DON'T

Never store chemicals above toilet rolls, hand paper towel, etc.

Chemical Containers Labelling

All chemical containers and dispensers should be correctly labelled. The container should have the same chemical in it as the label states.



DO



DON'T

Task Assessments

The following task assessments relate to the work you do as a cleaner.

Read these assessments.

If you do not agree with them or wish to identify additional hazards, discuss this with your Supervisor.

CHEMICAL DECANTING - Medium Risk

TASK	RISKS/HAZARDS	RESPONSIBILITY	SAFE WORK METHOD
1. Ensure container is not damaged, cracked or leaking and is the correct container supplied by the company for this particular use. No other container is acceptable.	<ul style="list-style-type: none"> Chemical burn/Contamination 	Cleaner	Damaged or unlabelled containers to be discarded. If leaking, contain using a spill kit or appropriate bunding.
2. Ensure container is correctly and clearly labelled. Never decant in any area other than designated cleaners room – keep out of reach of students.	<ul style="list-style-type: none"> Risk of incorrect chemical being used or incorrect information 	Cleaner	Check before filling, ensuring availability of current MSDS
3. Ensure you are wearing all appropriate safety equipment	<ul style="list-style-type: none"> Burns/Contamination Skin irritation 	Cleaner	Safety equipment must be worn at all times, a minimum of gloves. When decanting, it is advisable to always wear protective glasses.
4. Place open container up under spout and ensure you can take the weight as it fills.	<ul style="list-style-type: none"> Burns/Contamination Manual handling, sprains strains if container too heavy 	Cleaner	Ensure container is tight up under spout and that you can conformably manage the weight of a full container
5. Turn tap on and allow to fill without the fill being too fast and uncontrolled.	<ul style="list-style-type: none"> Burns/Contamination Risk of spill 	Cleaner	Ensure container is tight under spout and that you can comfortably manage the weight of a full container
6. Turn tap off when full, slowing flow down as container is two thirds full	<ul style="list-style-type: none"> Burns/Contamination Risk of spill 	Cleaner	Turn off before overflowing Any chemical spill must be cleaned up immediately
7. Seal container as appropriate to the container	<ul style="list-style-type: none"> Burns/Contamination Risk of spill 	Cleaner	Ensure lid sealed tight and tap is turned off
8. Wash sealed container of any excess chemical, ensuring that water does not enter container as this could be a hazard within itself.	<ul style="list-style-type: none"> Burns/Contamination 	Cleaner	Wash clean, cold water

TASK	RISKS/HAZARDS	RESPONSIBILITY	SAFE WORK METHOD
9. Store chemical in safe storage according to instructions on MSDS, ensuring the storage shelving is capable of taking the weight, and the chemical is stored in proximity of chemicals where it will not adversely react should they come in contact. Storage should include bunding facilities.	<ul style="list-style-type: none"> • Contamination • Risk of adverse chemical reaction causing fumes • Risk of spill 	Cleaner	<p>Store away from chemicals that may cause a chemical reaction</p> <p>Ensure appropriate bunding is in place</p>
10. Wash hands to ensure any excess chemicals are removed from skin and surrounding surfaces	<ul style="list-style-type: none"> • Contamination 	Cleaner	
11. Do not combine chemicals	<ul style="list-style-type: none"> • Contamination/Chemical reaction 	Cleaner	Ensure any spills or surface contamination is cleaned up
12. Do not smoke while using chemicals	<ul style="list-style-type: none"> • Risk of fire 	Cleaner	Check MSDS and ensure fire emergency procedures are in place
13. Ensure all containers are labelled		Cleaner	Use correct Chemical labelling and check MSDS

FILLING CHEMICAL SPRAY CONTAINERS - Low Risk

TASK	RISKS/HAZARDS	RESPONSIBILITY	SAFE WORK METHOD
1. Ensure container is not damaged and is the appropriate container for use. No other substitute is acceptable.	<ul style="list-style-type: none"> • Chemical burn/Contamination 	Cleaner	<p>Damaged containers to be discarded</p> <p>Only uses containers fit for the purpose and not substitute bottles such as cool drink bottles. This is a dangerous practice and against the Law!</p>
2. Ensure container is correctly labelled	<ul style="list-style-type: none"> • Risk of wrong chemical being used 	Cleaner	<p>Check before filling that a chemical label has been adhered to the container as per the MSDS. This should be a manufacturer supplied label appropriately matches the chemical</p>
3. Ensure you are wearing all appropriate safety equipment	<ul style="list-style-type: none"> • Burns/Contamination 	Cleaner	<p>Safety equipment must be worn at all times and this is outlined on the chemical MSDS</p> <p>Read MSDS before filling</p>
4. Place open container up under spout	<ul style="list-style-type: none"> • Burns/Contamination 	Cleaner	<p>Ensure container is tight up under spout</p>
5. Turn tap on	<ul style="list-style-type: none"> • Burns/Contamination 	Cleaner	<p>Ensure container is tight under spout</p>
6. Turn tap off when full	<ul style="list-style-type: none"> • Burns/Contamination 	Cleaner	<p>Turn off before overflowing</p>
7. Seal container	<ul style="list-style-type: none"> • Burns/Contamination 	Cleaner	<p>Ensure lid sealed tight and tap is turned off</p>
8. Wash sealed container	<ul style="list-style-type: none"> • Burns/Contamination 	Cleaner	<p>Wash in fresh water</p>
9. Store chemical in safe storage	<ul style="list-style-type: none"> • Contamination 	Cleaner	<p>Store away from food and other chemicals that could cause a chemical reaction if it came into contact with the chemical.</p>
10. Wash hands	<ul style="list-style-type: none"> • Contamination 	Cleaner	<p>Ensure all traces of chemicals have been washed</p>

TASK	RISKS/HAZARDS	RESPONSIBILITY	SAFE WORK METHOD
			away from skin (should not have made contact at all!) and any spilt chemical.
11. Do not combine chemicals	<ul style="list-style-type: none"> • Contamination/Chemical reaction 	Cleaner	Never mix chemicals.
12. Do not smoke while using chemicals	<ul style="list-style-type: none"> • Risk of fire and burn injuries 	Cleaner	Keep chemicals away from flames
13. Store chemical when finished	<ul style="list-style-type: none"> • Risk of fire 	Cleaner	Store according to MSDS manufacturers specifications

Module 2: Assessment Questions

Answer the following questions by ticking the box.

Give this form to your Supervisor for marking and recording in your employee file.

No:			
1.MSDS stands for.....			
1	<input type="checkbox"/> Managers Systems Data Stuff	<input type="checkbox"/> Material Safety Data Sheet	<input type="checkbox"/> My Safe Data Sheet
2. Dangerous goods are substances that may be corrosive, flammable, explosive, spontaneously combustible or toxic			
2	<input type="checkbox"/> True	<input type="checkbox"/> False	
3. A Hazardous Substance can be identified as hazardous by reading the information on the MSDS.			
3	<input type="checkbox"/> True	<input type="checkbox"/> False	
4. If you have a reaction to a chemical you should.....			
4	<input type="checkbox"/> Stop using the substance and report to the Supervisor	<input type="checkbox"/> Wear rubber gloves and goggles	<input type="checkbox"/> Keep away from it
5. An MSDS cannot be older than ?? years or it is considered out of date?			
5	<input type="checkbox"/> 2 Years	<input type="checkbox"/> 10 Years	<input type="checkbox"/> 5 Years
6. A Hazardous Substance and Dangerous Goods Register must be kept and maintained			
6	<input type="checkbox"/> At Head Office	<input type="checkbox"/> On every work site where chemicals are used	<input type="checkbox"/> If chemicals have been spilt
7. PPE should be used when working with chemicals. To know what PPE to use you can.....			
7	<input type="checkbox"/> Check the information on the MSDS	<input type="checkbox"/> Use gloves if you have sensitive skin	<input type="checkbox"/> Ask someone else
8. Always add the water to the chemical.			
8	<input type="checkbox"/> True	<input type="checkbox"/> False	<input type="checkbox"/> It doesn't matter
9. Chemical containers should be labelled but spray bottles are OK as long as you know what's in them or you can tell by the colour or smell.			
9	<input type="checkbox"/> True	<input type="checkbox"/> False	
10. If a person gets a chemical in their eye, you will find the first aid information.....			
10	<input type="checkbox"/> On the MSDS	<input type="checkbox"/> By ringing the Supervisor	<input type="checkbox"/> By ringing 000

PROOF OF INDUCTION

I have been inducted in the use of the Company Induction Module 2. I understand my responsibilities for this system as outlined in this manual.

I understand the compliance with the requirements of this manual is a condition of my agreement/employment and in signing Module 2 I agree to abide by the conditions and processes outlined in this document.

I agree to follow policies and instruction in this manual and report any hazards to my Supervisor.

Employee/ Subcontractor:
Name

Inducted by Company Representative:

Induction Site:

Induction Date:



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