

## GENERAL SAFETY GUIDELINES

Train staff to learn and use the proper (and safe) work methods for all tasks.

Require staff to wear the right personal protective equipment.

Monitor staff to make sure they do not take shortcuts, risks, or engage in horseplay.

Instruct employees to report all hazardous conditions to management.

Instruct staff that drugs and alcohol are never permitted in the workplace.

Remind your staff they are not to rush. Safety comes before speed.

### Tips for Your Employees

Show up for work well rested.

Leave all personal problems at home.

Practice good housekeeping.



## Safety Data Sheets

Safety Data Sheets (SDSs) must be available for most hazardous chemicals in the workplace and are required to be provided in a consistent 16-section format. The purpose of this format is to make it easier for employees to understand the hazards of the chemicals they may be exposed to or use while working.

Safety Data Sheets provide information such as the properties of each chemical; the physical, health, and environmental health hazards, as well as safety precaution for handling and storing the chemicals. As with product labels, a SDS must contain signal words, such as “DANGER” for severe hazards, and symbols and pictograms to alert users to dangerous properties.



Safety Data Sheets must include various types of Occupational Exposure Limits (OELs) used or recommended by the chemical manufacture or importer. OELs have been established by a number of organizations and include OSHA’s “Permissible Exposure Limits” (PELs) and the American Conference of Governmental Industrial Hygienists’ “Threshold Limit Values” (TLVs). SDSs must also contain detailed first-aid information and emergency response measures (e.g. fire fighting).

## Follow Basic Chemical Safety Practices

- Secure all chemical container lids, and store the chemicals in their designated areas after use.
- Review the Safety Data Sheet to understand the hazards and emergency procedures.
- Always wear required personal protective equipment when handling hazardous chemicals.
- Never sniff a chemical to determine its properties.
- Never place chemicals in beverage bottles.

## Implement Recommended and Mandatory Chemical Safety Work Practices

- Maintain a list of all hazardous chemicals in the workplace.
- Make sure all chemicals are labeled clearly and and correctly.
- Ensure SDSs are available for all hazardous chemicals. SDSs should be located in close proximity to the work area, be accessible and be adequately protected from dirt and grime.
- Provide adequate ventilation in all work areas.
- Have eyewash facilities located in close proximity to the work area, and maintain them properly.
- Provide the appropriate personal protective equipment to employees working with chemicals.